

ARUN COUNSELLING CENTRE

England & Wales · Charity number 293053

Details

Other names	LITTLEHAMPTON AND DISTRICT COUNSELLING SERVICE
Status	Registered
Legal form	Other
Registered	1985-12-11
Register	View on the Charity Commission register

Contact

Address Dove Lodge
49 Beach Road
Littlehampton
West Sussex
BN17 5JG

Phone 01903714417

Email admin@aruncounselling.com

Website www.aruncounselling.com

Activities

Objects: THE ADVANCEMENT OF EDUCATION, THE PROTECTION OF HEALTH AND THE RELIEF OF POVERTY, SICKNESS AND DISTRESS, IN PARTICULAR BY THE PROVISION OF COUNSELLING SERVICES

Activities: The charity provides counselling to the people of the Arun area. The charity provides supervision to the 32 counsellors who are members of the charity. The charity offers training workshops for ACC counsellors and counsellors in the area. The charity offers a Friends of Arun Counselling membership. Arun Counselling is accredited by the British Association for Counselling & Psychotherapy.

Classification

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

Geography

- **Area of benefit:** ARUN DISTRICT AND THE SURROUNDING AREA
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-05-31	£116,177	£84,165	-	-
2024-05-31	£94,176	£78,896	-	-
2023-05-31	£39,155	£44,792	-	-
2022-05-31	£36,121	£35,244	-	-
2021-05-31	£42,601	£28,783	-	-

Trustees

Name	Role	Appointed
Dr Jonathan George Stenson Prosser		2025-05-06
Julie Bashford		2025-03-17
Louise Angela Treves		2026-01-05
Louise Kyffin		2023-03-27
Natale Maria Wood		2025-02-03
Susan Ross		2023-07-17

ARUN COUNSELLING CENTRE

England & Wales - Charity number 293053

Accounts



**ARUN COUNSELLING CENTRE
TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2025**

Eclipse Accountancy Ltd
Chartered Accountants
Fareham Innovation Centre
Merlin House
4 Meteor Way, Lee-on-the-Solent
Hampshire
PO13 9FU

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**Arun Counselling Centre
Reference and Administrative Details
For The Year Ended 31 May 2025**

Trustees

Jonathan Stenson Prosser (appointed 06/05/2025)
Julie Bashford (appointed 17/03/2025)
Susan Cross (appointed 19/02/2025)
Susan Ross - Trustee Chair
Louise Kyffin
Natale Wood
Carole Beaty (resigned 07/12/2024)
Holly Myfield (resigned 06/02/2025)
Rosey Whorlow (resigned 07/12/2024)

Charity Number 293053

Principal Address

Dove Lodge
49 Beach Road
Littlehampton
West Sussex
BN17 5JG

Independent Examiner

Anouska James ICAEW
Eclipse Accountancy Ltd
Chartered Accountants
Fareham Innovation Centre
Merlin House
4 Meteor Way, Lee-on-the-Solent
Hampshire
PO13 9FU

Arun Counselling Centre

Trustees' Report For The Year Ended 31 May 2025

The trustees present their report and the financial statements for the year ended 31 May 2025.

Objectives and Activities

Aims and Objectives

Arun Counselling Centre (ACC) exists to provide accessible, affordable and high-quality counselling for adults across the Arun district. Our purpose is to support local people experiencing emotional or psychological distress by offering a sustaining, professional therapeutic relationship built on trust, respect and confidentiality.

ACC also provides valuable placement opportunities, supervision and professional development for trainee counsellors, contributing to the long-term development of the counselling workforce locally.

The primary activity undertaken to further ACC's charitable purposes for public benefit is the provision of counselling. In delivering this work, the trustees confirm that they have complied with the Charity Commission's guidance on public benefit.

Achievements and Performance

Main Achievements

Delivering a highly valued, accessible counselling service.

Now in our 42nd year, ACC continues to hold a strong reputation for high-quality, low-cost counselling within the Arun community. Demand for the service remains high, with consistently positive feedback from clients who tell us that counselling provided them with improved coping strategies, reduced distress, and a better ability to manage day-to-day life. Our counselling model, offering humanistic, psychodynamic and integrative approaches, has been carefully developed and refined over four decades. The quality of clinical work delivered by our counsellors remains central to our success. During the year, ACC received over 215 referrals, representing a 17.5% increase on the previous year and clearly demonstrating the growing demand for our service within the Arun community. Despite this increased pressure, we are pleased to report an 85% assessment-to-start conversion rate, evidencing our ability to effectively and safely manage higher referral volumes. This supported a 91% client satisfaction rating across the year via our service evaluation forms. We have also seen a shift in the complexity of client presentations. When comparing data from the same risk-assessment grading system across this year versus 2023-24, there has been a 2% increase in clients identified as high risk, highlighting the heightened level of need among those seeking support. This makes our commitment to providing accessible, high-quality counselling more important than ever.

Supporting the next generation of counsellors

ACC continues to be highly regarded by training organisations, including Cara Counselling and the University of Chichester, and regularly receives more applications for placements than it can accommodate. Trainee counsellors consistently report excellent levels of support and supervision, and many stay with ACC long after qualification, with one volunteer who has now been with the organisation for over a decade.

Our supervision model, offering two hours of high-quality supervision per fortnight in small groups, has been expanded with the creation of an eighth supervision group, increasing our counselling capacity to 32 counsellors.

We have continued to offer industry leading CPD training for current staff, former staff and others in the sector, via our Friends of Arun membership group. This CPD programme benefits a wide range of community and private practices across the region.

Responding to increased complexity of need

As statutory services face reduced capacity and growing waiting lists, ACC has seen a notable rise in clients presenting with more complex mental health needs, including diagnosed conditions such as Emotionally Unstable Personality Disorder, and an increase in clients identifying as neurodiverse.

To ensure we can support more people within reasonable timeframes, ACC introduced a new 18-week initial contract model. While clients can still stay for up to three years where clinically appropriate, this approach enables us to reduce waiting times and maintain equitable access for the community.

Digital transformation and improved accessibility

Over the past year, ACC has modernised several aspects of its operations. We implemented the Cliniko case management system to improve record keeping, appointment scheduling and clinical safety. We also expanded online counselling provision via MS Teams and Zoom, creating increased flexibility for clients with mobility challenges, caring responsibilities, or a preference for remote sessions.

Strengthening our workforce and organisational resilience

Driven by increased income from successful fundraising, we have been able to strengthen and professionalise the organisation. ACC now employs a Director of Operations, a Clinical Lead, an Operations Manager, a Finance Officer and an Administrator. We also continue to benefit from the support of a freelance fundraiser, whose work over the past two years has been instrumental in broadening our income base.

These appointments ensure robust governance, improved clinical oversight, stronger financial controls and a more sustainable service.

Arun Counselling Centre Trustees' Report (continued) For The Year Ended 31 May 2025

Financial Review

Financial Position

Total income for the year was £116,177 (2024: £94,176) of which unrestricted income was £112,315 (2024: £83,491) and restricted income was £3,862 (2024: £10,685).

Total expenditure for the year was £84,165 (2024: £78,896) of which unrestricted expenditure was £81,138 (2024: £70,111) and restricted expenditure was £3,027 (2024: £8,785).

This resulted in a surplus for the year of £32,012 (2024: deficit of £15,280) of which there was a surplus in unrestricted funds of £31,177 (2024: deficit of £13,380) and a surplus in restricted funds of £835. (2024: £1900).

As at 31 May 2025 the charity held total funds of £87,873 (2024: £55,861) of which £85,138 were unrestricted (2024: £53,961) and of which £2,735 were restricted (2024: £1900).

Reserves Policy

The trustees aim to maintain sufficient reserves to meet three months of operating costs.

Our Thanks to Funders and Supporters

ACC would not be able to continue its vital work without the generosity of our funders. Their support enables us to offer life-changing counselling to local people who would otherwise be unable to access timely help.

We extend our sincere thanks to the Foyle Foundation, for their grant of £5000 and we would also like to extend our gratitude to the following:

National Lottery Community Fund
Postcode Society Trust
Albert Hunt Trust
Card Factory Foundation
Sussex Community Foundation
Chalk Cliff Charitable Trust
The Souter Charitable Trust
Homity Trust
F Glenister Woodgar Trust
Littlehampton Town Council
Arnold Clark Community Fund
Bognor Regis Town Council
Ian Askew Charitable Trust
Charlotte Marshall Charitable Trust
East Preston Parish Council
Ferring Parish Council
Pagham Parish Council
Angmering Parish Council
Felpham Parish Council
Billingshurst Parish Council
Littlehampton Lions
Slindon Parish Council

Their contributions, both restricted and unrestricted, have enabled us to provide more sessions to clients from disadvantaged backgrounds, invest in our staff and systems, and build a stronger, safer, more accessible service.

Structure, Governance and Management

Governing Document

ACC is governed by a constitution adopted on 28 October 1985 and amended on 16 July 1998, 7 September 2005 and 5 September 2007. The charity is an unincorporated association.

Arun Counselling Centre Trustees' Report (continued) For The Year Ended 31 May 2025

Trustee Selection Methods

The Trustee Board comprises of elected trustees (appointed at the AGM) and trustees appointed during the year by resolution of the Board. When recruiting new trustees, the Board considers the skills and experience required to support the charity's needs, including clinical, financial, governance or fundraising expertise.

New trustees receive a structured induction, meeting with key staff and fellow trustees and receiving information about ACC's services, policies and governance.

The Board meets four times per year and reviews risk, safeguarding, finances, organisational performance and compliance at each meeting.

Plans for Future Periods

ACC is currently in the strongest financial position in its history. However, the trustees have deliberately committed the majority of these reserves to essential investment over the coming year to meet increased demand, professionalise operations, and improve long-term sustainability.

Investment in staffing

A significant proportion of our designated reserves has been committed to strengthening our workforce. We have recruited a Director of Operations and a Finance Officer, both on 16-hour contracts, to improve governance, financial management, compliance and operational stability.

Investment in essential systems and improvement projects

During 2025–26, designated reserves will also be used to deliver several key improvement projects, including:

- £4,000 for ACC's first HR system and associated support
- £5,600 for freelance marketing support to grow our reach, improve our website and social media presence, and strengthen community engagement
- Additional funding set aside for client bursaries, particularly to support individuals from deprived areas where restricted Parish Council funding is insufficient to meet need

Expected use of reserves

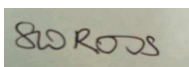
These committed projects amount to approximately £13,000. In addition, staffing and administrative costs have increased by 89% per quarter due to essential professionalisation. As a result, we anticipate utilising approximately £53,000 of reserves during the next 12 months. This strategic use of reserves is a deliberate and responsible investment in strengthening clinical quality, governance, sustainability and access for disadvantaged residents, as well as growing key areas like our Employee Assistance Programme offer to businesses and Friends of Arun membership group to professionals.

Future fundraising need

Our business plan forecasts that by the end of 2025–26, ACC's reserve levels will have reduced significantly. This will ensure that future funding applications are not disadvantaged by perceived high reserves while demonstrating that we are actively investing funds to meet community need.

Continued support from our funders, in both restricted and unrestricted forms, will be essential to maintain the increased capacity, improved governance and expanded client support we have now committed to delivering.

The trustees' report was approved by the board of trustees and signed on its behalf by:



Susan Ross (Jan 6, 2026, 12:54pm)
Susan Ross

Trustee
5th January 2026

**Arun Counselling Centre
Statement of Financial Activities
For The Year Ended 31 May 2025**

		Unrestricted funds	Restricted funds	2025 Total funds	2024 Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	3	52,792	3,862	56,654	35,347
Charitable activities:					
Counselling		57,490	-	57,490	57,610
Other trading activities	4	1,707	-	1,707	829
Investments	5	326	-	326	390
		<u>112,315</u>	<u>3,862</u>	<u>116,177</u>	<u>94,176</u>
EXPENDITURE ON:					
Raising funds	7	(6,988)	-	(6,988)	(5,400)
Charitable activities:	7				
Counselling		(74,150)	(3,027)	(77,177)	(73,496)
		<u>(81,138)</u>	<u>(3,027)</u>	<u>(84,165)</u>	<u>(78,896)</u>
NET INCOME		31,177	835	32,012	15,280
NET MOVEMENT IN FUNDS		31,177	835	32,012	15,280
RECONCILIATION OF FUNDS:					
Total funds brought forward		53,961	1,900	55,861	40,581
TOTAL FUNDS CARRIED FORWARD	14	<u><u>85,138</u></u>	<u><u>2,735</u></u>	<u><u>87,873</u></u>	<u><u>55,861</u></u>

The notes on pages 10 to 14 form part of these financial statements.

Arun Counselling Centre
Comparative Statement of Financial Activities
For The Year Ended 31 May 2025

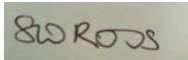
		Unrestricted funds	Restricted funds	2024 Total funds
	Notes	£	£	£
INCOME AND ENDOWMENTS FROM:				
Donations and legacies	3	24,662	10,685	35,347
Charitable activities:				
Counselling		57,610	-	57,610
Other trading activities	4	829	-	829
Investments	5	390	-	390
		<u>83,491</u>	<u>10,685</u>	<u>94,176</u>
EXPENDITURE ON:				
Raising funds	7	(5,400)	-	(5,400)
Charitable activities:	7			
Counselling		(64,711)	(8,785)	(73,496)
		<u>(70,111)</u>	<u>(8,785)</u>	<u>(78,896)</u>
NET INCOME		<u>13,380</u>	<u>1,900</u>	<u>15,280</u>
NET MOVEMENT IN FUNDS		<u>13,380</u>	<u>1,900</u>	<u>15,280</u>
RECONCILIATION OF FUNDS:				
Total funds brought forward		40,581	-	40,581
TOTAL FUNDS CARRIED FORWARD	14	<u><u>53,961</u></u>	<u><u>1,900</u></u>	<u><u>55,861</u></u>

The notes on pages 10 to 14 form part of these financial statements.

**Arun Counselling Centre
Statement of Financial Position
As At 31 May 2025**

		Unrestricted funds	Restricted funds	2025 Total funds	2024 Total funds
	Notes	£	£	£	£
FIXED ASSETS					
CURRENT ASSETS					
Debtors	12	2,507	-	2,507	3,669
Cash at bank and in hand		91,148	-	91,148	55,363
		93,655	-	93,655	59,032
Creditors: Amounts Falling Due Within One Year	13	(5,782)	-	(5,782)	(3,171)
NET CURRENT ASSETS (LIABILITIES)		87,873	-	87,873	55,861
TOTAL ASSETS LESS CURRENT LIABILITIES		87,873	-	87,873	55,861
NET ASSETS		87,873	-	87,873	55,861
FUNDS OF THE CHARITY					
Restricted Funds				2,735	1,900
Unrestricted Funds				85,138	53,961
TOTAL FUNDS	14			87,873	55,861

On behalf of the board



Susan Ross (Jan 6, 2026, 12:54pm)
Susan Ross

Trustee
5th January 2026

The notes on pages 10 to 14 form part of these financial statements.

**Arun Counselling Centre
Statement of Cash Flows
For The Year Ended 31 May 2025**

	Notes	2025 £	2024 £
Cash flows from operating activities			
Net cash generated from operations	1	35,459	14,672
Net cash generated from operating activities		<u>35,459</u>	<u>14,672</u>
Cash flows from investing activities			
Interest received		326	390
		<u>326</u>	<u>390</u>
Increase in cash and cash equivalents		35,785	15,062
Cash and cash equivalents at beginning of year	2	55,363	-
Cash and cash equivalents at end of year	2	<u><u>91,148</u></u>	<u><u>15,062</u></u>

Arun Counselling Centre
Notes to the Statement of Cash Flows
For The Year Ended 31 May 2025

1. Reconciliation of income to cash generated from operations

	2025	2024
	£	£
Net income	32,012	15,280
<i>Adjustments for:</i>		
Interest income	(326)	(390)
Depreciation of tangible assets	-	280
<i>Movements in working capital:</i>		
Decrease/(increase) in trade and other debtors	1,162	(3,669)
Increase in trade and other creditors	2,611	3,171
Net cash generated from operations	35,459	14,672

2. Cash and cash equivalents

Cash and cash equivalents, as stated in the Statement of Cash Flows, relates to the following items in the Balance Sheet:

	2025	2024
	£	£
Cash at bank and in hand	91,148	55,363

3. Analysis of changes in net funds

	As at 1 June 2024	Cash flows	As at 31 May 2025
	£	£	£
Cash at bank and in hand	55,363	35,785	91,148

**Arun Counselling Centre
Notes to the Financial Statements
For The Year Ended 31 May 2025**

1. General Information

Arun Counselling Centre is a charitable unincorporated organisation registered with the Charity Commission, registered charity number 293053. The principal address is Dove Lodge, 49 Beach Road, Littlehampton, West Sussex, BN17 5JG.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements 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 Charities Act 2011.

The charity is a Public Benefit Entity as defined by FRS 102.

2.2. Tangible Fixed Assets and Depreciation

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

2.3. Cash and Cash Equivalents

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held at call with banks, other short-term highly liquid investments that mature in no more than three months from the date of acquisition and are readily convertible to a known amount of cash with insignificant risk of change in value, and bank overdrafts.

3. Income from Donations and Legacies

	Unrestricted funds	Restricted funds	2025 Total funds
	£	£	£
Donations and gifts	52,792	3,862	56,654

	Unrestricted funds	Restricted funds	2024 Total funds
	£	£	£
Donations and gifts	24,662	10,685	35,347

4. Income from Other Trading Activities

	2025 Unrestricted funds	2024 Unrestricted funds
	£	£
Training services	1,707	829

5. Investment Income

	2025 Unrestricted funds	2024 Unrestricted funds
	£	£
Bank interest receivable	326	390

Arun Counselling Centre
Notes to the Financial Statements (continued)
For The Year Ended 31 May 2025

6. Net Income/(Expenditure)

The net income is stated after charging/(crediting):

	2025	2024
	£	£
Bad debts	6,115	525
Depreciation of tangible fixed assets - owned	-	280
	-	280

7. Analysis of Expenditure

	Activities undertaken directly	Support costs (see note 8)	2025
	£	£	Total
			£
Raising funds	6,988	-	6,988
Counselling	-	77,177	77,177
	6,988	77,177	84,165

	Activities undertaken directly	Support costs (see note 8)	2024
	£	£	Total
			£
Raising funds	5,400	-	5,400
Counselling	-	73,496	73,496
	5,400	73,496	78,896

8. Support Costs

	2025
	Counselling
	£
Employee costs	50,891
Premises expenses	14,185
General administration	9,992
Governance costs	2,109
	77,177

	2024
	Counselling
	£
Employee costs	52,124
Premises expenses	14,148
General administration	5,024
Depreciation	280
Governance costs	1,920
	73,496

Arun Counselling Centre
Notes to the Financial Statements (continued)
For The Year Ended 31 May 2025

9. Staff Costs

Staff costs were as follows:

	2025	2024
	£	£
Wages and salaries	20,529	1,496
	20,529	1,496

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

10. Average Number of Employees

Average number of employees during the year was: 2 (2024: NIL)

11. Tangible Assets

		Computer Equipment £
Cost		
As at 1 June 2024		840
As at 31 May 2025		840
Depreciation		
As at 1 June 2024		840
As at 31 May 2025		840
Net Book Value		
As at 31 May 2025		-
As at 1 June 2024		-

12. Debtors

	2025	2024
	£	£
Due within one year		
Trade debtors	1,330	2,295
Other debtors	1,177	1,374
	2,507	3,669

13. Creditors: Amounts Falling Due Within One Year

	2025	2024
	£	£
Trade creditors	3,131	133
Other creditors	-	150
Taxation and social security	731	-
Accruals and deferred income	1,920	2,888
	5,782	3,171

Arun Counselling Centre
Notes to the Financial Statements (continued)
For The Year Ended 31 May 2025

14. Movement in Funds

	As at 1 June 2024	Income	Expenditure	As at 31 May 2025
	£	£	£	£
Unrestricted funds				
General:				
General unrestricted fund	53,961	112,315	(81,138)	85,138
Restricted funds				
Parish Councils - Bursaries	1,875	1,550	(690)	2,735
Parish Councils - Other	25	50	(75)	-
Littlehampton Town Council	-	675	(675)	-
Homity Trust	-	1,000	(1,000)	-
Littlehampton Lions	-	87	(87)	-
Arnold Clark Community Fund	-	500	(500)	-
Total restricted funds	1,900	3,862	(3,027)	2,735
Total funds	55,861	116,177	(84,165)	87,873

	As at 1 June 2023	Income	Expenditure	As at 31 May 2024
	£	£	£	£
Unrestricted funds				
General:				
General unrestricted fund	40,581	83,491	(70,111)	53,961
Restricted funds				
Parish Councils - Bursaries	-	1,875	-	1,875
Parish Councils - Other	-	50	(25)	25
Littlehampton Town Council	-	1,260	(1,260)	-
Hall & Woodhouse	-	2,000	(2,000)	-
Rotary	-	500	(500)	-
Sussex Community Foundation	-	5,000	(5,000)	-
Total restricted funds	-	10,685	(8,785)	1,900
Total funds	40,581	94,176	(78,896)	55,861

15. Related Party Disclosures

There have been no related party transactions in the reporting period that require disclosure.

Arun Counselling Centre
Detailed Statement of Financial Activities
For The Year Ended 31 May 2025

	2025	2024
	Total funds	Total funds
	£	£
INCOME AND ENDOWMENTS FROM:		
Donations and legacies		
Donations and gifts	56,654	35,347
	56,654	35,347
Charitable Activities:		
Counselling		
Income from charitable activities	57,490	57,610
	57,490	57,610
Other trading activities		
Training services	1,707	829
	1,707	829
Investments		
Bank interest receivable	326	390
	326	390
	116,177	94,176
EXPENDITURE ON:		
Raising funds		
Subcontractor costs	(6,988)	(5,400)
	(6,988)	(5,400)
Charitable Activities:		
Counselling		
Wages and salaries	(20,529)	(1,496)
Subcontractor costs	(24,179)	(47,251)
Staff training	(2,229)	(878)
Staff welfare	(389)	(54)
Travel and subsistence expenses	(3,565)	(2,445)
Rent	(14,185)	(13,886)
Repairs and maintenance	-	(262)
Computer software, consumables and maintenance	(2,163)	(1,695)
Insurance	(298)	(200)
Printing, postage and stationery	(499)	(356)
Advertising and marketing costs	(275)	-
Website costs	(139)	(1,763)
Subscriptions	(420)	(249)
Bank charges	(1)	(52)
Bad debts written off	(6,115)	(525)

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Arun Counselling Centre
Detailed Statement of Financial Activities (continued)
For The Year Ended 31 May 2025

Sundry expenses	(82)	(184)
Depreciation	-	(280)
Accountancy fees	(2,109)	(1,920)
	<u>(77,177)</u>	<u>(73,496)</u>
	(84,165)	(78,896)
NET INCOME	<u>32,012</u>	<u>15,280</u>



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Parties involved with this document

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Tue, 6th Jan 2026 12:54:04 GMT	Susan Ross - Signer (dc3cbd40321521ce00e2eb0ed52473a8)

Audit history log

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Tue, 6th Jan 2026 12:38:43 GMT	Anouska viewed the envelope (188.39.66.195)
Tue, 6th Jan 2026 12:38:59 GMT	Anouska signed the envelope (188.39.66.195)
Tue, 6th Jan 2026 12:39:00 GMT	Sent the envelope to Susan Ross (Susan.Ross@aruncounselling.com) for signing (188.39.66.195)
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ARUN COUNSELLING CENTRE

England & Wales - Charity number 293053

Accounts

Arun Counselling Centre

Charity No. 293053

Trustees' Report and Unaudited Accounts

31 May 2024

Arun Counselling Centre

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Arun Counselling Centre Trustees Annual Report

The trustees present their report with the unaudited financial statements of the charity for the year ended 31 May 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity No. 293053

Registered Office

Dove Lodge
49 Beach Road
Littlehampton
BN17 5JG

Trustees

The following Trustees served during the year:

C. Beaty	(Resigned 7 December 2024)
A. Kelly	(Resigned 21 March 2024)
L. Kyffin	
H. Myfield	(Resigned 6 February 2025)
S. Ross	
R. Whorlow	(Resigned 7 December 2024)

Accountants

Eclipse Accountancy Ltd
Fareham Innovation Centre
Merlin House, 4 Meteor Way
Lee on the Solent
Hampshire
PO13 9FU

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is governed by its constitution which was adopted on 28 October 1985 as amended by special resolutions dated 16 July 1998, 7 September 2005 and 05 September 2007.

The charity is an unincorporated association.

The Trustee Board consists of Elected trustees and Appointed trustees. Elected trustees are elected at Annual General Meetings and Appointed trustees are appointed at an ordinary meeting of the Trustee Board.

When considering appointing trustees, the Board has regard to the requirement for any specialist skills needed. During the induction process for new trustees they meet key employees and other trustees. The trustees hold 4 meetings per year.

OBJECTIVES AND ACTIVITIES

Arun Counselling Centre (ACC) provides a low cost counselling service to people in the local community. This is provided in a non-judgemental and confidential setting based on mutual trust and respect.

The objective of this not-for-profit making organisation is to provide a professional counselling service to people in the local Arun community and to support counsellors in their professional training and development.

The main activity undertaken to further the charity's purposes for the public benefit is Counselling. The trustees confirm that they have referred to the guidance contained in the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

ACHIEVEMENTS AND PERFORMANCE

ACC has established a well-deserved reputation for high-quality, low-cost counselling. This is demonstrated by the many positive client evaluations that have been received over the 41 years that the organisation has been in existence.

The Counselling is the central core of what ACC does and is well established. It has successfully evolved thanks to the dedication of its Directors, Administrators, Supervisors, Counsellors and Trustees.

Those who worked with ACC were either on a very small bursary or were a volunteer. ACC now employs a small number of staff including a Director and Operations Manager. It has successfully engaged in fundraising activities using the services of a professional fundraiser. This has made a huge difference to its finances.

As the NHS local provision has decreased, the charity sector is finding that clients with more serious mental health conditions are applying for counselling. ACC has seen an increase in these clients and an increase in clients who disclose that they are neuro-diverse.

ACC has tackled the problem of long waiting lists by changing the model of counselling offered. Clients are now given an 18-week initial contract and can still stay with the service for up to three years, but each case is judged on its merits.

The Counselling model offered is multimodal including but not limited to humanistic, psychodynamic integrative approaches. Since COVID, ACC has introduced video counselling, first on Zoom and more recently on Cliniko.

It is highly valued by the many training organisations and by those students who undertake their training and counselling hours with ACC, including the students from Cara Counselling and the University of Chichester. ACC is always over-subscribed. The trainees report very favourably on their experiences with the service. Many of the trainees stay on for a few years with ACC after they are qualified, one of the volunteers has stayed with ACC for more than ten years.

ACC has a well-established supervision model of providing 2 hours each fortnight in groups of 4 counsellors. It has recently introduced an eighth supervision group, taking its counselling complement to 32.

The most significant change over the last few years has been the administrative processes that support the organisation. Before COVID, ACC was running entirely on paper based systems. The 'red book' which contained details of the clients was held within a literal red ledger. The use of IT was minimal and ACC did not subscribe to Microsoft Office; it only had one e-mail address. Now ACC now makes extensive use of IT including Microsoft 365 for emailing and data management; Cliniko for case management and Xero for finances. This benefits both those who are service users and those who are working or volunteering within the organisation.

Arun Counselling Centre
Trustees Annual Report continued

FINANCIAL REVIEW

Total income for the year was £94,176 (2023: £39,155) of which unrestricted income was £83,491 (2023: £39,155) and restricted income was £10,685 (2023: £Nil). Of the total income, grant funding totalled £35,255 (2023: £1,880)

Total expenditure for the year was £78,896 (2023: £44,792) of which unrestricted expenditure was £70,111 (2023: £44,792) and restricted expenditure was £8,785 (2023: £Nil).

This resulted in a surplus for the year of £15,280 (2023: deficit of £5,637) of which there was a surplus in unrestricted funds of £13,380 (2023: deficit of £5,637) and a surplus in restricted funds of £1,900 (2023: No restricted funds).

As at 31 May 2024 the charity held total funds of £55,861 (2023: £40,581) of which £53,961 were unrestricted (2023: £40,581) and of which £1,900 were restricted (2023: No restricted funds).

The trustees aim to maintain sufficient reserves to meet six months of operating costs.

Arun Counselling Centre has been very fortunate to benefit from the generous support of a range of funders, which enables us to continue supporting local people experiencing mental health challenges.

We would like to express our sincere thanks to the following:

Aldwick Parish Council	National Lottery
Angmering Parish Council	Pagham Parish Council
Arundel Town Council	Rotary
Barnam & Eastergate Parish Council	Slindon Parish Council
Billingshurst Parish Council	Southern Co-op
Clapham Parish Council	Sussex Community Foundation
East Preston Parish Council	The David Hunt Trust
Felpham Parish Council	The F Glenister Woodger Trust
Ferring Parish Council	The Foyle Foundation
Hall & Woodhouse	The Ian Askew Charitable Trust
Littlehampton Town Council	

PLANS FOR FUTURE PERIODS

The trustees aim to continually grow and improve our services with the continued support of all key staff, volunteers and funders.

Signed on behalf of the board

Susan Ross

Susan Ross (Mon, 17th Mar 2025
21:27:07 GMT)

S. Ross

Trustee Chair

17 March 2025

**Arun Counselling Centre
Independent Examiners Report**

Independent Examiner's Report to the trustees of Arun Counselling Centre

I report to the charity trustees on my examination of the financial statements of Arun Counselling Centre for the year ended 31 May 2024.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').


Having satisfied myself that the financial statements of the Charity are not required to be audited under the 2008 Regulations and are eligible for independent examination, I report in respect of my examination of your charity's financial statements as carried out under section 145 of 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

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

- accounting records were not kept in accordance with section 130 of the 2011 Act ; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements set out in the Charities (Accounts and Reports) regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements 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 financial statements to be reached.



Anouska James (Mon, 17th Mar 2025
14:48:08 GMT)

Anouska James, FCA
ICAEW

Eclipse Accountancy Ltd
Fareham Innovation Centre
Merlin House, 4 Meteor Way
Lee on the Solent
Hampshire
PO13 9FU

17 March 2025

Arun Counselling Centre
Statement of Financial Activities
for the year ended 31 May 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income and endowments from:					
Donations and legacies	3	24,662	10,685	35,347	38,275
Charitable activities	4	57,610	-	57,610	-
Other trading activities	5	829	-	829	880
Investments	6	390	-	390	-
Total		83,491	10,685	94,176	39,155
Expenditure on:					
Raising funds	7	5,400	-	5,400	-
Charitable activities	8	19,113	8,260	27,373	-
Other	9	45,598	525	46,123	44,792
Total		70,111	8,785	78,896	44,792
Net gains on investments		-	-	-	-
Net income/(expenditure)	10	13,380	1,900	15,280	(5,637)
Transfers between funds		-	-	-	-
Net income/(expenditure) before other gains/(losses)		13,380	1,900	15,280	(5,637)
Other gains and losses					
Net movement in funds		13,380	1,900	15,280	(5,637)
Reconciliation of funds:					
Total funds brought forward		40,581	-	40,581	46,218
Total funds carried forward		53,961	1,900	55,861	40,581

Arun Counselling Centre
Summary Income and Expenditure Account
for the year ended 31 May 2024

	2024	2023
	£	£
Income	93,786	39,155
Interest and investment income	390	-
Gross income for the year	<u>94,176</u>	<u>39,155</u>
Expenditure	78,616	44,512
Depreciation and charges for impairment of fixed assets	280	280
Total expenditure for the year	<u>78,896</u>	<u>44,792</u>
Net income/(expenditure) before tax for the year	15,280	(5,637)
Net income /(expenditure) for the year	<u><u>15,280</u></u>	<u><u>(5,637)</u></u>

**Arun Counselling Centre
Balance Sheet**

at 31 May 2024

	Notes	2024 £	2023 £
Fixed assets			
Tangible assets	12	-	280
		-	280
Current assets			
Debtors	13	3,669	-
Cash at bank and in hand		55,363	40,301
		59,032	40,301
Creditors: Amount falling due within one year	14	(3,171)	-
Net current assets		55,861	40,301
Total assets less current liabilities		55,861	40,581
Net assets excluding pension asset or liability		55,861	40,581
Total net assets		55,861	40,581
The funds of the charity			
Restricted funds	15		
Restricted income funds		1,900	-
		1,900	-
Unrestricted funds	15		
General funds		53,961	40,581
		53,961	40,581
Reserves	15		
Total funds		55,861	40,581

Approved by the board on 17 March 2025

And signed on its behalf by:

Susan Ross

Susan Ross (Mon, 17th Mar 2025
21:27:07 GMT)

S. Ross

Trustee Chair

17 March 2025

Arun Counselling Centre
Statement of Cash flows
for the year ended 31 May 2024

	2024 £	2023 £
Cash flows from operating activities		
Net income/(expenditure) per Statement of Financial Activities	15,280	(5,637)
Adjustments for:		
Depreciation of property, plant and equipment	280	280
Dividends, interest and rents from investments	(390)	-
Increase in trade and other receivables	(3,669)	-
Increase in trade and other payables	3,171	-
Net cash provided by/(used in) operating activities	<u>14,672</u>	<u>(5,357)</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	390	-
Net cash from investing activities	<u>390</u>	<u>-</u>
Net cash from financing activities	<u>-</u>	<u>-</u>
Net increase/(decrease) in cash and cash equivalents	15,062	(5,357)
Cash and cash equivalents at the beginning of the year	40,301	-
Cash and cash equivalents at the end of the year	<u>55,363</u>	<u>(5,357)</u>
Components of cash and cash equivalents		
Cash and bank balances	55,363	40,301
	<u>55,363</u>	<u>40,301</u>

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

Change in basis of accounting or to previous accounts

There has been a change to the accounting policies (valuation rules and method of accounting) since last year from Receipts and Payments to Accruals. The previous year figures have been restated.

Fund accounting

Unrestricted funds These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

Restricted funds These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

Income with related expenditure Where income has related expenditure the income and related expenditure is reported gross in the SoFA.

Donations and legacies Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.

Tax reclaims on donations and gifts Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.

Donated services and facilities These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

Volunteer help The value of any volunteer help received is not included in the accounts.

Investment income This is included in the accounts when receivable.

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

2 Statement of Financial Activities - prior year

	Unrestricted funds 2023 £	Total funds 2023 £
Income and endowments from:		
Donations and legacies	36,775	36,775
Other	2,380	2,380
Total	<u>39,155</u>	<u>39,155</u>
Expenditure on:		
Other	44,792	44,792
Total	<u>44,792</u>	<u>44,792</u>
Net income	<u>(5,637)</u>	<u>(5,637)</u>
Net income before other gains/(losses)	(5,637)	(5,637)
Other gains and losses:		
Net movement in funds	<u>(5,637)</u>	<u>(5,637)</u>
Reconciliation of funds:		
Total funds carried forward	<u>(5,637)</u>	<u>(5,637)</u>

3 Income from donations and legacies

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
	24,662	10,685	35,347	38,275
	<u>24,662</u>	<u>10,685</u>	<u>35,347</u>	<u>38,275</u>

4 Income from charitable activities

	Unrestricted	Total 2024	Total 2023
	£	£	£
	57,610	57,610	-
	<u>57,610</u>	<u>57,610</u>	<u>-</u>

5 Income from other trading activities

	Unrestricted	Total 2024	Total 2023
	£	£	£
	829	829	880
	<u>829</u>	<u>829</u>	<u>880</u>

Arun Counselling Centre
Notes to the Accounts

6 Income from investments

Unrestricted	Total 2024	Total 2023
£	£	£
390	390	-
<u>390</u>	<u>390</u>	<u>-</u>

7 Expenditure on raising funds

Unrestricted	Total 2024	Total 2023
£	£	£
<i>Fundraising trading costs</i>		
5,400	5,400	-
<u>5,400</u>	<u>5,400</u>	<u>-</u>

8 Expenditure on charitable activities

Unrestricted	Restricted	Total 2024	Total 2023
£	£	£	£
<i>Expenditure on charitable activities</i>			
17,193	8,260	25,453	-
<i>Governance costs</i>			
<u>19,113</u>	<u>8,260</u>	<u>27,373</u>	<u>-</u>

9 Other expenditure

Unrestricted	Restricted	Total 2024	Total 2023
£	£	£	£
Employee costs	-	2,428	709
Motor and travel costs	-	2,443	1,203
Premises costs	-	14,148	11,421
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	-	280	280
General administrative costs	525	5,026	2,512
Legal and professional costs	-	21,798	28,667
<u>45,598</u>	<u>525</u>	<u>46,123</u>	<u>44,792</u>

10 Net income/(expenditure) before transfers

	2024	2023
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	280	280

**Arun Counselling Centre
Notes to the Accounts**

11 Staff costs

	2024	2023
Salaries and wages	1,496	-
	<u>1,496</u>	<u>-</u>

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

12 Tangible fixed assets

	Computer Equipment	Total
	£	£
Cost or revaluation		
At 1 June 2023	840	840
At 31 May 2024	<u>840</u>	<u>840</u>
Depreciation and impairment		
At 1 June 2023	560	560
Depreciation charge for the year	280	280
At 31 May 2024	<u>840</u>	<u>840</u>
Net book values		
At 31 May 2024	-	-
At 31 May 2023	<u>280</u>	<u>280</u>

13 Debtors

	2024	2023
	£	£
Trade debtors	2,295	-
Prepayments and accrued income	1,374	-
	<u>3,669</u>	<u>-</u>

14 Creditors:

amounts falling due within one year

	2024	2023
	£	£
Trade creditors	133	-
Other creditors	150	-
Accruals	2,263	-
Deferred income	625	-
	<u>3,171</u>	<u>-</u>

15 Movement in funds

	At 1 June 2023	Incoming resources (including other gains/losses) £	Resources expended £	At 31 May 2024 £
Restricted funds:				
Restricted income funds:				
Parish Councils	-	1,875	-	1,875
Parish Councils	-	50	(25)	25
Littlehampton Town Council	-	1,260	(1,260)	-
Hall & Woodhouse*	-	2,000	(2,000)	-
Rotary	-	500	(500)	-
Sussex Community Foundation	-	5,000	(5,000)	-
<i>Total</i>	<u>-</u>	<u>10,685</u>	<u>(8,785)</u>	<u>1,900</u>
Unrestricted funds:				
General funds	40,581	83,491	(70,111)	53,961
Total funds	<u>40,581</u>	<u>94,176</u>	<u>(78,896)</u>	<u>55,861</u>

Purposes and restrictions in relation to the funds:

Restricted funds:

Parish Councils	Bursaries for residents
Parish Councils	Leaflets & Newsletter printing
Littlehampton Town Council	Bursaries for residents
Hall & Woodhouse	Bursaries for clients with no geographical restrictions
Rotary	Marketing & Website
Sussex Community Foundation	Bursaries for clients with no geographical restrictions

16 Reconciliation of net debt

	At 1 June 2023 £	Cash flows £	At 31 May 2024 £
Cash and cash equivalents	40,301	15,062	55,363
	<u>40,301</u>	<u>15,062</u>	<u>55,363</u>
Net debt	<u>40,301</u>	<u>15,062</u>	<u>55,363</u>

ARUN COUNSELLING CENTRE

England & Wales - Charity number 293053

Accounts



Arun Counselling Centre

ANNUAL REPORT 2022/23

Dove Lodge, 49 Beach Road, Littlehampton, West Sussex. BN17 5JG
Tel 01903 714417 Email; admin@aruncounselling.com

Registered Charity No.293053
Accredited Association for Counselling and Psychotherapy

Trustees of the Charity

Andrew Kelly – Chair of Trustees, appointed 08 July 2021

Carole Beaty – Trustee, appointed 4th March 2022

Louise Kyffin - Trustee, appointed 27th March 2023

Rosey Whorlow - Trustee, appointed 22nd March 2023

Holly Myfield – Trustee, appointed 21st January 2023

Caroline Ruijterman – Trustee Appointed 14th March 2012, since resigned.

NB. Other in year resignations – Mary Miles, Mark Harvey, Rob Rhodes-Kubiak.

Key Personnel

Robert Abbot – Clinical Director, appointed 1st August 2020

Margaret Yarlett – Director, appointed 13 February 2023, replacing Julie Slumbers

Daisy Moore – Treasurer, appointed 7 September 2022, replacing Penny Pedzinski

Sally Davis – Administrative Officer, appointed 6th February 2023

Chair of Trustee's Annual Report

This year has seen further change in terms of personnel and with how and what we do.

We have strengthened our systems and administrative processes using Cliniko to support our counselling work and utilised other IT systems to improve how we operate. We have invested in more administrative support to increase our capacity and raised levels of payment for senior roles to provide consistency and stability. We have also brought in fundraising expertise to seriously compete for grant applications within the charitable sector to fund our operations. We appreciate this will take time to come to fruition to develop a further income stream, but in future this should enable ACC to grow and have the capacity to see more clients.

Again, we have experienced a change in Director, with Maggie Yarlett replacing Julie Slumbers and Daisy Moore joining us as Treasurer, with Penny Pedzinski moving on. We have said goodbye and thanks to some of our Trustees, particularly Caroline Ruijterman, who has been with ACC for many years in various guises and have strengthened our Board with new Trustees who will provide us with wide ranging experiences which should benefit ACC over the coming years.

We have been attempting to raise our profile within the community with increased use of social media and contact with GP surgeries whilst maintaining a resolute team of counsellors, to ensure we can support increasing number of clients. We would not have been able to achieve all that we have without the fantastic contributions of our volunteers across the board in all roles, and on behalf of the Board of Trustees I again express my thanks to all concerned.

Our financial performance has taken a dip this year with the changes I've explained but as we look forward to next year, I'm sure the financial position will look more positive as we benefit from our fundraising activities and seek to introduce an Employee Assistance Programme that we can offer to the staff of local employers.

Andrew Kelly – Chair of Trustees

17/10/2023

Treasurers Report

- Assets and income have increased marginally since 2022, but liabilities have risen by more.
- The increase in liabilities is mostly due to officer fees and the rental cost of counselling rooms and our office at Dove Lodge. The former is due to recruitment of administrative staff, the minimum wage increase, and an increase in honorariums - client contributions have not risen in line with this.
- Therefore, we made a loss of £5,637 this year; However, we should hopefully have more grants to assist in the coming year but the increase in staffing costs with no uplift to client contributions will continue to create an issue.
- Other costs have remained consistent in general.

Daisy Moore, Treasurer

Clinical Directors Report

As part of our business plan this year, we have introduced a working party called the Empower group tasked with developing an EAP (Employment Assistance Programme) for ACC, which we can offer to local businesses. This has involved a lot of preparatory work from colleagues and should be ready to launch in the Autumn of 2023.

During this year we have introduced Cliniko as a Client Management System and have commenced rolling this out to our supervision groups. The aim is to have all supervision groups using Cliniko by Christmas 2023. Cliniko offers us many advantages. For example, it allows us to manage more systematically the numbers of clients each counsellor is seeing; how much each client is paying and whether that payment is being made; store client records online in a secure environment.

Over this year we have formed a network with other local counselling services. These are Chichester Counselling, Worthing Counselling, The Young People's Shop, The Life Centre, Confide Counselling, Sage Counselling and Positives Routes. The heads of these services meet regularly, where we consider how we can work together to share costs and expertise. One initiative we are working on is a joint bid to the Lottery Partnership fund to develop training and resources for diversity (gender, ethnic, cognitive).

We have three areas we could consider exploring: (a) working with 16–18-year-olds; (b) Group work; (c) couple counselling. All have their attractions, and we will need to discuss which area to move into first.

We need to get the EAP scheme and Cliniko working fully before we explore these areas further.

Rob Abbott, Clinical Director

Arun Counselling Centre

Accounts

For the Year Ended 31st May 2023

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Arun Counselling Centre

Accountants Report

Report of the accountant to Arun Counselling Centre on the preparation of the un-audited Financial Information of Arun Counselling Centre

I have examined the income and expenditure accounts and Balance sheet of Arun Counselling Centre as at 31st May 2023 and have verified balances at the bank and in my opinion the accounts are in accordance with the books and give a true Statement of affairs.

Simon Mansfield MAAT

20th September 2023

Arun Counselling Centre

Profit and Loss

For the Year Ended 31st May 2023

	2023		2022
	£		£
Turnover			
Income			
Client donations	32,448		31,200
COVID response	0		0
Gift Aid payments	0		1,080
Student fees	3,955		3,475
Fundraising	372		333
Books	0		33
Tesco Grant	500		0
Arnold Clark	1,000		0
Other	880		0
Less overpayment			
		<u>39,155</u>	<u>36,121</u>
Cost of sales			
Opening Stock	0		0
Closing Stock	0	0	0
Gross Profit		39,155	36,121

Expenses

58000 – Other	373	18
60000 – Advertising	0	84
64500 - Dues and Subscriptions	1,424	1,717
65000 – Officer fees	28,667	18,503
67000 – Insurance	212	213
68500 - Legal and Professional	1,093	2,937
69000 – Licenses	0	40
71000 – Office (eg: stationary)	114	381
73500 – Postage	5	34
74000 – Rent	11,421	9,929
76500 – Travel	1,203	685
77000 – Utilities	0	422
Depreciation	280	280
PayPal fees	0	1
	(44,792)	(35,244)
Interest	0	2
Net Profit	<u>-5,637</u>	<u>879</u>

Arun Counselling Centre

Balance Sheet

For the Year Ended 31st May 2023

	2023	2022
	£	£
Fixed assets		
Tangible assets	0	0
	0	0
Current assets		
Stocks		
Cash at bank (current)	20,610	36,043
Cash at bank (savings)	9,600	9,600
Cash at bank (deposit)	10,000	0
Paypal	91	15
Fixed assets	280	560
	40,581	46,218
Total assets less current liabilities	0	0
Net Liabilities	40,581	46,218

Financed byCapital as at 1st June

Stocks

Cash at bank (current)	36,043	35,713
Cash at bank (deposit)	9,600	9,600
Petty cash	0	26
Paypal	15	0
Fixed assets	560	0
Excess income over expenditure	-5,637	879
	40,581	46,218
	<u>40,581</u>	<u>46,218</u>

Arun Counselling Centre

Notes to the accounts

For the Year Ended 31st May 2023

Accounting policies

Basis of preparation - The accounts have been prepared under the historical cost convention.

Income - Income represents donations provided to the charity.

Depreciation - Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Computer	33.3% straight line basis
Office Equipment	33.3% straight line basis

Stock - n/a

Tangible fixed assets - n/a

Receipts over expenditure comparison (previous years)

<u>Receipts</u>	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Clients donations	£28,268	£31,354	£26,811	£28,048	£23,987	£31,200
Other donations	£386	£66	£241	£18		
Interest	£5				£7	£2
Student Fees	£1,435	£2,185	£1,474	£1,340	£3,300	£3,475
Workshops	£510	£495				
Gift aid payments	£1,514	£2,036	£3,349	£2,899	£1,327	£1,080
COVID response					£13,980	
Waitrose						£333
Books						£33
Total	£32,118	£36,136	£31,875	£32,305	£42,601	£36,123

<u>Expenses</u>	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Counsellor expenses	£2,002	£3,112	£4,118	£3,369		
74000 – Rent	£9,332	£11,217	£11,310	£15,364	£10,917	£9,929
Sundries	£2,193	£2,213	£1,631	£1,617		
65000 – Officer fees	£11,792	£13,133	£13,204	£11,176	£15,912	£18,503
Phone	£865	£1,384	£1,385	£1,365	£806	
Insurance	£200	£204	£179	£202	£213	
71000 – Office (eg: stationary)	£399	£432	£76	£74	£466	£381
Accountancy fee	£120	£150	£150	£150	£150	

ARUN COUNSELLING CENTRE

BACP Annual fee	£309	£322	£314	£589	£319	
Depreciation						280
Assessment fee			£1,273	2,092		
Beach Party	£604	£120				
58000 – Other						18
60000 - Advertising						84
64500 - Dues and Subscriptions						1,717
67000 - Insurance						213
68500 - Legal and Professional						2,937
69000 - Licenses						40
73500 - Postage						34
76500 – Travel						685
77000 - Utilities						422
PayPal fees						1
Total	£27,816	£32,287	£33,640	£35,998	£28,783	£35,244

Income over expenditure	£4,302	£3,849	-£1,765	-£3,693	£13,818	£879
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ARUN COUNSELLING CENTRE

England & Wales - Charity number 293053

Accounts



2021 / 2022

Annual Report

DOVE LODGE
49 Beach Road,
Littlehampton, West
Sussex, BN17 5JG

Registered Charity No. 293053

Trustees of the Charity

Andrew Stuart Kelly – Chair of Trustees

Appointed 08 July 2021

Mark Harvey – Trustee

Appointed 14 March 2022

Carole Beaty – Trustee

Appointed 4th March 2022

Mary Miles – Trustee

Appointed 1 December 2021

Robert Rhodes-Kubiak – Trustee

Appointed 8th July 2021

Caroline Ruijterman – Trustee

Appointed 14th March 2012

Key Personnel

Robert Abbot – Clinical Director

Appointed 1st August 2020

Julie Slumbers – Director

Appointed 1st November 2021

Penelope Pedzinski – Treasurer

Appointed January 2022

Chair of Trustee's Annual Report

This year has been another challenging one for ACC, with Covid restrictions gradually lifting, allowing the service to return to normality. It has also been a very challenging year for our clients who have had to cope with periods of lockdown and isolation, increased financial pressures with inflation rising, and the gradual return to a life where covid restrictions have ended, but with it still very much with us.

During the year we have seen the appointment of a new Director, a new Treasurer and many changes in our counsellors and supervisors. We have also experienced turnover within our Trustees, with some long serving Trustees moving on and new ones joining. I, myself joined ACC as a Trustee in the summer and replaced Anna Barnard as Chair in November. My thanks go to her particularly, for her amazing contribution to ACC over many years in various roles.

Despite these various challenges we have kept the show on the road, with many clients being seen both face to face and virtually using technology and by maintaining a steady stream of income through client donations whilst effectively managing our costs.

This has all been achieved due to the fantastic contributions of our volunteers across the board in all roles, both past and present, and on behalf of the Board of Trustees I express my thanks to all concerned.

This small charity has to date depended on people gifting their time and expertise to help others in need, and whilst we will continue to be grateful for whatever support people can provide, over the coming years we need to focus on our systems, procedures and processes, to enable ACC to continue to help those in the local community who need our support, by doing this on a firmer footing.

Andrew Kelly – Chair of Trustees

28/06/2022

Treasurers Report

Income was in excess of £36,000 for the year despite the Covid epidemic and considerable organisational change.

In October 2021 Arun Counselling Centre (ACC) required a new computer system as the previous system saw it's end of life. This also pathed the way for a new software and telephony system and increased professional costs. This coupled with a number of Trustee's resigning, old volunteers leaving and many new starters, the financial year of 2021/2022 has been costly both financially and personally.

However, a small surplus of £879 was the final result. Liquidity has been healthy despite the epidemic and organisational change this year. We expect the financial year of 2022/2023 to also be a year of change however, we hope costs won't be so high where we organise our operation. ACC's reserves policy is in place and is constantly reviewed.

Penelope Pedzinski - Treasurer

19/06/2022

Arun Counselling Centre

Accounts

For the Year Ended 31st May 2022

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Arun Counselling Centre

Accountants Report

Report of the accountant to Arun Counselling Centre on the preparation of the un-audited Financial Information of Arun Counselling Centre

I have examined the income and expenditure accounts and Balance sheet of Arun Counselling Centre as at 31st May 2022 and have verified balances at the bank and in my opinion the accounts are in accordance with the books and give a true Statement of affairs.

Simon Mansfield MAAT

18th June 2022

Arun Counselling Centre

Profit and Loss

For the Year Ended 31st May 2022

	2022		2021
	£		£
Turnover			
Income			
Client donations	31,200		23,987
COVID response	0		13,980
Gift Aid payments	1,080		1,327
Student fees	3,475		3,300
Donation – Waitrose	333		
Books	33		
Less overpayment		<u>36,121</u>	<u>42,594</u>
Cost of sales			
Opening Stock	0		0
Closing Stock	0	0	0
Gross Profit		36,121	42,594
Expenses			
58000 – Other	18		150
60000 – Advertising	84		0
64500 - Dues and Subscriptions	1,717		319
65000 – Officer fees	18,503		15,912
67000 – Insurance	213		213
68500 - Legal and Professional	2,937		150
69000 – Licenses	40		0
71000 – Office (eg: stationary)	381		466
73500 – Postage	34		0
74000 – Rent	9,929		10,917
76500 – Travel	685		0
77000 – Utilities	422		806
Depreciation	280		0
PayPal fees	1		0
		(35,244)	(28,783)
Interest		2	7
Net Profit		<u>879</u>	<u>13,818</u>

Arun Counselling Centre

Balance Sheet

For the Year Ended 31st May 2022

	2022	2021
	£	£
Fixed assets		
Tangible assets	0	0
Current assets		
Stocks		0
Cash at bank (current)	36,043	35,713
Cash at bank (deposit)	9,600	9,600
Petty cash	0	26
Paypal	15	0
Fixed assets	560	0
	46,218	45,339
Total assets less current liabilities	0	0
Net Liabilities	46,218	45,339
Financed by		
Capital as at 1 st May		
Stocks		0
Cash at bank (current)	35,713	21,898
Cash at bank (deposit)	9,600	9,600
Petty cash	26	23
Paypal	0	0
Fixed assets	0	0
Excess income over expenditure	879	13,818
	46,218	45,339
	<u>46,218</u>	<u>45,339</u>

Arun Counselling Centre

Notes to the accounts

For the Year Ended 31st May 2022

Accounting policies

Basis of preparation - The accounts have been prepared under the historical cost convention.

Income - Income represents donations provided to the charity.

Depreciation - Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Computer 33.3% straight line basis

Office Equipment 33.3% straight line basis

Stock - n/a

Tangible fixed assets - n/a

Receipts over expenditure comparison (previous years)

Receipts	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Clients' donations	£28,268	£31,354	£26,811	£28,048	£23,987	£31,200
Other donations	£386	£66	£241	£18		£366
Interest	£5				£7	£2
Student Fees	£1,435	£2,185	£1,474	£1,340	£3,300	£3,475
Workshops	£510	£495				
Gift aid payments	£1,514	£2,036	£3,349	£2,899	£1,327	£1,080
COVID response					£13,980	
Total	£32,118	£36,136	£31,875	£32,305	£42,601	£36,123

Expenses	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Counsellor expenses	£2,002	£3,112	£4,118	£3,369		£685
Accommodation	£9,332	£11,217	£11,310	£15,364	£10,917	£9,929
Sundries	£2,193	£2,213	£1,631	£1,617		£599
Officer fees	£11,792	£13,133	£13,204	£11,176	£15,912	£18,503
Phone	£865	£1,384	£1,385	£1,365	£806	
Insurance	£200	£204	£179	£202	£213	£213
Stationary	£399	£432	£76	£74	£466	£381
Accountancy fee	£120	£150	£150	£150	£150	
BACP Annual fee	£309	£322	£314	£589	£319	£1,717
Workshops						
Depreciation						£280
Assessment fee			£1,273	2,092		
Training						
Other (IT fees)						£2,937
Beach Party	£604	£120				
Accreditation expenses						
Total	£27,816	£32,287	£33,640	£35,998	£28,783	£35,244

Income over expenditure	£4,302	£3,849	-£1,765	-£3,693	£13,818	£879
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ARUN COUNSELLING CENTRE

England & Wales - Charity number 293053

Accounts

ARUN COUNSELLING CENTRE ANNUAL GENERAL MEETING HELD ON 2nd OCTOBER 2021 VIA ZOOM

PRESENT:

Anna Barnard (Outgoing Chair of Trustees), Andrew Kelly (New Chair of Trustees), Kate Freek (Treasurer), Hans Frankham (Trustee), Rob Rhodes-Kubiak (Trustee), Caroline Ruijterman (Trustee), Jan Watts (Trustee), Pamela Woodward (Trustee), Mary Miles (Current Director), Julie Slumbers, (New Director from (1.11.2021), Jackie Frith, Sasha Dineen, Pat Spink and Margaret Yarlett.

1.APOLOGIES

Apologies were received from Rob Abbot (Clinical Director), and the following Trustees: Jean Chapman, Lizzie Lee and Ann Frankham.

2. APPROVAL OF THE MINUTES FROM THE AGMOF 3rd OCTOBER 2020

The minutes were approved and will be signed by Anna.

3. MATTERS ARISING

There were no matters arising.

4. APPOINTMENT OF OFFICERS - INCLUDING TRUSTEES

a. Anna confirmed that she will be stepping down as Chair of the Trustees from today and was happy to say the Andrew Kelly will be taking her place. Anna thanked Andy for taking on this role; he is very experienced in all sorts of matters and has held several important positions.

Anna wanted to thank everyone for getting through such a difficult time during the covid pandemic, especially Mary for her total commitment to ACC and for doing more for ACC than could possibly be expected. Thanks were given to Kate for all her marvellous work, especially over the last 18 months which has been particularly difficult. Sadly we are losing Kate, but she has kindly agreed to stay to the end of the year to hand over to the new treasurer when we appoint one.

Anna also thanked Rob, especially for overseeing the updating of the new computer system, along with Mary; Keeva for the being so helpful in the office, the Trustees for their help and support, and the supervisors and counsellors for keeping ACC going through this difficult period

b. Julie was proposed as the new Director by Mary and seconded by Pam. Kate was proposed as Treasurer by Caroline and seconded by Mary. The proposals were agreed.

c. Mary very kindly agreed to stay on as a Trustee after she stands down as Director.

5. DIRECTORS REPORT

Mary gave her report as follows:

'On the positive, we're still here and solvent - at least for now - largely thanks to Anna Barnard and the two National Lottery Community Fund Grants she successfully applied for. Arun Counselling Centre continues to provide a high quality, affordable and much-needed counselling service to adults living in the local community.

This has been another year of rapid change. Thanks to our clinical director, Rob Abbott, we are in the process of installing a new computer system, updating our record keeping and setting up a new phone system which will enable us to divert calls to a group of trained volunteers who, we hope, will be able to answer incoming calls directly, without the need to come into the centre. This is needed as our office co-ordinator, Keeva Galway, has mainly been working from home this year and will continue to run the office remotely now she has returned to Bournemouth University for the final year of her degree.

In response to the ongoing Covid situation, we now offer clients the option of face-to-face, video (by Zoom) or phone counselling. Most of our counsellors are double-jabbed and many have returned to face-to-face counselling in rooms where 2-metre social distancing is possible and with an opening window for ventilation. There is no expectation that anyone (counsellor or client) will work face-to-face unless they choose to and some counsellors are therefore opting to continue to work remotely. Arun Counselling's Covid risk assessment is updated regularly and risk is also evaluated on an individual basis in discussion both with clients and in supervision.

Our new interactive Arun Counselling website and a series of letters written to local GP practices have helped to ensure greater awareness of what Arun Counselling offers to potential clients. Despite lengthy periods of lockdown, we have seen an increase in client demand for the service:

120 new client applications this year compared to only 70 last year. In order to deal with this renewed demand, we have recruited and trained seven new Assessors from the ranks of our qualified counsellors and, to speed up the assessment process, Rob Abbott designed a slimmed down version of the assessment form which feels more appropriate for an initial contract of 18 sessions.

Our updated contract has significantly reduced the waiting list and is having the desired effect of helping us to offer an extension beyond 18 sessions only to those clients who are fully committed to the process and where an extension of the work is clinically justified. This feels fair; longer-term work is still a possibility. Re-allocations are only permitted when the therapy ends abruptly and there is no time for the client to work towards a planned ending. There are currently only 12 unallocated clients on the waiting list and the average time between assessment and counselling is 6.8 weeks, which is considerably less than in previous years.

In my statistical review, I noticed a number of trends that appear to indicate an increased demand for and appreciation of the service by our clients. The percentage of those assessed who continue into counselling at 70.7% is much higher than in the previous three years and the percentage of sessions missed by clients has fallen dramatically to 8.5% from an average of 17.3% over the previous four years. Interestingly, almost a fifth of our current clients have remained in counselling for over two years, which is an all-time high (these clients will all be on the old contract so this figure is likely to decrease next year). At the same time there are indications of greater hardship. We agreed to reduce the contribution of an unprecedented 17.5% of clients this year due to their changed circumstances since assessment. The average fee paid this year is £11.20, which is not much above the £10 we calculated we need to break even, assuming all counsellors are seeing three clients

consistently, which unfortunately they are not. These figures suggest a need for caution when making financial decisions, going forwards.

The only complaint we received this year was from a client who did not want her therapy to end after receiving three years of very low-cost counselling. This was dealt with and resolved within the service. From the evaluation forms I have received, feedback from clients is very positive this year with 100% rating the overall quality of the service as 'excellent'. Here are some typical responses from clients: 'Being flexible with Covid really helped'; 'To continue sessions over the phone was massively beneficial to me when I otherwise couldn't get to the centre'; 'My connection with my counsellor was amazing! I felt comfortable right away' and 'I have had therapy in the past but never for such an extended period and never with such beneficial results.'

We ran three first-rate workshops over the past year, all facilitated by individuals working at Arun Counselling Centre. My thanks to Pat Spink, Rob Rhodes-Kubiak and Margaret Yarlett for their not inconsiderable efforts. Hopefully, we can continue to build on this by offering further workshops next year.

I need to mention a number of changes of personnel. Over the past year we have recruited 8 new counsellors, both qualified and trainees, to replace those who have moved on, mainly to private practice or paid work. Esther Hunt joined us for about four months as a supervisor and then left. Her group has now been taken on by Margaret Yarlett, who is training as a supervisor. Hans Frankham has retired from supervising the team of Assessors and Rob Abbott has picked up this role. I am stepping down as Director at the end of October and I'm delighted that Julie Slumbers has been appointed to take on the job. Good luck, Julie! I will, hopefully, continue as a supervisor. I know that Kate Freek is stepping down as Treasurer and we are currently looking for someone to fill her inimitable shoes! Thank you for all your hard work, Kate.

Finally, I would like to acknowledge the huge contribution that our chair of trustees, Anna Barnard, has made to Arun Counselling Centre (formerly Littlehampton and District Counselling Services) over the past thirty-five or more years. Without her wholehearted commitment and continued efforts, I believe there might well be no service today. We are therefore greatly indebted to her. I hope you will all join me in thanking Anna and wishing her well. The best tribute we can give Anna is for Arun Counselling Centre to thrive and to continue to offer the excellent counselling service that the local community has come to expect from us, long into the future. ‘

b. Appreciation was also expressed to Mary for the information provided by the 2 Equal Opportunities Questionnaires that she circulated yesterday for those attending the AGM.

6. FINANCIAL REPORT

Kate explained that unfortunately, due to problems with the computer, there are several anomalies in the account compiled for 2020/2021. The income from the workshops has been included under donations from clients, and the workshop out goings have been included under stationary.

Although the accounts look healthy - we had £42,601 in our current account at the end of our financial year on 31st May 2021 - Kate estimates that without £13,980 from covid response grants, expenditure for the year 2020/2021 would have been about £4,500 more than our income. In addition we have considerable expenditure this year, and the donations from clients have decreased. Before covid our expenditure exceeded our income, so we need to look at our expenditure realistically. Even though our bank account is healthy now, it is unlikely to continue that way.

Anna commented that she thought it was difficult to make grant applications while we have money in the bank. She wanted to remind us not to forget that ACC is a voluntary organisation, and that she is

concerned that if we try to pay everyone the organisation could sink without trace. We are here for the community in Littlehampton - which is not a wealthy one - we do a fantastic job, and she very much hopes we can continue to offer counselling to those people who would otherwise not be able to afford it.

Andy thanked Mary and Kate for their reports, which were very informative. He felt that Anna has summed up the position well and he fully takes on what she has said about the financial situation. He very much hopes that we can continue on a sound financial basis and not just manage but move forward.

7.ANY OTHER BUSINESS

There was no further business to discuss. Andy will approach the Trustees about the next meeting.

Arun Counselling

Accounts
For the Year Ended 31st May 2021

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Accountants Report

Report of the accountant to Arun Counselling on the preparation of the un-audited Financial Information of Arun Counselling

I have examined the income and expenditure accounts and Balance sheet of Arun Counselling as at 31st May 2021 and have verified balances at the bank and in my opinion the accounts are in accordance with the books and give a true Statement of affairs.

Simon Mansfield MAAT

25th July 2021

Arun Counselling

Profit and Loss
For the Year Ended 31st May 2021

	<u>Receipts</u>		<u>Expenditure</u>
Client donations	23,987	Counsellor expenses	0
COVID response	13,980	Accommodation	10,917
Gift aid payment	1,327	Officer fees	15,912
Student Fees	3,300	Phone	806
Workshops	0	Insurance	213
		Stationary	466
		Accountancy fee	150
		Workshops	0
		BACP Annual fee	319
		Assessment fees	0
Interest received	<u>7</u>		
	<u>42,601</u>		<u>28,783</u>
		Net Profit	13,818
Total	<u>42,601</u>	Total	<u>42,601</u>

Arun Counselling

Balance Sheet
For the Year Ended 31st May 2021

Current Assets as at 31st May 2021

Current Account	35,713	
Deposit Account	9,600	
Petty Cash	26	
		45,339
Less Liabilities	0	
Net current assets		<u>45,339</u>

Current Assets as at 1st June 2020

Current Account	21,898	
Deposit Account	9,600	
Petty Cash	23	
Fixed Assets		0
Accruals		
		<u>31,521</u>
Less Liabilities	(0)	
Accumulated depreciation		0
<u>31,521</u>		
Net current assets		<u>31,521</u>
Excess income over expenditure		13,818
		<u>45,339</u>

Arun Counselling

Notes to the accounts
For the Year Ended 31st May 2021

Accounting policies

Basis of preparation - The accounts have been prepared under the historical cost convention.

Income - Income represents donations provided to the charity.

Depreciation - Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Computer	33.3% straight line basis
Office Equipment	33.3% straight line basis

Stock - n/a

Tangible fixed assets - n/a

Receipts over expenditure comparison

Receipts	2016/17	2017/18	2018/19	2019/20	2020/21
Clients donations	£28,268	£31,354	£26,811	£28,048	£23,987
Other donations	£386	£66	£241	£18	
Interest	£5				£7
Student Fees	£1,435	£2,185	£1,474	£1,340	£3,300
Workshops	£510	£495			
Gift aid payments	£1,514	£2,036	£3,349	£2,899	£1,327
COVID response					£13,980
Total	£32,118	£36,136	£31,875	£32,305	£42,601

Expenses	2016/17	2017/18	2018/19	2019/20	2020/21
Counsellor expenses	£2,002	£3,112	£4,118	£3,369	
Accommodation	£9,332	£11,217	£11,310	£15,364	£10,917
Sundries	£2,193	£2,213	£1,631	£1,617	
Officer fees	£11,792	£13,133	£13,204	£11,176	£15,912
Phone	£865	£1,384	£1,385	£1,365	£806
Insurance	£200	£204	£179	£202	£213
Stationary	£399	£432	£76	£74	£466
Accountancy fee	£120	£150	£150	£150	£150
BACP Annual fee	£309	£322	£314	£589	£319
Workshops					
Depreciation					
Assessment fee			£1,273	2,092	
Training					
Other					
Beach Party	£604	£120			
Accreditation expenses					
Total	£27,816	£32,287	£33,640	£35,998	£28,783

Income over expenditure	£4,302	£3,849	-£1,765	-£3,693	£13,818
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