



**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 4<sup>th</sup> March 2022

Mary Miles – Trustee

Appointed 1 December 2021

Robert Rhodes-Kubiak – Trustee

Appointed 8<sup>th</sup> July 2021

Caroline Ruijterman – Trustee

Appointed 14<sup>th</sup> March 2012

## Key Personnel

Robert Abbot – Clinical Director

Appointed 1<sup>st</sup> August 2020

Julie Slumbers – Director

Appointed 1<sup>st</sup> 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 31<sup>st</sup> May 2022

### Contents

Accountants report.....	2
Profit and Loss account.....	3
Balance Sheet.....	4
Notes to the accounts.....	5

# 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 31<sup>st</sup> 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 31<sup>st</sup> May 2022

	2022 £	2021 £
<b>Turnover</b>		
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>
<b>Cost of sales</b>		
Opening Stock	0	0
Closing Stock	0	0
	0	0
Gross Profit	36,121	42,594
<b>Expenses</b>		
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 31<sup>st</sup> May 2022

	2022 £	2021 £
<b>Fixed assets</b>		
Tangible assets	0	0
<b>Current assets</b>		
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
<b>Financed by</b>		
Capital as at 1 <sup>st</sup> 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 31<sup>st</sup> 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)**

<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		£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	
<b>Total</b>	<b>£32,118</b>	<b>£36,136</b>	<b>£31,875</b>	<b>£32,305</b>	<b>£42,601</b>	<b>£36,123</b>

<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		£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						
<b>Total</b>	<b>£27,816</b>	<b>£32,287</b>	<b>£33,640</b>	<b>£35,998</b>	<b>£28,783</b>	<b>£35,244</b>

<b>Income over expenditure</b>	<b>£4,302</b>	<b>£3,849</b>	<b>-£1,765</b>	<b>-£3,693</b>	<b>£13,818</b>	<b>£879</b>
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