



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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