

**REPORT OF THE TRUSTEES AND
AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2019
FOR
THE DOVER COUNSELLING CENTRE**

McCabe Ford Williams
Chartered Accountants and Statutory Auditors
Charlton House
Dour Street
DOVER
Kent
CT16 1BL

THE DOVER COUNSELLING CENTRE

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FOR THE YEAR ENDED 30 SEPTEMBER 2019**

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THE DOVER COUNSELLING CENTRE

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

TRUSTEES

Ms P S Brown
Mr D N R Foley
Mrs N E G Hodgkinson
Dr W T Moses MBE (Chairman)
Ms L Soliman
Mr S L Weaver (appointed 7.6.19)
Ms P Vernieuve (appointed 7.6.19)

REGISTERED OFFICE

Horizon House
Gordon Road
Whitfield
DOVER
Kent
CT16 2ET

**REGISTERED COMPANY
NUMBER**

02334448 (England and Wales)

**REGISTERED CHARITY
NUMBER**

800988

AUDITORS

McCabe Ford Williams
Chartered Accountants and Statutory Auditors
Charlton House
Dour Street
DOVER
Kent
CT16 1BL

THE DOVER COUNSELLING CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 September 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal objective of the organisation is to provide counselling, consultancy, training and educational services to individuals, families and professional workers to the benefit of the community.

Focus of our work

The experience and expertise gained from over thirty years of operations have enabled Dover Counselling Centre to respond to individuals who are experiencing emotional difficulties, or have mental health problems, through the provision of counselling, psycho-education and psychological treatment.

We provide a wide choice of high quality, psychological therapies, support services and psycho education in individual and group settings.

Improving Access to Psychological Therapies (IAPT)

Dover Counselling Centre has been delivering an IAPT programme since 2012.

As part of the national programme we provide talking therapies in the South Kent Coast and Thanet areas, as recommended by the National Institute of Clinical Excellence (NICE). These include:

- Cognitive Behaviour Therapy
- Inter Personal Therapy
- Counselling
- Mindfulness Based Cognitive Therapy
- Guided Self Help
- Eye Movement Desensitisation and Reprocessing (EMDR)
- Employment Support
- Signposting
- Courses and workshops

Employer Services

Our Employee Counselling Service (ECS) provides dedicated professional counselling and assistance to employers and employees.

We provide full UK coverage and offer counselling for a broad range of issues including bereavement, stress, anxiety disorders, depression or any other personal issues that are affecting an employee's quality of life and work performance.

We also offer bespoke workshops and seminars, based on the specific needs of the organisation, large or small, from one hour to full days,

Dover Counselling Centre has a track record of successfully supporting individuals from a range of public, private and voluntary organisations after an incident or trauma, Not least, working with the survivors and bereaved following the Herald of Free Enterprise Ferry disaster, the Deal Barracks bombing and the London Bridge Terrorist attacks. In addition, we have trained other agencies in Disaster Awareness and Debriefing throughout the UK.

Community Service

Our community service fills the gaps in the provision offered by the public and private sector and is designed to meet the needs of adults who have long term mental health problems and those facing particularly complex and difficult life situations that need longer term therapeutic work. These sessions are subsidised, and we therefore charge a minimal fee.

THE DOVER COUNSELLING CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2019

Evaluating the services

The extent to which clients are satisfied with the service they receive is an important outcome for Dover Counselling Centre. Client satisfaction represents a fundamental benchmark for good practice. Also, allowing clients to record their dissatisfaction, and make suggestions for improvement of services, is part of the ethical approach that DCC adopts when monitoring and evaluating its activities.

Written feedback from clients has been good and trustees were pleased to receive the following typical comments:

"I don't know how I would have got through my problems without my counsellor. She has helped me so much. I would not be here today if it wasn't for her."

"I can honestly say, whilst I understand I still have work to do, that these sessions have saved me in so many ways. I have been treated with compassion, empathy and so many "tissues". I am beyond grateful. I have tools now to move forward."

"Very helpful to be honest, I don't know what I would have done without these sessions, helped me build my confidence and my life again, thank you so much!!!"

Public benefit

The Trustees confirm that they have complied with their duty as prescribed in the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

ACHIEVEMENT AND PERFORMANCE

Review of activities

This year has been busy and rewarding with many significant successes. For many of our clients counselling has played a considerable part in enabling them to recover and to make improvements in all areas of their lives.

People

Following years of very little change, we have seen the highest turnover of staff/counsellors that DCC has ever experienced. Predominantly in the IAPT service, following a National review of all Kent, Sussex, and Surrey IAPT providers.

The reduction in the number of Counsellors in the service accounts for the increase in waiting times.

In May 2019 we employed our first Trainee High Intensity Therapist who attends a British Association for Behavioural and Cognitive Psychotherapies (BABCP) accredited one-year post graduate diploma training programme two days a week and undertakes supervised practice for three days a week at the centre. On graduation, the trainee will provide evidence-based Cognitive Behavioural Therapy (CBT) for adults with depression and/or any of the anxiety disorders.

Working with the Adult education CAPCAB (Counselling and Psychotherapy Central Awarding Body) we have been offering student placements for people who are undertaking training at diploma, degree, or master's level in counselling and psychotherapy. These placements are in our Community Service and enable us to offer free, long term therapy to clients who are not able to pay the subsidised fee.

I am delighted that we have appointed two new trustees this year, who were identified by personal contacts and interviewed by the undersigned and the centre's Chief Executive before formal appointment by the Board. The new trustees were briefed on DCC's activities and their role in discussions with other trustees and DCC's Chief Executive.

Commercial work

Health and wellbeing continue to feature prominently in employers' benefits packages and it is encouraging to see more organisations offering employees help dealing with personal problems that might negatively impact their work performance, health and wellbeing.

As a charity committed to improving the mental health and wellbeing of organisations we understand the impact that the intense and demanding nature of work has on employees work life balance, energy levels and mental health - and that this in turn impacts on work effectiveness and performance.

The sectors across which we operate include Local Authorities, NHS charities and private sector, and our service delivery model is flexible to meet the budget/service mix requirements of each customer.

THE DOVER COUNSELLING CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2019

IAPT

DCC is commissioned by the NHS in England and to provide NICE-approved therapies for treating people with depression or anxiety.

Client satisfaction with IAPT is generally high and overall, clients are pleased with the way in which the therapy was provided as well as their relationship with their therapist. The less positive experiences tended to be related to waiting times.

	At all times	Most of the time	Sometimes	Rarely	Never
Did staff listen to you and treat your concerns seriously?	99%	1%	0	0	0
Do you feel that the service has helped you to better understand and address your difficulties?	88%	11%	1%	0	0
Did you feel involved in making choices about your treatment and care?	93%	6%	1%	0	0
On reflection, did you get the help that mattered to you?	90%	8%	2%	0	0
Did you have confidence in your therapist and his/her skills and techniques	98%	2%	0	0	0

Community

During 18/19 DCC has demonstrated more than ever the need for affordable and open-ended counselling. We have seen an increase over the year in the number of clients who have sought support from our Community Service. These clients often present with acute mental health presentations and increased vulnerability that the IAPT service cannot meet.

Garden therapy - Working in partnership with Blossoms of Hope, DCC has launched a project to set up and run a therapeutic garden, to benefit people with mental health problems. It will also have space for workshops, alternative therapies and just a calm and safe place to sit and chat.

Often the simplest and first step to better wellbeing can be to talk about it. However, not everyone is comfortable with traditional therapy and sitting in a room with a Counsellor. Today, garden therapy is accepted as beneficial and effective therapeutic modality.

The garden will open to all - no experience necessary and people of any age can participate. It is our goal to use this space as a medium for reaching out to the local community.

Property

In April 2019 we moved our Folkestone services to the 4th floor of Folkestone and Hythe District council offices.

FINANCIAL REVIEW

Financial review

As with any charitable organisation, we need to manage and mitigate financial risks. We continually review and refine our income generation activities.

This year we set a realistic but challenging budget and continue to focus on managing our costs, a discipline which will be a key focus in the coming year.

There was a controlled increase in staffing costs as we invested further into our CBT team to compliment the other therapies we currently offer.

Reserves policy

The Charity's reserves have been increased in the year in an effort to ensure a continuation of community services for at least six months. This would allow any outstanding community services to be completed should funding ever stop.

With careful management, DCC's income remains greater than its expenditure.

THE DOVER COUNSELLING CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2019

Staffing levels, management salaries and running costs continue to be reviewed regularly to ensure DCC can successfully maintain reserves at an acceptable level.

FUTURE PLANS

DCC is committed to improving mental health services in the community and for its employer organisations.

Service users continue to be at the heart of our work and will be foremost in our thoughts and actions as we go about delivering, and developing our services.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The charity is constituted under a Memorandum of Association dated 5 December 1988 and is a registered charity (number 800988).

Organisational structure

The charity is organised in such a way that Trustees meet regularly in order to manage its affairs whilst day to day responsibility is delegated to the management team.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of The Dover Counselling Centre for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, McCabe Ford Williams, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 23 September 2020 and signed on its behalf by:

.....
Dr W T Moses MBE (Chairman) - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF THE DOVER COUNSELLING CENTRE

Opinion

We have audited the financial statements of The Dover Counselling Centre (the 'charitable company') for the year ended 30 September 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 September 2019 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
THE DOVER COUNSELLING CENTRE**

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.


Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

McCabe Ford Williams 
Chartered Accountants and Statutory Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
Charlton House
Dour Street
DOVER
Kent
CT16 1BL

Date: 28 September 2020

THE DOVER COUNSELLING CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2019

		2019 Unrestricted funds £	2018 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies	3	5,747	16,472
Charitable activities	5		
Counselling		1,686,685	1,807,673
Supervision		9,503	3,410
Training		1,300	2,000
Investment income	4	<u>462</u>	<u>183</u>
Total		1,703,697	1,829,738
 EXPENDITURE ON			
Charitable activities	6		
Counselling		<u>1,619,068</u>	<u>1,548,592</u>
 NET INCOME		84,629	281,146
 RECONCILIATION OF FUNDS			
Total funds brought forward		<u>1,344,120</u>	<u>1,062,974</u>
 TOTAL FUNDS CARRIED FORWARD		<u><u>1,428,749</u></u>	<u><u>1,344,120</u></u>

The notes form part of these financial statements

THE DOVER COUNSELLING CENTRE

**BALANCE SHEET
30 SEPTEMBER 2019**

	Notes	2019 Unrestricted funds £	2018 Total funds £
FIXED ASSETS			
Tangible assets	12	258,454	268,320
CURRENT ASSETS			
Debtors	13	589,977	774,809
Cash at bank and in hand		<u>668,294</u>	<u>462,770</u>
		1,258,271	1,237,579
CREDITORS			
Amounts falling due within one year	14	(87,976)	(156,779)
		<u>1,170,295</u>	<u>1,080,800</u>
NET CURRENT ASSETS			
TOTAL ASSETS LESS CURRENT LIABILITIES		1,428,749	1,349,120
CREDITORS			
Amounts falling due after more than one year	15	-	(5,000)
		<u>1,428,749</u>	<u>1,344,120</u>
NET ASSETS			
FUNDS	17		
Unrestricted funds		<u>1,428,749</u>	<u>1,344,120</u>
TOTAL FUNDS		<u>1,428,749</u>	<u>1,344,120</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2019.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

The notes form part of these financial statements

THE DOVER COUNSELLING CENTRE

BALANCE SHEET - continued
30 SEPTEMBER 2019

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

The financial statements were approved by the Board of Trustees and authorised for issue on 23 September 2020 and were signed on its behalf by:

.....
Dr W T Moses MBE (Chairman) - Trustee



The notes form part of these financial statements

THE DOVER COUNSELLING CENTRE

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

	Notes	2019 £	2018 £
Cash flows from operating activities			
Cash generated from operations	1	<u>211,202</u>	<u>337,431</u>
Net cash provided by operating activities		<u>211,202</u>	<u>337,431</u>
 Cash flows from investing activities			
Purchase of tangible fixed assets		(6,140)	(96,328)
Interest received		<u>462</u>	<u>183</u>
Net cash used in investing activities		<u>(5,678)</u>	<u>(96,145)</u>
 Change in cash and cash equivalents in the reporting period		 205,524	 241,286
Cash and cash equivalents at the beginning of the reporting period		<u>462,770</u>	<u>221,484</u>
 Cash and cash equivalents at the end of the reporting period		 <u>668,294</u>	 <u>462,770</u>

The notes form part of these financial statements

THE DOVER COUNSELLING CENTRE

**NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2019	2018
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	84,629	281,146
Adjustments for:		
Depreciation charges	15,644	12,715
Loss on disposal of fixed assets	362	1,101
Interest received	(462)	(183)
Decrease in debtors	184,832	22,268
(Decrease)/increase in creditors	<u>(73,803)</u>	<u>20,384</u>
Net cash provided by operations	<u>211,202</u>	<u>337,431</u>

The notes form part of these financial statements

THE DOVER COUNSELLING CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2019

1. STATUTORY INFORMATION

The Dover Counselling Centre is an incorporated charity registered in England. The Charitable company's registered number, principal address and nature of operations can be found in the Report of Trustees.

The financial statements are presented in sterling which is the functional currency of the charity.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Amounts recoverable on contract are based on the stage of completion of ongoing counselling cases within the AQP contracts. These have been calculated on a sessional basis.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- Straight line over 50 years
Fixtures and fittings	- 20% on cost

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Going concern

Since the balance sheet date there has been the COVID-19 pandemic. The activities of the charitable company have been affected by the "lock down" but such restrictions have not affected the going concern position of the charitable company.

THE DOVER COUNSELLING CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

3. DONATIONS AND LEGACIES

	2019	2018
	£	£
Donations	4,717	14,587
Client contributions	<u>1,030</u>	<u>1,885</u>
	<u>5,747</u>	<u>16,472</u>

4. INVESTMENT INCOME

	2019	2018
	£	£
Bank interest receivable	<u>462</u>	<u>183</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2019	2018
		£	£
AQP counselling	Counselling	1,547,919	1,663,789
Counselling	Counselling	138,766	143,884
Supervision	Supervision	9,503	3,410
Training	Training	<u>1,300</u>	<u>2,000</u>
		<u>1,697,488</u>	<u>1,813,083</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 7)	Totals
	£	£	£
Counselling	<u>1,286,241</u>	<u>332,827</u>	<u>1,619,068</u>

7. SUPPORT COSTS

	Other	Governance costs	Totals
	£	£	£
Counselling	<u>327,352</u>	<u>5,475</u>	<u>332,827</u>

Support costs, included in the above, are as follows:

Other

	2019	2018
	Counselling	Total activities
	£	£
Wages, national insurance and pensions	142,251	92,861
Hire of equipment	1,578	921
Rent (net of recharge)	18,647	13,968
Rates and water	1,235	873
Insurance	2,502	1,818
Light and heat	8,258	5,196
Telephone	<u>10,295</u>	<u>7,484</u>
Carried forward	184,766	123,121

THE DOVER COUNSELLING CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

7. SUPPORT COSTS - continued

Other - continued

	2019	2018
	Counselling	Total
	£	activities
	£	£
Brought forward	184,766	123,121
Repairs and maintenance	40,525	37,736
Office expenses	66,811	59,068
Legal fees	4,873	4,240
Bookkeeping	470	405
Bad debts	-	239
Sundry	12,477	8,589
Bank charges	1,424	2,406
Depreciation of tangible fixed assets	15,644	12,715
Loss on disposal of fixed assets	<u>362</u>	<u>1,101</u>
	<u>327,352</u>	<u>249,620</u>

Governance costs

	2019	2018
	Counselling	Total
	£	activities
	£	£
Auditors' remuneration	<u>5,475</u>	<u>6,492</u>

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2019	2018
	£	£
Auditors' remuneration	5,475	6,492
Depreciation - owned assets	15,644	12,715
Hire of plant and machinery	1,578	921
Other operating leases	18,647	13,968
Deficit on disposal of fixed assets	<u>362</u>	<u>1,101</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 September 2019.

Trustees' expenses

Trustees expenses amounting to £491 (2018 - £413) were reimbursed to two Trustees during the year (2018 - one).

THE DOVER COUNSELLING CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

10. STAFF COSTS

Total staff costs were as follows:

	2019	2018
	£	£
Wages and salaries	547,828	320,332
Social security costs	46,698	24,427
Pensions	<u>8,255</u>	<u>2,400</u>
	<u>602,781</u>	<u>347,159</u>

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

	2019	2018
	23	15
Average number of employees	<u>23</u>	<u>15</u>

No employees received emoluments in excess of £60,000 (2018 - nil).

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

All comparatives for the Statement of Financial Activities for the year ended 30 September 2018 are in respect of unrestricted funds.

12. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1 October 2018	238,067	77,527	315,594
Additions	-	6,140	6,140
Disposals	<u>-</u>	<u>(604)</u>	<u>(604)</u>
At 30 September 2019	<u>238,067</u>	<u>83,063</u>	<u>321,130</u>
DEPRECIATION			
At 1 October 2018	4,840	42,434	47,274
Charge for year	4,761	10,883	15,644
Eliminated on disposal	<u>-</u>	<u>(242)</u>	<u>(242)</u>
At 30 September 2019	<u>9,601</u>	<u>53,075</u>	<u>62,676</u>
NET BOOK VALUE			
At 30 September 2019	<u>228,466</u>	<u>29,988</u>	<u>258,454</u>
At 30 September 2018	<u>233,227</u>	<u>35,093</u>	<u>268,320</u>

THE DOVER COUNSELLING CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Trade debtors	494,012	605,549
Amounts recoverable on contract	94,376	163,042
Other debtors and accrued income	<u>1,589</u>	<u>6,218</u>
	<u><u>589,977</u></u>	<u><u>774,809</u></u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Social security and other taxes	14,369	12,944
Sundry creditors and deferred income	<u>73,607</u>	<u>143,835</u>
	<u><u>87,976</u></u>	<u><u>156,779</u></u>

Deferred income of £9,273 (2018 - £Nil) was included for the year ended 30 September 2019 in respect of contract service income received in advance.

15. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2019	2018
	£	£
Deferred property purchase consideration	<u>-</u>	<u>5,000</u>

16. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2019	2018
	£	£
Within one year	17,658	9,500
Between one and five years	<u>72,512</u>	<u>-</u>
	<u><u>90,170</u></u>	<u><u>9,500</u></u>

Total expenses paid during the year in respect of operating leases was £18,079 (2018 - £19,000).

17. MOVEMENT IN FUNDS

	At 1.10.18 £	Net movement in funds £	At 30.9.19 £
Unrestricted funds			
General fund	1,337,870	82,129	1,419,999
Designated fund - Summer house	6,250	-	6,250
Designated fund - Garden therapy	<u>-</u>	<u>2,500</u>	<u>2,500</u>
	<u><u>1,344,120</u></u>	<u><u>84,629</u></u>	<u><u>1,428,749</u></u>
TOTAL FUNDS	<u><u>1,344,120</u></u>	<u><u>84,629</u></u>	<u><u>1,428,749</u></u>

THE DOVER COUNSELLING CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

17. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,701,197	(1,619,068)	82,129
Designated fund - Garden therapy	<u>2,500</u>	<u>-</u>	<u>2,500</u>
	<u>1,703,697</u>	<u>(1,619,068)</u>	<u>84,629</u>
TOTAL FUNDS	<u>1,703,697</u>	<u>(1,619,068)</u>	<u>84,629</u>

Comparatives for movement in funds

	At 1.10.17 £	Net movement in funds £	At 30.9.18 £
Unrestricted funds			
General fund	1,062,974	274,896	1,337,870
Designated fund - Summer house	<u>-</u>	<u>6,250</u>	<u>6,250</u>
	<u>1,062,974</u>	<u>281,146</u>	<u>1,344,120</u>
TOTAL FUNDS	<u>1,062,974</u>	<u>281,146</u>	<u>1,344,120</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,823,488	(1,548,592)	274,896
Designated fund - Summer house	<u>6,250</u>	<u>-</u>	<u>6,250</u>
	<u>1,829,738</u>	<u>(1,548,592)</u>	<u>281,146</u>
TOTAL FUNDS	<u>1,829,738</u>	<u>(1,548,592)</u>	<u>281,146</u>

THE DOVER COUNSELLING CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.10.17 £	Net movement in funds £	At 30.9.19 £
Unrestricted funds			
General fund	1,062,974	357,025	1,419,999
Designated fund - Summer house	-	6,250	6,250
Designated fund - Garden therapy	-	2,500	2,500
	<u>1,062,974</u>	<u>365,775</u>	<u>1,428,749</u>
TOTAL FUNDS	<u>1,062,974</u>	<u>365,775</u>	<u>1,428,749</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	3,524,685	(3,167,660)	357,025
Designated fund - Summer house	6,250	-	6,250
Designated fund - Garden therapy	2,500	-	2,500
	<u>3,533,435</u>	<u>(3,167,660)</u>	<u>365,775</u>
TOTAL FUNDS	<u>3,533,435</u>	<u>(3,167,660)</u>	<u>365,775</u>

The charity received a donation of £5,000 to which gift aid of £1,250 was added. With the approval of the donor the Board designated that the donation be spent on a summer house at Horizon House.

During the year the charity received a donation of £5,000 of which £2,500 has been designated to be spent on garden therapy.

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 September 2019.

19. COMPANY LIMITED BY GUARANTEE

The charitable company is limited by guarantee and has no share capital. Every member of the company undertakes, in the event of the winding up of the company, to contribute such amount as may be necessary not exceeding £1 each.

THE DOVER COUNSELLING CENTRE

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

	2019 £	2018 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	4,717	14,587
Client contributions	<u>1,030</u>	<u>1,885</u>
	5,747	16,472
Investment income		
Bank interest receivable	462	183
Charitable activities		
AQP counselling	1,547,919	1,663,789
Counselling	138,766	143,884
Supervision	9,503	3,410
Training	<u>1,300</u>	<u>2,000</u>
	<u>1,697,488</u>	<u>1,813,083</u>
Total incoming resources	1,703,697	1,829,738
EXPENDITURE		
Charitable activities		
AQP counselling	724,666	930,873
Counselling	98,012	104,919
Wages and national insurance	452,275	251,898
Pensions	8,255	2,400
Travel and entertaining	<u>3,033</u>	<u>2,390</u>
	1,286,241	1,292,480
Support costs		
Other		
Wages, national insurance and pensions	142,251	92,861
Hire of equipment	1,578	921
Rent (net of recharge)	18,647	13,968
Rates and water	1,235	873
Insurance	2,502	1,818
Light and heat	8,258	5,196
Telephone	10,295	7,484
Repairs and maintenance	40,525	37,736
Office expenses	66,811	59,068
Legal fees	4,873	4,240
Bookkeeping	470	405
Bad debts	-	239
Sundry	12,477	8,589
Bank charges	1,424	2,406
Carried forward	311,346	235,804

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THE DOVER COUNSELLING CENTRE

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

	2019 £	2018 £
Other		
Brought forward	311,346	235,804
Freehold property depreciation	4,761	3,060
Fixture and fittings depreciation	10,883	9,655
Loss on disposal of fixed assets	<u>362</u>	<u>1,101</u>
	327,352	249,620
Governance costs		
Auditors' remuneration	<u>5,475</u>	<u>6,492</u>
Total resources expended	<u>1,619,068</u>	<u>1,548,592</u>
Net income	<u>84,629</u>	<u>281,146</u>

This page does not form part of the statutory financial statements