

**Basingstoke and District
Counselling Service**

**Trustees Report for year ended
August 31st 2020**

The trustees present their report with the financial statements of the Charity for the year ended August 31st 2020 (already submitted) .The trustees have adopted the provisions of the Statement of Recommended Practice (SORP). ‘ Accounting and Reporting by Charities ‘issued in March 2005 .

Reference and Administrative Details

Registered Charity number

900557

Principal address

Goldings
London Road
Basingstoke
Hampshire
RG21 4AN

Trustees

James Bellis	Chairman
Dawn Waters	Treasurer
John Coulson	
Jill Fowler	
Nigel Russell	
Colm O’Hanlon	
Samir Kotecha	

Independent examiner

Wheeler & Co Ltd
Chartered Accountants
The Shrubbery
14 Church Street
Whitchurch
Hampshire
RG28 7AB

Structure , Governance and Management

Governing document

The Charity is controlled by its governing document, a deed of trust dated May 16th 1990, and constitutes an unincorporated Charity.

Recruitment and appointment of new trustees

Prospective new trustees are normally proposed by an existing trustee and voted onto the board at a trustees meeting.

Organisational structure

Management of the Charity is delegated to the trustees , who meet on a quarterly basis to administer the Charity. A management team, appointed by the trustees manage the day to day operation.

Risk Management

The trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Objectives and Activities

Objective and Aims

The two principal objectives and aims are:

- 1) To provide affordable counselling for people suffering from mental and emotional distress
- 2) To provide training, up to Diploma level, for those wishing to be engaged in counselling.

Significant activities

Halfway through the 2019/20 financial year the Covid 19 virus forced the country into lockdown, which caused the Charity substantial problems.

All external funding events were cancelled and a major source of income was cut off.

The trustees were successful in securing grants from a range of sources, which enabled the vast majority of both counselling and training to be reorganised on a remote basis .

This represented a substantial achievement by the management team.

To synchronise the financial year and the education year we agreed to end the 2019/20 year on August 31st .

Financial Review

Reserves Policy

It is the policy of the Charity to maintain unrestricted funds , which are the free reserves of the Charity, at a level which is sufficient to cover 3 months unrestricted expenditure.

Basingstoke and District Counselling Service

Trustees Report for year ended August 31st 2020

Approved by order of the board of trustees:2021

And signed on its behalf by:

.....

DT Waters - Trustee

Basingstoke and District
Counselling Service

Contents of the Financial Statements
for the Period 1st October 2019 to 31st August 2020

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Basingstoke and District
Counselling Service

Report of the Trustees
for the Period 1st October 2019 to 31st August 2020

The trustees present their report with the financial statements of the charity for the period 1st October 2019 to 31st August 2020. 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 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The two principal objectives and aims of the charity are:

- 1) to relieve persons suffering from mental and emotional distress,
- 2) to provide education and training for those engaged, or wishing to be engaged, in counselling.

Significant activities

The significant activities of the charity are raising and holding funds from client contributions to achieve the aims of the charity.

Public benefit

The trustees consider the public benefit criteria during decision-making. The trustees are of the opinion that the activities of the charity, described in its objectives and aims, fulfil its public benefit obligations.

FINANCIAL REVIEW

Reserves policy

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which is sufficient to cover three months' unrestricted expenditure.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust dated 16th May 1990, and constitutes an unincorporated charity.

Recruitment and appointment of new trustees

Prospective new trustees are normally proposed by an existing trustee and voted onto the board at a trustees meeting.

Organisational structure

Management of the charity is delegated to the trustees, who meet on a quarterly basis to administer the charity. A Director is appointed by the trustees to manage the day to day operation of the charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

900559

Principal address

Goldings
London Road
Basingstoke
Hampshire
RG21 4AN

Trustees

J Bellis
N Russell
J Coulson
J Fowler
S Kotek
D Waters
C O'Hanlon

Chairman

Basingstoke and District
Counselling Service

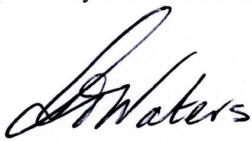
Report of the Trustees
for the Period 1st October 2019 to 31st August 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Wheeler & Co Ltd
Chartered Accountants
The Shrubbery
14 Church Street
Whitchurch
Hampshire
RG28 7AB

Approved by order of the board of trustees on 4th July 2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'D Waters', written in a cursive style.

D Waters - Trustee

Basingstoke and District
Counselling Service

Statement of Financial Activities
for the Period 1st October 2019 to 31st August 2020

		Period 1.10.19 to 31.8.20 Unrestricted fund £	Year Ended 30.9.19 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies	2	117,147	73,658
Charitable activities	5		
To meet the charitable objectives of the charity		42,019	47,077
Other trading activities	3	828	7,373
Investment income	4	68	110
Total		<u>160,062</u>	<u>128,218</u>
 EXPENDITURE ON			
Raising funds		838	1,861
Charitable activities	6		
To meet the charitable objectives of the charity		40,760	51,637
Other		88,525	80,932
Total		<u>130,123</u>	<u>134,430</u>
 NET INCOME/(EXPENDITURE)		<u>29,939</u>	<u>(6,212)</u>
 RECONCILIATION OF FUNDS			
Total funds brought forward		42,905	49,117
 TOTAL FUNDS CARRIED FORWARD		<u><u>72,844</u></u>	<u><u>42,905</u></u>

Basingstoke and District
Counselling Service

Balance Sheet
31st August 2020

	Notes	31.8.20 Unrestricted fund £	30.9.19 Total funds £
CURRENT ASSETS			
Debtors	11	4,874	3,328
Cash at bank		83,001	51,914
		<u>87,875</u>	<u>55,242</u>
CREDITORS			
Amounts falling due within one year	12	(15,031)	(12,337)
NET CURRENT ASSETS		<u>72,844</u>	<u>42,905</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>72,844</u>	<u>42,905</u>
NET ASSETS		<u>72,844</u>	<u>42,905</u>
FUNDS	13		
Unrestricted funds		72,844	42,905
TOTAL FUNDS		<u>72,844</u>	<u>42,905</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 4th July 2021 and were signed on its behalf by:

D Waters - Trustee

Basingstoke and District
Counselling Service

Balance Sheet
31st August 2020

	Notes	31.8.20 Unrestricted fund £	30.9.19 Total funds £
CURRENT ASSETS			
Debtors	11	4,874	3,328
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CREDITORS			
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		<u>72,844</u>	<u>42,905</u>
NET CURRENT ASSETS			
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TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>72,844</u>	<u>42,905</u>
NET ASSETS			
		<u>72,844</u>	<u>42,905</u>
FUNDS			
Unrestricted funds	13	72,844	42,905
TOTAL FUNDS		<u>72,844</u>	<u>42,905</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 4th July 2021 and were signed on its behalf by:

D Waters - Trustee

Basingstoke and District
Counselling Service

Notes to the Financial Statements
for the Period 1st October 2019 to 31st August 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, 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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. 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.

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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Taxation

The charity is exempt from 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.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Tangible fixed assets

All assets acquired by the charity are charged as an expense in the year of acquisition.

2. DONATIONS AND LEGACIES

	Period 1.10.19 to 31.8.20 £	Year Ended 30.9.19 £
Client contributions	72,292	72,981
Grants and donations	44,495	640
Gift aid	360	37
	<u>117,147</u>	<u>73,658</u>

Grants and donations include grant income of £31,239 in respect of local authority Covid support and £8,118 in furlough support.

Basingstoke and District
Counselling Service

Notes to the Financial Statements - continued
for the Period 1st October 2019 to 31st August 2020

3. OTHER TRADING ACTIVITIES

	Period 1.10.19 to 31.8.20 £	Year Ended 30.9.19 £
Fundraising events	828	7,373
	<u> </u>	<u> </u>

4. INVESTMENT INCOME

	Period 1.10.19 to 31.8.20 £	Year Ended 30.9.19 £
Deposit account interest	68	110
	<u> </u>	<u> </u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Period 1.10.19 to 31.8.20 To meet the charitable objectives of the charity £	Year Ended 30.9.19 Total activities £
Training fees	42,019	47,077
	<u> </u>	<u> </u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 7) £
To meet the charitable objectives of the charity	40,760
	<u> </u>

Basingstoke and District
Counselling Service

Notes to the Financial Statements - continued
for the Period 1st October 2019 to 31st August 2020

3. OTHER TRADING ACTIVITIES

	Period 1.10.19 to 31.8.20 £	Year Ended 30.9.19 £
Fundraising events	828	7,373
	<u> </u>	<u> </u>

4. INVESTMENT INCOME

	Period 1.10.19 to 31.8.20 £	Year Ended 30.9.19 £
Deposit account interest	68	110
	<u> </u>	<u> </u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Period 1.10.19 to 31.8.20 To meet the charitable objectives of the charity £	Year Ended 30.9.19 Total activities £
Training fees	42,019	47,077
	<u> </u>	<u> </u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 7) £
To meet the charitable objectives of the charity	40,760
	<u> </u>

Basingstoke and District
Counselling Service

Notes to the Financial Statements - continued
for the Period 1st October 2019 to 31st August 2020

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	Period 1.10.19 to 31.8.20 £	Year Ended 30.9.19 £
Counselling supervision	22,610	23,783
Training fees and costs	17,151	23,106
Counsellors' expenses	999	2,032
	<u>40,760</u>	<u>48,921</u>

8. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Other resources expended	<u>87,567</u>	<u>508</u>	<u>450</u>	<u>88,525</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31st August 2020 nor for the year ended 30th September 2019.

Trustees' expenses

There were no trustees' expenses paid for the period ended 31st August 2020 nor for the year ended 30th September 2019.

10. STAFF COSTS

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

	Period 1.10.19 to 31.8.20 £	Year Ended 30.9.19 £
Administration and support	<u>6</u>	<u>6</u>

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

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.20 £	30.9.19 £
Other debtors	4,874	2,160
Prepayments and accrued income	-	1,168
	<u>4,874</u>	<u>3,328</u>

Basingstoke and District
Counselling Service

Notes to the Financial Statements - continued
for the Period 1st October 2019 to 31st August 2020

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.20	30.9.19
	£	£
Accruals and deferred income	15,031	12,337
	<u>15,031</u>	<u>12,337</u>

13. MOVEMENT IN FUNDS

	At 1.10.19 £	Net movement in funds £	At 31.8.20 £
Unrestricted funds			
General fund	42,905	29,939	72,844
	<u>42,905</u>	<u>29,939</u>	<u>72,844</u>
TOTAL FUNDS	<u>42,905</u>	<u>29,939</u>	<u>72,844</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	160,062	(130,123)	29,939
	<u>160,062</u>	<u>(130,123)</u>	<u>29,939</u>
TOTAL FUNDS	<u>160,062</u>	<u>(130,123)</u>	<u>29,939</u>

Comparatives for movement in funds

	At 1.10.18 £	Net movement in funds £	At 30.9.19 £
Unrestricted funds			
General fund	49,117	(6,212)	42,905
	<u>49,117</u>	<u>(6,212)</u>	<u>42,905</u>
TOTAL FUNDS	<u>49,117</u>	<u>(6,212)</u>	<u>42,905</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	128,218	(134,430)	(6,212)
	<u>128,218</u>	<u>(134,430)</u>	<u>(6,212)</u>
TOTAL FUNDS	<u>128,218</u>	<u>(134,430)</u>	<u>(6,212)</u>

Independent Examiner's Report to the Trustees of
Basingstoke and District
Counselling Service

Independent examiner's report to the trustees of Basingstoke and District Counselling Service

I report to the charity trustees on my examination of the accounts of Basingstoke and District Counselling Service (the Trust) for the period 1st October 2019 to 31st August 2020.

Responsibilities and basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Kevin Wheeler FCA
Wheeler & Co Ltd
Chartered Accountants
The Shrubbery
14 Church Street
Whitchurch
Hampshire
RG28 7AB

5th July 2021