



Registered charity number 1095554

Registered company number 4491415

**Report and financial statements
for the year ended 31 December 2021**

Directors' Report for the year ended 31 December 2021

The Directors present their report together with the accounts of the Company for the year ended, 31 December 2021. The accounts comply with current statutory requirements.

Registered Charity Number 1095554

Registered Company Number 4491415

Registered Charity Address The Cottage behind The Hub, Easton Street, High Wycombe, Bucks, HP11 1NJ

Directors
Clare Wyatt
Chris Bushnell – appointed 26 May 2021
David Farmer
Penelope Holmes
Shaun Butler – resigned 19 July 2021

Secretary & Treasurer
Chris Bushnell – appointed 26 May 2021
Shaun Butler – resigned 19 July 2021

Bankers
NatWest Bank PLC, 22 Market Square, Aylesbury, Bucks
HP20 1TR

Governing Document Memorandum & Articles of Association (22 July 2002)

Independent Examiner P I Brogden

Public Benefit

Having regard to the Charity Commission's guidance, the Trustees consider that the charity provides a public benefit through the provision of a counselling service to the public by professionally trained and supervised counsellors.

Objectives

The charity's objectives are:

(a) To provide a professional, confidential and affordable counselling service to persons seeking help for emotional and psychological difficulties in order to help them to cope with and work through problems and issues and to make positive changes in their life.

(b) To offer training and development opportunities to qualified and trainee counsellors and to provide forums for those wishing to explore an interest in counselling.

Review of Activities

It has been a year of significant growth and development for the agency, working with those facing mental health challenges in the South Buckinghamshire area. The ongoing impact of the COVID-19 pandemic has presented the agency with the dual challenge of responding to a growing need for our services while we adapt our work to align with the UK Government's evolving public health controls.

Responding to these challenges has resulted in a change to our operating model and ongoing investment in technology and facilities. These changes have provided the benefit of increased capacity, allowing our teams to focus fully on the needs of their clients.

While ensuring our long-term sustainability, we continue to focus on ensuring that counselling remains affordable, high quality, and accessible for a broad range of people.

Focussed counselling

In 2020, the agency began to transform its counselling to a more focussed, time-limited, model with the aim of increasing capacity. This continued throughout 2021 giving individuals up to six months of support, a period the trustees and management team believe offers the most benefit to clients.

The change required a significant investment in training and counsellor recruitment which lasted into the first quarter of 2022. The impact of this change has seen the number of sessions provided during the year increase by 13% in 2021 from 1,475 to 1,666.

Accessible counselling

To meet another key objective of providing accessible counselling, the agency has kept its fees under continuous review. In addition to the decision to offer free initial assessments in 2020, published fees have remained unchanged since 2018, at £45 per session. Assessors are empowered to apply discretion when discussing the needs of their clients and, as a direct result of this, the average rate charged has continued to fall to £30.33 per session in 2021 compared to £31.34 per session in 2020 (£33.27, 2019). A reduction of 8.8% over three years.

In-person counselling

As reported previously, the COVID-19 pandemic meant that at the start of 2021, all counselling sessions were delivered online. As the environment improved, the opportunity for face-to-face counselling returned. To do this, the agency's facilities required a significant upgrade, providing counselling in a clean, safe environment. The agency made a substantial one-time investment of £11,164 to re-decorate, install new carpets and fittings, and acquire new air purifying machines for all counselling rooms. The impact of these renovations has been a great success with bright, clean, professional rooms available for use which have been very well received by clients and counsellors alike.

Outreach

The agency continues to build its profile through strong external relationships with local healthcare providers. During COVID-19 pandemic we were invited to join the Bucks Mental Health Voluntary Sector Response Group, set up by the NHS: IAPT. We continue to attend bi-monthly meetings which have raised our profile in the South Buckinghamshire and South Oxford area. These links have helped to promote the availability of our services across the region.

Infrastructure and technology

In addition to the refurbishments, the trustees and management team ensured operating policies and processes were maintained and communicated to clients and counsellors. This meant that the Agency was able to operate efficiently throughout the pandemic, allowing in-person meetings wherever appropriate.

A benchmarking review of our Information Technology needs resulted in improvements to operating systems, data storage and security, resulting in a reduction in duplication and errors. This has increased the time available to spend with clients. Investments in Microsoft Office 365 and the practice management system Counsel-360 began at the end of 2021 and will be completed in the first half of 2022.

Reserves Policy and Risk Management

The directors consider that, for the company to meet its long-term objectives and be in a position to undertake specific projects and take advantage of other opportunities as they arise, unrestricted reserves should be sufficient to cover six month's total expenditure. Pleasingly, with the increase in charitable donations received during the year, this level of reserves was maintained again at the end of 2020. The directors consider that current reserves are sufficient in the medium term but continue to focus on the initiatives, outlined in the review of activities, which it is hoped will contribute to an increased level of reserves in future years.

Directors' Responsibility in Relation to the Financial Statements

The law applicable to charitable companies in England and Wales requires the directors to prepare financial statements for each financial year which give a true and fair view of the Company's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements the Directors are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention of fraud and other irregularities. The report has been prepared in accordance with the special provisions of section 477 of the Companies Act 2006 relating to small companies.

Approved by the Directors and signed on their behalf by Clare Wyatt, Chair.

Clare Wyatt

Clare Wyatt (Sep 28, 2022 15:15 GMT+1)

Sep 28, 2022

CM Wyatt

Date

Independent examiner's report to the trustees of South Bucks Counselling

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2020, which are set out on pages 5 to 8.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

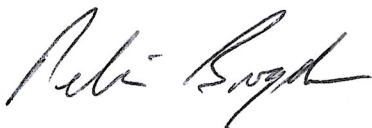
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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 report

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts 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 accounts to be reached.



Peter Brogden
27 September 2022

South Bucks Counselling
Statement of Financial Activities
For the year ended 31 December 2021

	Notes	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Income and endowments from:			
Donations		21,596	27,295
Charitable activities			
Counselling		51,691	46,520
Conference and training courses		-	-
Total for charitable activities		51,691	46,520
Income from investments:			
Bank interest		5	34
Total income and endowments:		73,292	73,849
Expenditure on:			
Charitable activities:			
Counselling	3	75,288	58,941
Conference and training courses		-	-
Governance costs		350	300
Total expenditure on charitable activities		75,638	59,241
Net income (expenditure) for the year		(2,347)	14,608
Total funds brought forward		54,934	40,326
Total funds carried forward		52,587	54,934

South Bucks Counselling
Balance Sheet at 31 December 2021

	Notes	2021 £	2020 £
Fixed assets			
Net book value at 31 December 2021	4	-	-
Current assets			
Debtors	5	-	-
Prepayments	6	710	610
Cash at Bank and in Hand		54,564	57,190
		55,274	57,800
Current liabilities			
Creditors falling due within one year	7	2,687	2,866
Net current assets		52,587	54,934
Total net assets		52,587	54,934
Unrestricted Funds		52,587	54,934

Audit exemptions

For the year ended 31 December 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of the accounts.

The Accounts were approved by the Board of Directors and signed on its behalf on the 30-Sep-22

Clare Wyatt 

Clare Wyatt (Sep 28, 2022 15:15 GMT+1)

By: C Wyatt

C Bushnell

Sep 28, 2022

Sep 28, 2022

South Bucks Counselling
Notes to the accounts
For the year ended 31 December 2021

1 Company Status

South Bucks Counselling is a company limited by guarantee and not having a share capital. The members have each undertaken to contribute such a sum as may be required, not exceeding £1, in the event of the company being wound up. South Bucks Counselling is also a registered charity (No. 1095554) and as such is exempt from all forms of direct taxation.

2 Accounting Policies

(a) Accounting Period

The 2021 accounts cover the 12 months to 31 December 2021

(b) Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

(c) Donations

Donations comprise grants which have been credited to income in the year in which they are received.

(d) Charitable activities

Income from charitable activities is credited in the year in which it arises.

(e) Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis.

(f) Depreciation

Depreciation of assets which comprise office equipment was provided at 25%.

3 Expenditure on charitable activities

	Counselling activities 2021 £	Counselling activities 2020 £
Counsellors' costs (including travel)	1,872	2,266
Supervision and assessment	13,630	13,545
Office management	29,378	24,552
Premises	23,558	12,320
Marketing	2,332	2,415
Insurance	838	798
Telephone	446	436
Professional affiliations	319	349
Bank charges	358	571
Audit & Accounting	1,080	-
Miscellaneous	1,477	1,689
	75,288	58,941

South Bucks Counselling
Notes to the accounts
For the year ended 31 December 2021

	2021 £	2020 £
4 Fixed Assets		
Office Equipment at cost		
Balance at 1 January 2021	1,651	1,651
Additions during the year	-	-
At 31 December 2021	<u>1,651</u>	<u>1,651</u>
Depreciation		
Balance at 1 January 2021	1,651	1,651
Charge during the year	-	-
At 31 December 2021	<u>1,651</u>	<u>1,651</u>
Net book value at 31 December 2021	<u>-</u>	<u>-</u>
5 Debtors		
Donations	-	-
Other Debtors	-	-
	<u>-</u>	<u>-</u>
6 Prepayments		
Insurance prepaid	710	610
	<u>710</u>	<u>610</u>
7 Creditors		
PAYE and NI	2	2
Independent Examiner's fee	350	300
Miscellaneous	2,335	2,564
	<u>2,687</u>	<u>2,866</u>
8 The average number of employees during the year		
All part time	<u>1</u>	<u>1</u>