

**HARBOROUGH CHRISTIAN COUNSELLING SERVICE**  
**REGISTERED CHARITY NUMBER: 1076249**  
**ANNUAL REPORT AND ACCOUNTS**  
**YEAR ENDED 31 MARCH 2022**

**berry accountants ltd**

**CHARTERED ACCOUNTANTS**  
**BOWDEN HOUSE**  
**36 NORTHAMPTON ROAD**  
**MARKET HARBOROUGH**  
**LEICESTERSHIRE**  
**LE16 9HE**

## **Harborough Christian Counselling Service**

### **Report of the Trustees**

**For the year ended 31<sup>st</sup> March 2022**

### **Objectives and Activities**

#### Values

The values that underpin the service provided by Harborough Christian Counselling Service (HCCS) cover confidentiality (respecting privacy); acceptance through a non-judgemental approach; independence through giving people the right to make their own choices; respect by recognising that God made everyone unique and that individual dignity should be maintained; and finally equality in that the service is available to all, irrespective of race, religion, culture, sex, gender, age, or disability.

All people are made in the image of God and our aim is to help them achieve self worth, security, and a sense of significance based on the belief that each person is unique and that God wants them to achieve their full potential.

Whilst the staff, counsellors, and support workers of the charity will be Christian, the service is available to people of all faiths.

#### Report of the Governing Body

The Governing Body presents this report together with the financial statements of Harborough Christian Counselling Service (HCCS) for the year ended 31<sup>st</sup> March 2022. HCCS is a registered charity, number 1076294. The address of the Charity is: The Bower House, 32 Coventry Road, Market Harborough, Leicestershire, LE16 9BZ.

The financial statements comply with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and with the Charities Act 2011.

The Constitution adopted 27<sup>th</sup> May 1999 is the governing document. The Chair is elected by members of the Governing Body. The Governing Body meets 4 times per year.

The Governing Body comprises:

1. The Chair of Churches Together in Market Harborough (Churches Together sponsors HCCS).
2. Up to 2 further persons appointed by Churches Together.
3. Between 3 and 6 persons appointed or reappointed at the HCCS Annual General Meeting.
4. The Chair of the Management Group
5. The Charity's Treasurer.

The Secretary to the Governing Body is appointed from among the Trustees, and a minimum of 3 people are appointed by the Governing Body to act as Holding Trustees.

The Management Group of the Charity meets at least 10 times per year. The Chair and the Secretary of the Management Group are elected by its members, who comprise the Charity's Treasurer, and between 6 and 10 other persons appointed by the Governing Body.

HCCS is established:


1. To provide a Christian counselling response to the needs of people in Market Harborough and the surrounding district (limited to a 10 mile radius from the town) for help, support, and encouragement at times of crisis in their lives. The aim is to help and empower people to make their own decisions in appropriate ways to enable them to satisfactorily come through those crises.
2. To train and equip Christians to be involved in Christian counselling and to enable Christians to utilise the gifts that God has given them.
3. To work alongside churches in their caring missions, and with secular organisations that care for people.

The income and property of HCCS is used to further these objectives. As HCCS is a registered charity, legally recognised as established for charitable purposes only, all funds raised are used to further the aims of the Charity.

The Charity remains in a satisfactory position as regards its reserves policy. This policy requires that the restricted funds held by the Charity represent the amount required for its winding up if it ceases to operate. These costs are estimated at £20,000 (2021 £20,000). The reserves policy is reviewed annually.

The Charity has Charity Trustee insurance in place indemnifying any officer against liability as a result of his / her negligence, up to an aggregate liability of £100,000.

**On behalf of the Governing Body**

L. J. Gemmell  


**Linda Gemmell - Chair**

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES AND MEMBERS OF  
HARBOROUGH CHRISTIAN COUNSELLING SERVICE**

I report on the accounts of the Trust for the year ended 31 March 2022, which are set out on the following pages.

**Respective responsibilities of trustees and the examiner**

The charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
  - to follow the procedures laid down in the general Directions given by the Charity Commission under
- section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the Accounts present a 'true and fair view' and the report is limited to those matters set out in statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:-

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act.

have not been met; or

(2) to which, in my opinion, attention should be drawn, in order to enable a proper understanding of the accounts to be reached.

Signed: \_\_\_\_\_

MRS R WALDEN FCCA  
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CHARTERED ACCOUNTANTS  
BOWDEN HOUSE  
36 NORTHAMPTON ROAD  
MARKET HARBOROUGH  
LEICESTERSHIRE  
LE16 9HE

Dated: 3 May 2022.



**HARBOROUGH CHRISTIAN COUNSELLING SERVICE**  
**INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2022**

	Notes	2022 £	2021 £
<b>INCOME</b>			
Donations	2 & 3	32,272	22,939
Other Income	4	17,936	21,753
<b>Total Income</b>		<u>50,208</u>	<u>44,692</u>
<b>EXPENDITURE</b>			
<b>Establishment</b>			
Rates		911	911
Light and Heat		1,697	1,710
Water		280	108
Repairs, Office Equipment and Cleaning		3,459	4,764
Depreciation	1 & 5	<u>410</u>	<u>3,400</u>
		6,757	10,893
<b>Administration</b>			
Salaries		39,663	35,697
Stationery, Office Supplies and Services		757	1,004
Telephone, Broadband and Bureau Services		2,953	1,954
Membership Subscriptions		643	352
Independent Examination Fee		530	500
Training (Major Counselling Supervision Training this Year)		3,500	512
Insurance (Some Costs Waived due to Covid last Year)		1,139	646
Investment Write Off		-	500
		<u>49,185</u>	<u>41,165</u>
<b>Total Expenditure</b>		<u>55,942</u>	<u>52,058</u>
<b>Net Income for the year</b>		(5,734)	(7,366)
Balance brought forward at 1 April 2021		<u>173,790</u>	<u>181,156</u>
		<u>168,056</u>	<u>173,790</u>

**HARBOROUGH CHRISTIAN COUNSELLING SERVICE**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2022**

	Notes	2022 £	2021 £
<b>Fixed Assets</b>	<b>5</b>		
Freehold Property		191,030	189,836
Office Furniture and Equipment		<u>3,690</u>	<u>4,100</u>
		194,720	193,936
<b>Current Assets</b>			
Debtors		814	625
Cash		<u>74,865</u>	<u>82,804</u>
		75,679	83,429
<b>Creditors</b>			
Due in One Year		<u>987</u>	<u>2,219</u>
<b>Net Current Assets</b>		74,692	81,210
<b>NET ASSETS</b>		<u>269,412</u>	<u>275,146</u>
<b>Unrestricted Funds</b>			
Property Revaluation Reserve	7	101,356	101,356
General Income Fund		<u>168,056</u>	<u>173,790</u>
		<u>269,412</u>	<u>275,146</u>

The Notes form part of the Financial Statements

On behalf of the Governing Body

Linda Gemmill - Chair

Dated:

**HARBOROUGH CHRISTIAN COUNSELLING SERVICE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**1 Accounting Convention**

The Accounts have been prepared under the historical cost convention, as modified by the revaluation of freehold property to market value and in accordance with the 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) and the Charities Act 2011.

**Fund Accounting**

General income funds are unrestricted funds which are available for use at the discretion of the Governing Body in furtherance of the objectives of the Charity.

**Tangible Fixed Assets and Depreciation**

Depreciation is provided to write off the cost of tangible fixed assets over their useful lives as follows:-

Freehold Property - not provided  
Office Furniture and Equipment - 10% per annum - reducing balance.

The Governing Body have adopted a revaluation policy in respect of the freehold property in accordance with FRS 15. As a result, no depreciation is provided on the freehold property as the Governing Body is of the opinion the residual value is at least equal to the book value.

**2 Covid 19**

For most of the year to 31 March 2021 the offices and counselling rooms were closed to comply with Government instructions. The year to 31 March 2022 has continued to be impacted by Covid 19 but at a much lower level.

**3 Donations**

		<b>2022</b>	<b>2021</b>
Individual	<b>Note 2</b>	29,175	18,607
Church and Related Organisations	<b>Note 2</b>	2,845	4,228
Voluntary Organisations		252	104
		<u>£ 32,272</u>	<u>£ 22,939</u>

**4 Other Income**

	<b>2022</b>	<b>2021</b>
Fundraising (net of costs)	478	688
Gift Aid	4,663	4,988
Government Furlough Scheme	295	3,577
Grant from Market Harborough and the Bowdens Charity - General costs	12,500	12,500
	<u>£ 17,936</u>	<u>£ 21,753</u>

**HARBOROUGH CHRISTIAN COUNSELLING SERVICE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**5 Fixed Assets**

	<b>Furniture &amp; Equipment £</b>	<b>Freehold Property £</b>	<b>Total £</b>
<b>Cost</b>			
As at 1 April 2021	31,820	217,136	248,956
Additions	-	1,194	1,194
Disposals	-	-	-
As at 31 March 2022	<u>31,820</u>	<u>218,330</u>	<u>250,150</u>
<b>Depreciation</b>			
As at 1 April 2021	27,720	27,300	55,020
Charge for the year	410	-	410
Disposals	-	-	-
As at 31 March 2022	<u>28,130</u>	<u>27,300</u>	<u>55,430</u>
<b>Net Book Value</b>			
	<u>3,690</u>	<u>191,030</u>	<u>194,720</u>
As at 1 April 2021	<u>4,100</u>	<u>189,836</u>	<u>193,936</u>

- 6** A project to further improve accessibility to The Bower House has received approval for both planning and grant support. The additions shown above are the costs to date on the project.

**7 Property Revaluation Reserve**

<b>2022</b>	<b>2021</b>
<u>£ 101,356</u>	<u>£ 101,356</u>

The freehold property was revalued on an open market basis on 17 March 2011 by Godfrey - Payton Chartered Surveyors, Market Harborough.

	<b>2022</b>	<b>2021</b>
If the freehold property had not been revalued it would have been included at the following historic cost	<u>£ 78,644</u>	<u>£ 78,644</u>