

Registered Charity Number: 1163288



## Trustees Annual Report & Accounts Financial Year Ending 31<sup>st</sup> March 2022



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## **WELCOME FROM OUR CHAIR**

Young People's Independent (YPI) Counselling Service continues to be committed to improving the lives of young people aged 11 to 25 years old through the provision of mental health and well-being support services in Basingstoke and Deane. For the past 23 years, YPI has successfully delivered community-based support to young people, through free 1-to-1 counselling sessions, group work and psychoeducational activities.

During 2021/22, YPI continued its core activities to support young people by offering counselling and emotional support to young people, parents and family members. Throughout the period Sam Hussey our CEO and her Team have continued to navigate the challenges of the Covid-19 pandemic, supporting both young people and ensuring a safe working environment for employees. This has included monitoring the ever changing needs of young people and working to provide support around some of the key themes arising from the period of lockdown.

The demand for counselling services remains high and the level of need has remained constant during the last 12 months. The Team has worked hard to keep up to abreast of key issues and continues to deliver a high standard of support through an experienced Counsellors and Mentors.

During the last 12 months I have continued my focus with the Trustees around delivering the strategy and working to secure funds in the ever changing environment. We have secured some significant grants in the period and remain hopeful that we can work with local organisations to gain the much needed support we require. Whilst it is recognized that there remains uncertainty across the nation as a result of the pandemic, the key focus for YPI in the next two years is to continue to deliver a high-quality service for those in need whilst making the charity as sustainable as possible.

As a Board of Trustees we have spent a lot of time continuing to focus on our own governance and improving on how we deliver most effectively to support Sam and the YPI Team. We have seen the benefits in the last 12 months and look forward to this continuing in 2023 and beyond.

We, the Board of Trustees, would like to thank all of our volunteers and staff who have remained loyal and steadfast during the journey we have been on in 2021/2022. We are fortunate to have such a dedicated, hardworking and passionate Team who are committed to delivering our services for young people in the local area. We would also like to thank our generous donors and grant funders who continue to support YPI's objectives and ensure YPI continues to deliver much needed services in our community.

The year ahead will no doubt present further challenges, grant funding has been impacted as a result of the pandemic and a robust fundraising strategy is being implemented to ensure that we can continue to meet the increased demand for services. We are confident the changes we have made and continue to make will enable YPI to continue to provide counselling and mentoring services to the young people we serve.

We are delighted to be supporting YPI in driving and delivering its strategic objectives and we look forward to another strong year in 2022/23. We have the pleasure in presenting YPI's Annual Report and Financial Statement for the year ended March 2022.

Natalie Shoemark-Dyer, Chair of the Trustees

## CHIEF EXECUTIVE'S REPORT

As YPI's CEO, I am exceptionally proud to be part of an organisation that is dedicated to enhancing the emotional well-being of young people in our community. We have faced many global challenges in the financial year 2021/22, at the beginning of April 2021 we were still facing the ramifications of the Covid pandemic, whilst vaccinations were helping the country to return to some semblance of 'normality', young people were still being effected for much of the year as Covid spread throughout schools and colleges once again; school trips were cancelled, the exam process was uncertain, isolation was still necessary amongst students and teaching staff. We continued counselling and mentoring despite Covid related sickness amongst YPI staff, and we moved to a holistic hybrid service, providing our talking therapies face to face and remotely. The end of the financial year saw a marked increase in the cost of living with petrol, food shopping and bills increasing rapidly. This has had an impact on counselling staff as counsellors can gain more money per hour in their private practices than in an agency, therefore some staff reduced their hours to focus on their private practices. We have now recruited some new, experienced counsellors to fill that gap to enable us to deliver a high level service and meet the needs of our clients whilst aiming to reduce the waiting list.

There are key areas which set us aside from other charities:

- **Dedication to young people:** we are the only non-statutory provider of youth counselling and mental health support in Basingstoke that has been specifically established for this purpose. For us, supporting young people isn't an 'add-on' or 'nice to have' service but is instead at the heart of who we are, with the full weight of our resources, skills and expertise dedicated to offering a first-class service.
- **Championing community:** unlike larger charities who may set up satellite or sub-offices within the area to deliver specific services/contracts, YPI takes pride in being a local charity for local people. As a result of this we hold an unparalleled position at the heart of local youth provision, adapting and developing to meet the needs of our community as they arise.

As always, I would like to thank all staff for your commitment and support over the last year, all staff, both employed and volunteers have gone above and beyond expectations and it has meant that YPI has been able to offer the best service possible under difficult, unpredictable circumstances.

2021/22 has been a very challenging year for everyone, however, I believe we rose to the challenges and will once again in the coming financial year and respond to the unpredictable economic climate. I look forward to developing new ideas and plans in 2022/23, and plan to build firmer relationships within secondary schools and GP surgeries and to extend our reach into the community.

Samantha Hussey  
Chief Executive

## **VISION, MISSION, PRIORITIES AND VALUES**

### **Strategic Plan 21-24**

#### **Shaping Our Future**

The views of young people and their parents or carers are at the heart of shaping our strategy, through surveys, direct engagement and indirect feedback. In April/May 2020 we analysed the results of young people's 'End of Counselling' and 'Mentoring Feedback' forms as well as feedback from external organisations we work closely with to establish a view of the needs and expectations of service users and the community we work in. Through this analysis we have been able to hone our strategic aims and key priorities for the coming years. These priorities are client focussed and responsive to community needs.

#### **Our Vision**

Young people are able to access more opportunities and they have the confidence to manage their mental health positively.

#### **Our Mission**

To deliver a first class mental health service offering responsive and tailored support through counselling, mentoring, community support and building awareness so we improve the lives of young people.

#### **Our Values**

- **Empathy:** We listen to our clients and team members
- **Excellence:** We deliver a first-class service and we care about quality
- **Ethical:** We do the right thing and respect integrity
- **Bespoke:** We provide solutions that are flexible and proportionate
- **Community:** We engage with the community and create meaningful partnerships
- **Maximising Potential:** We nurture the growth of our clients, team members and the charity

#### **Our Priorities**

- To provide evidenced based counselling and psycho-educational activities to young people aged 11-25 to improve their self-awareness and skills in maintaining positive mental health
- To provide early intervention through our growing mentoring team, offering a holistic approach to mental health
- To increase awareness and skills within relevant services (such as education and GP surgeries) to support youth mental health and improve early intervention strategies

## STRATEGIC REPORT

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### OBJECTIVES, ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

YPI's constitutional aims are:

- To preserve and protect the health and welfare of young people by establishing, developing and maintaining a youth support, information, advice and counselling service for young people in the age range of 11 to 25 years of age, but not limited to, the area of the local government district of Basingstoke & Deane.
- To carry out such activities that promote the health and welfare of young people in the area of benefit, not covered above, as deemed necessary by the charity trustees.

These aims are underpinned by YPI's Vision, Mission and Values and are achieved through YPI's 3 strategic objectives:

1. **Whole Family approach** – in alignment with our focus on the well-being of Young People we will enhance our core offer to include support for the wider family surrounding a young person including parents and guardians. We will therefore focus our services on ensuring that the key people in a young person's life are able to access the support they need.
2. **Act on the Voice of Young People and their families to deliver greater impact** - We will continue to roll out a comprehensive suite of outcome measurement tools and processes across all of our services, this includes ensuring that the voice of young people and families are captured at every step and fully inform all that we do. We shall seek to develop systems for keeping service users, parents and referrers informed and up to date on our activities as part of a 'Friends of YPI' network for those who wish to join.
3. **Champion financial sustainability in all that we do** - As the charity sector continues to brace itself against the context of an ever-shrinking public purse amidst ever growing need, YPI faces the increasingly precarious situation of currently being wholly grant reliant. The direction of YPI's work is informed by our annual operational business plan incorporating YPI's strategic objectives as outlined above.

Throughout 2021/22 YPI continued to deliver the charity's core activities of providing free 1-2-1 Counselling Services for young people aged 11 – 25 in Basingstoke and Dean. With the ever changing working climate due to the pandemic, we have moved into a hybrid approach and will now offer both remote and face to face counselling depending on the needs of the clients,

Last year saw continued success and high demand for our Youth Mentoring scheme and is an area the charity wishes to continue to grow. In 2021/22 YPI continued with our YOU mentoring service funded by Lloyds Community Foundation to specifically mentor young parents and care leavers aged 17-25. It was noted that there was a high level of need amongst clients and we added a specifically trained counsellor to be part of the scheme.

We continued to maintain a presence in two GP clusters in Basingstoke and Deane, and have been providing mentoring within those clusters during this financial year. This service has been very successful and helps to have more of a community presence.

In addition to the paid staff team, YPI's activities are supported by a team of dedicated volunteers who undertake a number of roles ranging from Trustees and Counsellors, Mentors to Administrators and Fundraisers. Our team of passionate and dedicated volunteers represent over £50,000 in financial terms, with services significantly impacted were it not for their continued support and generosity.

YPI continues to improve our website and use of social media to enhance the YPI profile and make it easier for young people to access information about our services.

**In the year ending March 2022 the activities and performance delivered by YPI included:Youth**

**Counselling**

Objectives and Activities: YPI provides free counselling to 11-25 year olds offering a confidential and safe space for young people to talk to a professional counsellor about their worries, concerns and difficulties. The initial number of session is 6, which can then be extended up to a maximum 12, if agreed by the Head of Clinical Services.

<b><u>Performance:</u></b>	
Total sessions delivered:	1536
Total clients engaged	895 ie signpost and seen
Clients who have received counselling	280

69% improvement for those who have been counselled.

**YOU Mentoring**

Objective and Activities: YPI provides up to twelve mentoring sessions for young parents and care leavers for 17-25 year olds. These groups were identified as groups that would greatly benefit from a mentoring programme.

<b><u>Performance</u></b>	
Total sessions delivered:	98
Total clients seen:	29
Clients reporting measurable improvement:	All reported 70% improvement

**Youth Mentoring**

Objectives and Activities: YPI provides up to twelve free sessions of mentoring for 10-19 year olds. Mentoring offers a friendly ear from a professional friend, to strengthen their confidence, find their voice and realise their own self-worth.

<b><u>Performance:</u></b>	
Total sessions delivered:	131
Total clients seen:	50
Clients reporting measurable improvement:	72% reported an improvement

**YOU Counselling*****Performance:***

Total sessions delivered:	26
Total clients seen:	6
Clients reporting measurable improvement:	4 clients marked improvement

## STF Counselling

Supporting Troubled Families for up to 12 sessions and attending an Early Help Hub every Thursday morning.

***Performance (Youth Project):***

Total sessions delivered	13
Total clients seen	5
Clients that measured improvement	75%

**External/Outreach Group Work**

Objectives and Activities; Community presence ie in GP surgeries.

***Performance:***

Total sessions delivered:	450
Total clients seen:	450
Clients reporting measurable improvement:	79% measured an improvement

## **Summary Performance Statistics:**

**Total clients worked with across all services:**

**1435**

**Total sessions delivered across all services: 2254**

### **HOW WE MEASURE PERFORMANCE**

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To assess the impact and effectiveness of the charity's work, YPI use various outcome measurement tools at every stage of our service lifecycle, these measures include:

- **Clinical Outcomes in Routine Evaluation (CORE) tool:** all clients are asked to complete this internationally standardised clinical questionnaire comprising 10 questions at the beginning of every session/interaction with us. We monitor this score as counselling progresses to evidence any changes in well-being/distress and to monitor risk.
- **End of counselling feedback questionnaire:** given to all service users at the end of their interaction with our services, this questionnaire captures feedback ratings on all areas of the service.
- **Life Areas Impact Rating Tool:** this measure was rolled out across our counselling services for the first time in 2018. The measure comprises a pre-and-post intervention measure that seeks to capture client's feelings about key areas of their lives such as family relationships, school/work and self-esteem.

### **Service user involvement**

To ensure that our services continually reflect the needs and feedback of the young people, parents and families we serve, we continue to enhance our service user involvement strategy. Our existing provision includes the use of an annual stakeholder survey, end of service feedback forms and suggestion boxes/slips to provide regular feedback placed within all delivery venues.

### **Statement on Public Benefit**

The Trustees have considered the Charity Commission's guidance on public benefit and our main activities are described above. The activities by YPI are undertaken to further our charitable purposes for the public benefit in accordance with our aim to promote the health and welfare of young people aged 11 to 25 years of age, in the area of but not limited to, Basingstoke & Deane.

### **Charity Governance Code**

During the year the Board formally adopted the Charity Governance Code for smaller charities published by a cross-sector collaboration of national charity support organisations in conjunction with the Charity Commission as an observer body. During the coming year the Board and Senior Management shall undertake a full audit of the code in relation to YPI's current practices to ensure full compliance.

## **PLANS FOR FUTURE PERIODS**

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### **Plans and objectives for 2022/23**

During the forthcoming year we will continue to implement strategies and objectives as outlined in our 3 year strategic plan 2021/24.

We have three strategic aims. These are:

1. To maintain and improve our core services (counselling and mentoring)
2. To enhance our services by offering more counselling sessions and an increased early intervention strategy through mentoring
3. To become a more sustainable organisation, by building a portfolio of income generation streams and improving the way we demonstrate our impact.

To ensure sustainability please see below:

- **Longer term grant applications** – There is an emphasis on grant application to go to YPIs core funding. We will look at longer term, larger strategic grants to fund our core services. We will also be able to partake in more community fundraising as we come out of the strict restrictions associated with the pandemic.
- **Funding streams** – We are seeking further funding streams within the community, such as, GP surgeries and secondary schools.
- **Donations and contributions will be asked for at the point of counselling or mentoring.**
- **Corporate fundraising will be expanded.**

### **The Challenges Ahead**

- The Covid – 19 Pandemic, has and will continue to have a huge impact on young peoples lives for the next few years. We have seen a marked increase in certain areas of concern in both our counselling and mentoring services. Many young people are displaying higher levels of risk and need.
- The cost of living crisis is having an impact on our counselling staff in particular. We have increasingly found that some counselors have either reduced hours or left the agency to pursue their private practices where they can earn much more per hour. We have remedied this by recruiting new staff but the economic crisis has led to this flux and some instability.
- To ensure that existing youth projects and services remain financially viable and supported through appropriate grant and donation streams, with a view to examining our 'Return on Investment' approach to resourcing when launching short term projects.
- Ensuring the right balance of volunteer and trainee counsellors versus employed and experienced counsellors in order to meet higher levels of demand to support high risk young people with often complex mental health needs.

## **STRUCTURE, GOVERNANCE, AND MANAGEMENT**

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### **Structure**

YPI is a registered charity (a Charitable Incorporated Organisation) in England and governed by a constitution. YPI's objects are to achieve public benefit as set out in our constitution, and delivered through our strategic objectives and operating plan, as previously detailed.

### **Governance and Management**

#### Non-Executive Directors / Trustees

YPI's governance is overseen by a board of six voluntary and independent Trustees (Non-executive Directors), each of whom are appointed by the charity's board. Each Director assumes a specific portfolio upon appointment to ensure that all areas of YPI's governance receives due care and attention and is aligned with the specialist expertise of the Director appointed. Through 2021/2022 the Directors were:

Natalie Shoemark

Kelly Lincoln (resigned January 2022)

Daniel Holloway

Edward Butler

Edward P

Patrick Holt

Paul Crawte (resigned November 2021)

Vicky Morley

#### Chief Executive Officer

Responsibility for the strategic and operational management of the charity is delegated by the Board of Directors to YPI's Chief Executive Officer (CEO). The role of the CEO is to provide overall leadership and direction to the organisation and its staff, including managing stakeholder relations, monitoring performance and developing the service as a whole in conjunction with the senior management team.

#### Clinical Services Manager

Responsibility for the clinical management of YPI's core counselling team.. The role is to ensure that all young people, parent's and families accessing YPI's services receive a first-class service from a team of highly skilled and well supported clinical staff.

#### Volunteers

The CEO or Clinical Services Manager, as applicable, are responsible for managing the appointment of Volunteers and ensuring all Volunteers receive a comprehensive induction along with ongoing supervision, trainingand support.

#### **Induction and Training of Trustees, Staff and Volunteers**

YPI recruits new Directors through local and national adverts and interviews potential new Directors with reference to a job description and person specification. During the year Directors have the opportunity to attend relevant insight and development and governance workshops. All of our volunteers, including Directors, receive a comprehensive induction along with ongoing, training opportunities and all Counsellors receive supervision support.

## **Organisational Structure and Decision Making**

The Directors consider governance issues at their regular Board meetings. The Board meet every month throughout the year with the CEO to ensure all governance issues are regularly addressed. The Directors delegate responsibility to the CEO for ensuring that service provision is carried out within the overall charity's strategy; for overseeing the charity's progress in meeting its objectives; and ensuring that the charity meets its legal and financial obligations. A detailed Operational Plan is used by the CEO and senior staff to report to the Directors on progress against identified actions.

## **Key Management Remuneration**

The trustees, the CEO and the Clinical Services Manager comprise the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity on a day to day basis. All trustees give of their time freely and no trustee remuneration was paid in the year.

Senior managers' pay is aligned to local government pay scales with pay increases mirroring nationally agreed increases to the scales. Service manager posts are allocated to one of two starting points on the scale based on criteria including the number of full-time equivalent staff in the service; level of autonomy; service budget and number of young people in the service.

## **RISK MANAGEMENT**

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YPI has in place adequate governance arrangements that enable the identification, escalation, monitoring and reporting of risks. The YPI Board is ultimately responsible for reviewing, challenging and approving the charity's overall strategy and the direction of the business.

We currently adopt five risk types which form the basis of YPI's risk register and Board reporting:

- **Strategic:** refers to the risk that YPI suffers a substantial, negative impact in its funding or capital as a direct result of poor management of its business objectives, strategic aims and core services
- **Financial:** refers to the risk that YPI is unable to self-fund, primarily due to a lack of financial donors whether new or existing and unforeseen operational losses, leading to a disruption to the charity's cash flows and balance sheet
- **Operational:** refers to the risk of operational losses due to inadequate or weak processes and systems, including the charity's IT infrastructure. The risk also includes direct and indirect losses due to poor or ineffective oversight of internal controls and external influence
- **People:** refers to the risk that YPI's key services are not delivered adequately due to a lack of people capability, skills and availability
- **Reputational:** refers to the risk of YPI suffering a material loss or reputational damage, most likely in the form of simultaneous withdrawals of funding, caused by a negative perception of its image and working practices

A risk register is reviewed and updated regularly and discussed at Board meetings. These are risks to the charity with the potential to damage its reputation and existing stakeholder relationships, preventing the business from running successfully thus ultimately impacting on YPI's ability to undertake its compliance monitoring activities effectively.

## **REVIEW OF FINANCIAL STATEMENTS**

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### **Financial Summary**

A summary of YPI's income and expenditure for the year are presented on page 15. The income for 2021/22 was £197,555, and the expenditure £184,445. There was a surplus of £13,110.

### **Notes on Reserves Policy**

The general reserve level held at 31<sup>st</sup> March 2022 stands at £127,593 which equates to 11 months' expenditure.

### **Going Concern**

The Trustees remain satisfied that it is appropriate for the financial statements to be prepared on a going concern basis and there are no material uncertainties that may cast doubt on this assumption for at least 12 months from the approval of the accounts.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

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### **YPI Counselling**

(A Charitable Incorporated Organisation). Also known as YPI.

### **Registered Office and Principal Address**

The Orchard  
White Hart Lane  
Basingstoke  
Hampshire RG21 4AF

**Charity Number:** 1163288

Telephone: 01256 423878

Website: [www.ypicounselling.co.uk](http://www.ypicounselling.co.uk)

### **Trustee Board**

Natalie Shoemark – Chair

Kelly Lincoln, (resigned January 2022)

Daniel Holloway

Patrick Holt

Edward Butler

Edward

Pirronti

Paul Crawte (resigned 22 November 2021)

Vicky Morley

### **Chief Executive**

Samantha Hussey

### **Clinical Services Manager**

Rosa Wynn

### **Independent Examiners**

Knight Goodhead Limited – 7 Bournemouth Road, Chandler's Ford, Eastleigh, Hampshire SO53 3DA

### **Bankers**

The Co-Operative Bank PLC – Business Banking, PO Box 250, Skelmersdale WN8 6WT

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF YPI COUNSELLING**

I report to the trustees on my examination of the accounts of YPI Counselling for the year ended 31 March 2022 set out on pages 17 to 27.

### **RESPONSIBILITIES AND BASIS OF REPORT**

As the trustees of the charity 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 Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 charity 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.

**CJ GOODHEAD FCA**  
Knight Goodhead Limited  
Chartered Accountants

**16 November 2022**  
7 Bournemouth Road  
Chandler's Ford, Eastleigh  
Hampshire SO53 3DA

**YPI COUNSELLING**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
<b>INCOME</b>					
Donations and legacies	4	29,511	10,050	39,561	21,684
Charitable activities	5	127,161	30,833	157,994	210,550
<b>TOTAL INCOME</b>		<b>156,672</b>	<b>40,883</b>	<b>197,555</b>	<b>232,234</b>
<b>EXPENDITURE</b>					
Charitable activities	6	137,246	47,199	184,445	161,369
<b>TOTAL EXPENDITURE</b>		<b>137,246</b>	<b>47,199</b>	<b>184,445</b>	<b>161,369</b>
<b>NET INCOME / (EXPENDITURE) FOR THE YEAR BEFORE TRANSFERS</b>		<b>19,426</b>	<b>(6,316)</b>	<b>13,110</b>	<b>70,865</b>
TRANSFERS	10, 11	-	-	-	-
<b>NET INCOME / (EXPENDITURE) FOR THE YEAR</b>		<b>19,426</b>	<b>(6,316)</b>	<b>13,110</b>	<b>70,865</b>
TOTAL FUND BALANCES BROUGHT FORWARD		108,167	30,396	138,563	67,698
<b>TOTAL FUND BALANCES CARRIED FORWARD</b>		<b>127,593</b>	<b>24,080</b>	<b>151,673</b>	<b>138,563</b>

**YPI COUNSELLING**

**BALANCE SHEET AT 31 MARCH 2022**

	Notes		2022 £	2021 £
<b>FIXED ASSETS</b>				
Tangible assets	7		482	612
<b>CURRENT ASSETS</b>				
Debtors	8	17,563	9,027	
Cash at bank and in hand		177,480	171,035	
		195,043	180,062	
<b>CREDITORS: amounts falling due within less than one year</b>	9	(43,852)	(42,111)	
<b>NET CURRENT ASSETS</b>			151,191	137,951
<b>NET ASSETS</b>			<u><u>151,673</u></u>	<u><u>138,563</u></u>
<b>FUNDS</b>				
General funds	10	127,593	108,167	
Restricted funds	11	24,080	30,396	
<b>TOTAL FUNDS</b>	12	<u><u>151,673</u></u>	<u><u>138,563</u></u>	

Approved by the Trustees on  
and signed on their behalf by

**Natalie Shoemark-Dyer**

Trustee

## **YPI COUNSELLING**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**

#### **1 ACCOUNTING POLICIES**

##### **(a) Accounting convention**

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)).

The charity meets the definition of the public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

##### **(b) Fund accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the trustees for specific purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

##### **(c) Income**

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Donations and legacies are received by way of donations, legacies, gifts and grants and are included in full in the Statement of Financial Activities when receivable.

Investment income is included when receivable.

Income is deferred when, at the end of an accounting period, they have been received but the charity has yet to become unconditionally entitled to them.

##### **(d) Expenditure**

Expenditure is recognised on an accrual basis as a liability is incurred.

Costs are apportioned in line with the income received from that source during the period.

Charitable activities expenditure comprises of those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly.

## **YPI COUNSELLING**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)**

#### **1 ACCOUNTING POLICIES (continued)**

##### **(e) Fixed assets**

Fixed assets are capitalised for ongoing use within the charity, where the individual cost of the asset exceeds £100.

Depreciation is provided on fixed assets to spread the cost over the estimated useful lives of the relevant assets at the following rates:

Office equipment	20% - 33% Straight line
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##### **(g) Pensions costs**

Contributions in respect of the company's defined contribution scheme are charged to the Statement of Financial Activities for the year in which they are payable to the scheme. Differences between contributions payable and contributions actually paid in the year are shown as either accruals or prepayments at the year end.

#### **2 LEGAL STATUS**

The charity is a Charitable Incorporated Organisation (CIO) and was registered on 25 August 2015 with the Charity Commission in England and Wales.

The registered office of the charity is YPI Counselling, The Orchard, White Hart Lane, Basingstoke, Hampshire, RG21 4AF.

## YPI COUNSELLING

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

3 STAFF COSTS	2022 £	2021 £
Wages and salaries	137,051	128,061
Social security costs	1,158	820
Pension costs	1,336	1,210
	<u>139,545</u>	<u>130,091</u>

The average number of staff employed during the year was 16 (2021: 15). No employee received emoluments of £60,000 or more during this or the prior year.

No remuneration was paid to trustees during this or the prior year. During the year the charity paid remuneration, including pension contributions, totalling £28,329 (2021: £27,128) to key management personnel.

At the balance sheet date there were outstanding pension contributions payable of £240 (2021: £226). Total pension contributions of £1,336 (2021: £1,210) were paid by the charity and are included in the SOFA.

#### 4 INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds	Restricted funds	Total funds 2022	Total funds 2021
	£	£	£	£
Donations	15,826	10,050	25,876	4,612
Gift Aid	196	-	196	1,439
Fundraising	13,490	-	13,490	15,633
	<u>29,511</u>	<u>10,050</u>	<u>39,561</u>	<u>21,684</u>

#### 5 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds 2022	Total funds 2021
	£	£	£	£
Grants including capital grants:				
- Government grants	91,725	-	91,725	99,926
- Grants from other charities	28,372	30,833	59,205	98,945
GP Mentoring	7,064	-	7,064	5,809
Mindspace	-	-	-	5,870
	<u>127,161</u>	<u>30,833</u>	<u>157,994</u>	<u>210,550</u>

## YPI COUNSELLING

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

#### 6 EXPENDITURE

	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
<b>DIRECT EXPENDITURE</b>				
Counsellors and management	106,377	33,169	139,545	130,091
Payroll charges	864	201	1,066	987
Supervision costs	650	-	650	1,330
	<b>107,891</b>	<b>33,370</b>	<b>141,261</b>	<b>132,408</b>
<b>SUPPORT COSTS</b>				
Rental and improvements	11,559	3,105	14,664	12,765
Office fees	592	71	664	435
Printing, postage and stationery	194	245	439	284
Computer expenses	8,421	-	8,421	7,848
Telephone charges	1,171	-	1,171	1,168
Recruitment fees	863	101	963	245
Insurance	1,862	-	1,862	1,847
Training	60	-	60	250
Professional fees	440	-	440	391
Advertising	96	10,050	10,146	-
Accountancy fees	1,590	-	1,590	1,500
Depreciation	517	-	517	589
Fundraising costs	814	-	814	146
HR services contract fee	1,107	257	1,363	1,363
Meeting room hire	28	-	28	110
Travel and accommodation	-	-	-	20
Loss on Disposal	42	-	42	-
	<b>29,355</b>	<b>13,829</b>	<b>43,184</b>	<b>28,961</b>
<b>TOTAL EXPENDITURE</b>	<b>137,246</b>	<b>47,199</b>	<b>184,445</b>	<b>161,369</b>

Included within accountancy fees above are amounts due to the independent examiners in relation to independent examination of £1,500 (2021: £1,500).

**YPI COUNSELLING**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)**

7 TANGIBLE ASSETS	Furniture & Equipment £	
<b>COST</b>		
At beginning of year	2,712	
Additions	429	
Disposals	(212)	
At end of year	<u>2,929</u>	
<b>DEPRECIATION</b>		
At beginning of year	2,100	
Charge for the year	517	
Disposals	(170)	
At end of year	<u>2,447</u>	
<b>NET BOOK VALUE</b>		
At beginning of year	<u>612</u>	
At end of year	<u>482</u>	
 <b>8 DEBTORS</b>		
	2022 £	2021 £
Trade debtors	16,981	8,317
Prepayments and accrued income	583	710
Other debtors	-	-
	<u>17,563</u>	<u>9,027</u>
 <b>9 CREDITORS: amounts falling due within one year</b>		
	2022 £	2021 £
Trade creditors	1,336	6,240
Accruals and deferred income	42,460	34,292
Other creditors	56	1,579
	<u>43,852</u>	<u>42,111</u>

## YPI COUNSELLING

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

#### 10 UNRESTRICTED FUNDS

	Funds brought forward £	Income £	Expenditure £	Transfers £	Funds carried forward £
General funds	108,167	156,672	(137,246)	-	127,593
	<b>108,167</b>	<b>156,672</b>	<b>(137,246)</b>	<b>-</b>	<b>127,593</b>

#### 11 RESTRICTED FUNDS

	Funds brought forward £	Income £	Expenditure £	Transfers £	Funds carried forward £
Mentoring Project	-	30,146	(27,154)	-	2,992
Supporting Troubled Families	27,896	-	(9,830)	-	18,066
Screwfix Foundation	2,500	-	(165)	-	2,335
Sumillion Project	-	10,050	(10,050)	-	-
Basingstoke Round Table	-	687	-	-	687
	<b>30,396</b>	<b>40,883</b>	<b>(47,199)</b>	<b>-</b>	<b>24,080</b>

**Mentoring Project:** This grant provides a contribution to the costs of one years' salary and on costs of mentoring sessions to young people over a 12 month period.

**Supporting Troubled Families:** This grant provides a contribution to the costs of providing counselling sessions to young people and parents under the 'Supporting Troubled Families' programme in Hampshire.

**Screwfix Foundation:** This grant is towards office refurbishment.

**Sumillion Project:** This grant is to cover the advertising campaign.

**Basingstoke Round Table:** This grant is for the purchase of 3 laptops.

**YPI COUNSELLING**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)**

**12 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

*For the year ended 31 March 2022*

	<b>Unrestricted funds</b> <b>£</b>	<b>Restricted funds</b> <b>£</b>	<b>Total funds</b> <b>£</b>
Tangible fixed assets	482	-	482
Debtors	17,563	-	17,563
Bank and cash	153,400	24,080	177,480
Creditors	(43,852)	-	(43,852)
	<b>127,593</b>	<b>24,080</b>	<b>151,673</b>

*For the year ended 31 March 2021*

	<b>Unrestricted funds</b> <b>£</b>	<b>Restricted funds</b> <b>£</b>	<b>Total funds</b> <b>£</b>
Tangible fixed assets	612	-	612
Debtors	9,027	-	9,027
Bank and cash	140,639	30,396	171,035
Creditors	(42,111)	-	(42,111)
	<b>108,167</b>	<b>30,396</b>	<b>138,564</b>

**YPI COUNSELLING**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)**

**13 COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2021**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total funds 2021 £</b>
<b>INCOME</b>			
Donations and legacies	21,684	-	21,684
Charitable activities	150,008	60,542	210,550
<b>TOTAL INCOME</b>	<b>171,692</b>	<b>60,542</b>	<b>232,234</b>
<b>EXPENDITURE</b>			
Charitable activities	126,279	35,090	161,369
<b>TOTAL EXPENDITURE</b>	<b>126,279</b>	<b>35,090</b>	<b>161,369</b>
<b>NET (EXPENDITURE)/INCOME FOR THE YEAR BEFORE TRANSFERS</b>	<b>45,413</b>	<b>25,452</b>	<b>70,865</b>
<b>TRANSFERS</b>			
<b>NET (EXPENDITURE)/INCOME FOR THE YEAR</b>	<b>45,413</b>	<b>25,452</b>	<b>70,865</b>
TOTAL FUND BALANCES BROUGHT FORWARD	62,754	4,944	67,698
<b>TOTAL FUND BALANCES CARRIED FORWARD</b>	<b>108,167</b>	<b>30,396</b>	<b>138,563</b>

**YPI COUNSELLING**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)**

**14 COMPARATIVE UNRESTRICTED FUNDS MOVEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

	<b>Funds brought forward</b> <b>£</b>	<b>Income</b> <b>£</b>	<b>Expenditure</b> <b>£</b>	<b>Transfers</b> <b>£</b>	<b>Funds carried forward</b> <b>£</b>
General funds	41,482	171,692	(105,007)	-	108,167
Designated funds - Frankie Worker	2,172	-	(2,172)	-	-
Designed funds - additional counsellors	19,100	-	(19,100)	-	-
	<b>62,754</b>	<b>171,692</b>	<b>(126,279)</b>	<b>-</b>	<b>108,167</b>

**15 RESTRICTED FUNDS  
FOR THE YEAR ENDED 31 MARCH 2021**

	<b>Funds brought forward</b> <b>£</b>	<b>Income</b> <b>£</b>	<b>Expenditure</b> <b>£</b>	<b>Transfers</b> <b>£</b>	<b>Funds carried forward</b> <b>£</b>
HCC Children's Services Grant	3,896	-	(3,896)	-	-
Mentoring Project	1,048	30,146	(31,194)	-	-
Supporting Troubled Families - BDBC Grant	-	27,896	-	-	27,896
Screwfix Foundation	-	2,500	-	-	2,500
	<b>4,944</b>	<b>60,542</b>	<b>(35,090)</b>	<b>-</b>	<b>30,396</b>

Our mission is to offer a first-class mental health service that includes responsive and tailored support through counselling, community awareness and education to improve the lives of young people and their families.



**The Orchard, White Hart Lane  
Basingstoke  
Hampshire RG21 4AF**

If you would like to find out more about the work of YPI or how you can support us, please contact:

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