

Registered Company Number – 01345530

Register Charity Number - 299307

FRIEND COUNSELLING (LONDON) LTD

(KNOWN AS LONDON FRIEND)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

FRIEND COUNSELLING (LONDON) LTD (KNOWN AS LONDON FRIEND)

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FRIEND COUNSELLING (LONDON) LTD (KNOWN AS LONDON FRIEND)

Reference and administration details

For the year ended 31 March 2016

Company number 1345530

Company name Friend Counselling (London) Limited

Charity number 299307

Registered Office 86 Caledonian Road, Kings Cross, London, N1 9DN

Board of Trustees Kate Martin – Chair (appointed 11th April 2016)

Mark Allan – (Chair to 11th April 2016)

Dr Catherine Walker - Vice Chair

Helen McKenna – (appointed 8th June 2015, Company Secretary from 8th June 2015 to 11th April 2016)

Ian O'Sullivan –(resigned as Company Secretary and Trustee 8th June 2015 – re-appointed trustee 5th October 2015 and as Company Secretary 11th April 2016)

Jessica Gaskin – Treasurer (resigned 10th August 2015)

Rod Haley – Treasurer (appointed 14th December 2015)

Richard English (appointed 14th December 2015)

Daniel Hayes (appointed 14th December 2015)

Masuma Rahim (appointed 11th April 2016)

Chief Executive Monty Moncrieff

Bankers CAF Bank Ltd, 25 Kings Hill, West Malling, Kent ME19 4JQ

Auditors Brown Withey LLP

FRIEND COUNSELLING (LONDON) LTD (KNOWN AS LONDON FRIEND)

Board of Trustees Report

For the year ended 31 March 2016

The trustees present their report and the audited financial statements for the year ended 31 March 2016.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2005).

Structure, governance and management

London Friend is a charitable company limited by guarantee, incorporated on 22nd December 1977 and registered as a charity on 18th December 1989.

London Friend is governed by a Board of Trustees who are recruited openly and who meet at least six times a year together with the Chief Executive. Trustees serve for a one year period and may be re-elected.

Trustees receive a full induction, are briefed on their roles and responsibilities within the organisation and subsequently have access to a range of governance and financial management courses. The trustees develop and oversee the strategic planning and all new developments are approved by the Board before work progresses.

The trustees delegate day-to-day management of the charity to the Chief Executive who regularly reports on all areas of organisational performance to the board. There is also regular strategic review and planning sessions.

Governing document

The company was established under a Memorandum of Association which established the objects and powers of the charitable company, and is governed under its Articles of Association.

Risk statement

The Trustees review risk management annually. This involves identifying the types of risks the charity faces (financial, operational, governance etc.), prioritising them in terms of potential impact and likelihood of occurrence and identifying means of mitigating the risk. As part of this process the Trustees keep the adequacy of the charity's internal controls under review.

FRIEND COUNSELLING (LONDON) LTD (KNOWN AS LONDON FRIEND)

Board of Trustees Report - Continued

For the year ended 31 March 2016

Public benefit

The charitable objectives and activities, and achievement sections of this report clearly set out the activities which London Friend undertakes for the public benefit.

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission in determining the activities undertaken by the charity.

Charitable objectives and activities

London Friend has been at the forefront of gay and transgender activism and service provision since the early 1970's - celebrating our 40th birthday in 2012. London Friend is a vibrant and growing LGB&T health and well-being charity with a wide portfolio of well-established services and a rapidly developing range of new initiatives aimed at meeting the needs of the LGB&T community.

London Friend exists to improve the health and well-being of people who are Lesbian, Gay, Bisexual and Transgender (LGB&T), or in doubt about their sexual orientation or gender identity. Where necessary, support is also provided to families and friends of LGB&T people.

London Friend works to provide services to LGB&T people where those provided by mainstream services do not appropriately meet the needs of LGB&T people, for whatever reason.

The charity currently provides a helpline, one-to-one and group counselling, peer support groups, social groups and activities, drug and alcohol support and advice, training and consultancy, referral to other services and a range of other ad hoc support services.

Our Values

Empowerment, Equality, Competence and Care

Staff and volunteers

During the year, London Friend had seven core members of staff:

- a Chief Executive,
- a Drug & Alcohol Services Manager,
- an Education, Training & Outreach Manager,
- a Database & Monitoring Officer,
- a Volunteer Coordinator,
- a Finance Officer,
- & Counselling Services Coordinator.

FRIEND COUNSELLING (LONDON) LTD (KNOWN AS LONDON FRIEND)

Board of Trustees Report - Continued

For the year ended 31 March 2016

Staff and volunteers - *continued*

London Friend has a policy of engaging only LGB&T volunteers in the delivery of its services and it is dependent on the support of these volunteers for the running of the organisation. During the course of the year 176 people volunteered time with the organisation, 116 of which were in structured volunteering roles, providing around 11,000 hours of volunteering to the organisation.

Particular areas of involvement for volunteers were:

- the men's and women's social groups
- the coming-out and peer support groups
- office support
- one-one one counselling
- one-to-one and group drug and alcohol support
- group counselling
- training and consultancy
- Pride and LGBT History Month events

All the volunteers received a full induction, together with specific training relating to their area of work. The counsellors received fortnightly clinical supervision.

Significant achievements within the year

1. Income for the year was £215,258. This included funding from the Monument Trust, City Bridge Trust, Lloyds Bank Foundation, HIV Prevention England, The National LGB & T Partnership, Henry Smith Charity, EHRC and Wandsworth Oasis.
2. We continued to deliver alcohol and drug support for LGBT people. This is a continuation of the Antidote service funded from 2011-15 by the Big Lottery Fund. Through the service, we remain the main service in the UK specifically run by and for LGBT people. Our expertise in this area has been shared through training and via sitting on various expert groups, including Public Health England's Novel Psychoactive Substances Expert Group.
3. We continued to run SWAP – the Structured Weekend Antidote Programme piloted in summer 2014. This was supported via a grant from Henry Smith Charity.
4. London Friend continued as a key member of the National LGB&T Partnership, a group of England-wide LGB&T organisations working collectively as a member of the Department of Health's Voluntary Sector Health & Care Strategic Partners Programme. This is a mechanism via which the Department (DH), Public Health England (PHE) and NHS England engage with the voluntary sector. In 2015/16 London Friend was one of the members engaging through regular Strategic Partner Working Days hosted by DH. We contributed to projects including on lesbian and bisexual women's health; LGBT voices in health and social care; and a refresh to the LGBT Companion to the Public Health Outcomes Framework.

FRIEND COUNSELLING (LONDON) LTD (KNOWN AS LONDON FRIEND)

Board of Trustees Report - Continued

For the year ended 31 March 2016

Significant achievements within the year – *continued*

5. In February 2015 London Friend became a member of the National LGBT Hate Crime Partnership. This Partnership, led by Galop and the LGBT Consortium, was successful in winning a joint tender from the Equality & Human Rights Commission to deliver a programme improving awareness of LGBT Hate Crime; increasing reporting incidents of LGBT Hate Crime; and supporting people affected by LGBT Hate Crime. We delivered a programme of work during 2015/16.
6. In June 2015, our Antidote Service Manager Toni Hogg won an Attitude Pride Award, given to 'unsung heroes' working to improve the lives of LGBT people. The Award was presented at a high-profile gala event. In November 2015, our CEO Monty Moncrieff along with Toni Hogg featured in the Independent on Sunday's annual Rainbow List (formerly the Pink List); Monty's inclusion was for the third year running, with Toni appearing for the first time. The list acknowledges the top 101 influential LGBT figures in the UK and the work they do to advance LGBT equality.
7. London Friend continued to be a member of the NHS England Gender Identity Stakeholder Group, assisting with and attending regular workshops as the NHS and the Gender Identity Clinical Reference Group work to address issues affecting trans people such as access to specialist Gender Identity Clinics and to NHS services generally.
8. During the year, London Friend maintained a number of innovative service delivery partnerships with NHS and other LGBT organisations. These include the CNWL NHS Foundations Trust's Club Drug Clinic; the Mortimer Market Centre GUM clinic; Code Clinic at 56 Dean Street; and cliniQ, the trans sexual health and wellbeing partnership also at 56 Dean Street. We also worked with the Imperial NHS Foundation Trust to develop their competence around chemsex at the GUM clinic at St Mary's hospital.
9. London Friend continued to be a local delivery partner in the national HIV Prevention England programme, delivering brief and structured interventions to gay, bisexual and other men who have sex with men (MSM) affected by chemsex.
10. London Friend's CEO Monty Moncrieff was a member of the Expert Group which informed Project Neptune (the Novel Psychoactive Substances UK Treatment Network). Following the March 2015 publication of the clinical guidelines for the management of acute and chronic use of club drugs and other novel psychoactive substances, Monty contributed as an author to an LGBT supplement report published later in the year.
11. London Friend continued as one of a number of London-based LGBT organisations supporting the production of an LGBT Narrative for London. Funded by Trust For London through the LGBT Consortium, the report was published as *Still Out There* in June 2016, bringing together the support needs of LGBT people in London so that commissioners, funders and LGBT organisations can better work collaboratively to meet these.

FRIEND COUNSELLING (LONDON) LTD (KNOWN AS LONDON FRIEND)

Board of Trustees Report - Continued

For the year ended 31 March 2016

Significant achievements within the year – *continued*

12. London Friend took part in a project funded by Public Health England to deliver a number of learning sets around the needs of MSM from BME communities. We participated in the learning set for LGBT organisations, coming together with faith and race based organisations to complete the project.
13. In March 2016, we began to collaborate with other organisations delivering work on HIV to campaign for PrEP availability on the NHS. This has developed into becoming a member of the United4PrEP coalition.
14. We supported the HPV Action campaign, which calls for HPV vaccinations for boys as well as girls. Through this we supported a call for vaccines to ensure men who have sex with men are protected.
15. During January 2016, we ran a health promotion campaign, Sober Start, which encouraged LGBT people to reduce their alcohol consumption by giving up alcohol for January and/or reducing the amount they drink on a sustained basis. This led to a partnership with the CIC Club Soda and the establishment of alcohol-free social events *Queers Without Beers*.
16. We provide strategic input and training on chemsex and LGBT health issues to a range of organisations including Public Health Wales and the Metropolitan Police.

Charitable activities with the year

London Friend's core client services within the year included:

Counselling

228 clients received contracted counselling. A total of 18 volunteer counsellors and five clinical supervisors provided the counselling service throughout the year. The counselling service delivered almost 3800 hours of volunteering.

Antidote – Drug and Alcohol Services

Our drug and alcohol service, Antidote, continued to deliver during this year. We provided advice, information and treatment through 6 weekly clinic sessions across 5 sites, including partnerships with NHS substance misuse and sexual health clinics. We provided one to one support for 436 people. We also provided 2613 one-to-one brief interventions for HIV prevention. Two paid staff and 20 volunteers supported delivery the services, representing over 3600 hours of volunteering. Presentations for support for chemsex continued to be the most significant reason people presented to the service, with 93% of clients identifying as gay or bisexual men. Mephedrone was the most prevalent drug used, with 71% of clients stating this as a support need. 66% of clients requested support for GHB/GBL, and 48% for crystal methamphetamine. 10% of clients stated alcohol was their primary issue. 89% of clients reported an improvement in their health and well-being, and 94% reported an improvement in the knowledge of drug issues as a result of contact with the service.

FRIEND COUNSELLING (LONDON) LTD (KNOWN AS LONDON FRIEND)

Board of Trustees Report - Continued

For the year ended 31 March 2016

Charitable activities with the year - *Continued*

SWAP

In summer 2014 we piloted SWAP, the Structured Weekend Antidote Programme, the first high-intensity programme for gay and bisexual men engaged in chemsex, the sexualised use of certain club drugs. The programme has been funded by the Henry Smith Charity for 2015-17. During the year 59 men attended the programme.

Social and Support Groups

The organisation ran a number of support groups and social activities within the year. These included; TURNING POINT, a coming out group for gay and bisexual men; CHANGES, a coming out group for lesbian & bisexual women; MATTRIX, a safe and sober space for men of all ages to socialise and meet new people; T ON TUESDAY, a social and support group for trans people; a weekly drop-in every Friday at our Kings Cross centre, providing a space for LGB&T people to meet; PINK INK, a creative writing group; and a monthly group for older (55+) LGB&T people in partnership with Opening Doors London. There were a total of 998 attendances at these groups. These were provided by 62 volunteers representing over 1500 volunteering hours.

Helpline

London Friend's evening helpline closed at the end of August 2015. This decision was taken as call numbers were dwindling, and the service was felt to be duplicating that provided by Switchboard, a local LGBT helpline operating 7 days per week. Our website now directs callers to Switchboard or, in crisis, to Samaritans 24-hour helpline. We have an informal partnership agreement with Switchboard that we will direct people seeking helpline support to them, and they direct people seeking face-to-face support in London to us. Our helpline logged 149 calls during the 5 months it operated to 31st August 2015. Following the closure, we monitored any enquiries regarding its closure although received none of these via our office line or email. Our Antidote service still provides specialist drug and alcohol information to callers via our office line

Administrative Support

The organisation was supported by 5 admin volunteers, providing over 600 hours of support throughout the year.

Community Centre and Meeting Space

The organisation continued to provide free and subsidised meeting and social space for external groups and organisations within the LGBT community to use. Some of these groups who meet in the centre regularly included Beaumont Society, Families Together London, Bent Bars, Say It Loud Club, Stonewall Housing, CHE, Brothers Healing and Kenric.

FRIEND COUNSELLING (LONDON) LTD (KNOWN AS LONDON FRIEND)

Board of Trustees Report - Continued

For the year ended 31 March 2016

Charitable activities with the year - *Continued*

Training

84 volunteers attended in-house training; 20 volunteer training courses were provided during the year. 29 training sessions were provided to external agencies, with 487 attendees, many from NHS Trusts, drug and alcohol treatment agencies, and sexual health clinics. 100% of training attendees would recommend our training. We also spoke at 7 conferences to approximately 375 people.

Financial review

The Trustees are pleased that the organisation has continued to maintain a strong financial position and attracts support of funders. The CEO has maintained a level of income and represented the interests of our service users at a national strategic level.

Reserves Policy

The Trustees review its policy and reserves position on a regular basis. They believe a minimum of 3 months' resources expended will enable the charity to continue to meet its objectives if it faces loss of income, increases in costs or delays in receipts.

At present the unrestricted income funds stand at £119,968 of which £25,000 has been designated as the salary cost commitment on the charity's behalf.

Looking forward to 2016/17

London Friend was informed in February 2015 that it had won a GSK IMPACT Award in partnership with The Kings Fund. These awards are highly recognised in the voluntary sector for small and medium-sized charities who make an impact in health and care. The Award was announced publicly in April 2016.

London Friend was also informed that it was a recipient of the Queens Award for Voluntary Service, the 'MBE for volunteer groups'. This award is the highest honour a voluntary group can receive in the UK, and was publicly announced on June 2nd 2016, the official birthday of HM The Queen. Our CEO and our longest-serving volunteer Dugan Cummings attended a Buckingham Palace Garden Party hosted by The Queen in May 2016 as recognition for this award.

From April 2016 London Friend is delivering HIV prevention interventions for MSM engaged in chemsex as part of the RISE Partnership contracted by the Boroughs of Lambeth, Southwark & Lewisham. This partnership is led by Naz Project London, with GMFA and the Race Equality Foundation.

FRIEND COUNSELLING (LONDON) LTD (KNOWN AS LONDON FRIEND)

Board of Trustees Report - Continued

For the year ended 31 March 2016

Statement of trustees' responsibilities

The Trustees (who are also directors of Friend Counselling (London) Limited for the purposes of company law) are responsible for preparing the Trustees' Report 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 these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and accounting estimates that are reasonable and prudent;
- State whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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 each of the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is 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.

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

By order of the Trustees:



Signed:
Kate Martin, Chair of the Board of Trustees

Date: 12/12/2016

FRIEND COUNSELLING (LONDON) LTD (KNOWN AS LONDON FRIEND)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF FRIEND COUNSELLING (LONDON) LIMITED (KNOWN AS LONDON FRIEND)

We have audited the financial statements of Friend Counselling (London) Limited (Known as London Friend) for the year ended 31 March 2016 which comprise Statement of Financial Activities, Balance Sheet and related notes. 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).

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's 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 charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement, 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.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly, we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the trustees report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

FRIEND COUNSELLING (LONDON) LTD (KNOWN AS LONDON FRIEND)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF FRIEND COUNSELLING
(LONDON) LIMITED (KNOWN AS LONDON FRIEND)**

Continued

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016 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 applicable to Smaller Entities; and
- have been prepared in accordance with the Companies Act 2006.

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 Trustees' Annual Report is inconsistent in any material respect with financial statements;
- the charitable company has not kept adequate and sufficient accounting records;
- the charitable company 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.



**David Brown FCA
Senior Statutory Auditor**

Date: 12 December 2016

**For and on behalf of Brown Withey LLP, Statutory Auditors
6th Floor
48 Gracechurch Street
London
EC3V 0EJ**

Brown Withey LLP are eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

Friend Counselling (London) Limited (Known as London Friend)
Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 31 March 2016

		Unrestricted funds		Restricted funds	2016	2015
	Note	General fund £	Designated funds £	£	total £	total £
Incoming resources						
<u>Incoming resources from generated funds</u>						
<i>Voluntary income</i>						
Donations	4	12,902	-	1,535	14,437	18,806
Grants	5	7,500	-	9,638	17,138	52,412
Legacy		18,887	-	-	18,887	22,737
<i>Activities for generating funds</i>						
Rental income		1,295	-	-	1,295	1,748
Training & talks		6,664	-	-	6,664	11,239
<i>Investment income</i>	6	318	-	-	318	171
		<u>47,566</u>	<u>-</u>	<u>11,173</u>	<u>58,739</u>	<u>107,113</u>
<u>Incoming resources from charitable activities</u>	7	28,819	-	127,700	156,519	224,950
Total incoming resources		<u>76,385</u>	<u>-</u>	<u>138,873</u>	<u>215,258</u>	<u>332,063</u>
Resources expended						
<u>Costs of generating funds</u>						
Fundraising costs of grants and donations		2,158	-	-	2,158	1,110
<u>Charitable activities</u>		72,371	-	174,512	246,883	249,045
<u>Governance costs</u>		5,031	-	2,427	7,458	7,464
Total resources expended	9	<u>79,560</u>	<u>-</u>	<u>176,939</u>	<u>256,499</u>	<u>257,619</u>
Net (outgoing)/incoming resources before transfers, being net (expenditure)/income for the year						
		(3,175)	-	(38,066)	(41,241)	74,444
Gross transfers between funds	16	(730)	-	730	-	-
Net movement in funds		<u>(3,905)</u>	<u>-</u>	<u>(37,336)</u>	<u>(41,241)</u>	<u>74,444</u>
Total funds brought forward at 1 April 2015		98,873	25,000	85,623	209,496	135,052
Total funds carried forward at 31 March 2016		<u>94,968</u>	<u>25,000</u>	<u>48,287</u>	<u>168,255</u>	<u>209,496</u>

The notes on pages 15 to 22 form part of these financial statements.

Friend Counselling (London) Limited (Known as London Friend)
Balance sheet
as at 31 March 2016

	Note	£	2016 £	£	2015 £
Fixed assets					
Tangible assets	11		151,394		159,942
Current assets					
Debtors	12	24,718		38,760	
Cash at bank and in hand		113,317		129,102	
		<u>138,035</u>		<u>167,862</u>	
Creditors: amounts falling due within one year	13	(15,627)		(10,157)	
Net current assets			<u>122,408</u>		<u>157,705</u>
Creditors: amounts falling due after more than one year	14		(105,547)		(108,151)
			<u>168,255</u>		<u>209,496</u>
The funds of the charity					
Unrestricted income funds					
General			94,968		98,873
Designated	15		25,000		25,000
			<u>119,968</u>		<u>123,873</u>
Restricted income funds	16		48,287		85,623
Total charity funds			<u>168,255</u>		<u>209,496</u>

For the year in question, the charitable company was entitled to exemption from an audit under section 477 of the Companies Act 2006. The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and the Financial Reporting Standard for Smaller Entities (effective April 2008).

The accounts were approved by the Board on 12 December 2016 and signed on its behalf by:



Kate Martin, Chairman of the Board of Trustees
Company registration number: 01345530

Friend Counselling (London) Limited (Known as London Friend)
Notes to the financial statements
for the year ended 31 March 2016

1. Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). With applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) which have been applied consistently, the Statement of Recommended Practice 'Accounting and Reporting by Charities' published in March 2005 and applicable UK accounting standards.

2. Accounting policies

a) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable certainty. The following specific policies apply to categories of income:

- * Any income from fundraising is shown gross.
- * Voluntary donations are included in the financial statements when received, with any associated tax reclaim being included in the financial statements at the same time.
- * Grant income is recognised when receivable except when it is for a specified period, in which case the income is spread over that period.
- * Gifts in kind are included in the financial statements when they involve an expense by the donor and that expense can be quantified.
- * Legacies are included in incoming resources when the charitable company is legally entitled to the income and the amount can be quantified with reasonable accuracy. Entitlement is the earlier of the charitable company being notified of an impending distribution or the legacy being received.

b) Resources expended

Resources expended are included in the statement of financial activities on an accruals basis. VAT cannot generally be reclaimed by the charity and the figures for expenditure therefore include VAT, as appropriate.

Many costs are directly attributable to activities in furtherance of the charity's objects. Volunteer costs are attributed to the charity's activities in proportion to the number of volunteers performing each activity. Costs of supporting the volunteers (e.g. staff costs) are attributed in the same proportion.

Costs of generating funds comprise the costs associated with attracting voluntary income. A proportion of the CEO's time is spent in applying for grant income and in preparing information required for applications, this is reflected in the cost allocated to fundraising.

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

Governance costs are the costs associated with the governance arrangements of the charitable company which relate to the general running of the charitable company as opposed to those costs associated with fundraising or charitable activity. Included within this category are costs associated with the strategic as opposed to day-to-day management of the charitable company's activities.

Friend Counselling (London) Limited (Known as London Friend)
Notes to the financial statements
for the year ended 31 March 2016

2. Accounting policies (continued)

c) Tangible fixed assets and depreciation

Depreciation is provided to write off the cost or valuation, less estimated residual values, of all fixed assets evenly over their expected useful lives. It is calculated at the following rates:

Land and Buildings	-	2% on buildings
Refurbishments	-	20% straight line
Equipment	-	20% reducing balance or 33 1/3% straight line
Furniture and fittings	-	20% reducing balance

No depreciation is charged on land

The charitable company has a policy of capitalising assets which cost more than £100.

d) Leases

Rentals under leases which are regarded as operating leases are charged to the statement of financial activities as incurred.

e) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charitable company. At the end of the financial year the unrestricted fund was in deficit position. The trustees anticipate this deficit will be cleared once the legacy the charity has been informed of is substantiated and received in the bank account.

Designated funds are unrestricted funds that have been set aside by the trustees for specific purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

3. Taxation

No provision has been made for taxation on the company's income as it qualifies for the tax exemptions available to charities.

Friend Counselling (London) Limited (Known as London Friend)
Notes to the financial statements
for the year ended 31 March 2016

4. Donations	Unrestricted funds			2016 total £	2015 total £
	General fund £	Designated funds £	Restricted funds £		
Individual/Organisations donations	12,902	-	1,535		
	<u>12,902</u>	<u>-</u>	<u>1,535</u>	<u>14,437</u>	<u>18,806</u>
5 Grants	Unrestricted funds			2016 total £	2015 total £
	General fund £	Designated funds £	Restricted funds £		
Grants					
Strategic Partners Programme	-	-	3,650	3,650	13,912
Lloyds Bank Foundation	-	-	4,988	4,988	19,000
Wandsworth Oasis	7,500	-	-	7,500	7,500
Esmee Fairbain Foundation	-	-	1,000	1,000	12,000
	<u>7,500</u>	<u>-</u>	<u>9,638</u>	<u>17,138</u>	<u>52,412</u>
6 Investment income				2016 £	2015 £
Bank interest receivable				318	171

Friend Counselling (London) Limited (Known as London Friend)
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7 Incoming resources from charitable activities

	Unrestricted funds		Restricted funds	2016 total	2015 total
	General fund	Designated funds			
	£	£	£	£	£
Antidote Service					
Big Lottery - Reaching Communities	-	-	-	-	129,466
Monument Trust	-	-	75,000	75,000	-
HIV Prevention Service					
Terrence Higgins Trust - HIV					
Prevention England	11,250	-	-	11,250	28,639
MBARC Ltd - HIV Prevention England	-	-	-	-	28,639
SWAP					
The Henry Smith Charity	-	-	-	-	17,500
Counselling					
City Bridge Trust	-	-	44,700	44,700	32,625
Counselling income	17,569	-	-	17,569	16,720
Hate Crime					
The Commission for Equality and Human Rights - Hate Crime	-	-	8,000	8,000	-
	<u>28,819</u>	<u>-</u>	<u>127,700</u>	<u>156,519</u>	<u>253,589</u>

8 Allocation of support costs

The charity has allocated its support costs as shown in the table below (see note 2b).

	Direct charitable expenditure	Costs of generating voluntary income	Governance	2016 total	2015 total
	£	£	£	£	£
IT costs	7,804	-	-	7,804	7,349
Stationery, Postage and Telephone	1,508	-	-	1,508	1,674
Photocopier	4,282	-	-	4,282	4,381
Affiliation and membership fees	658	-	-	658	570
Financial management	6,186	-	-	6,186	5,409
Miscellaneous costs	3,373	-	-	3,373	2,725
	<u>23,811</u>	<u>-</u>	<u>-</u>	<u>23,811</u>	<u>22,108</u>

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9 Resources expended	Staff costs £	Direct costs £	Support costs £	2016 total £	2015 total £
Costs of generating funds					
Costs of generating voluntary income	-	2,158	-	2,158	1,110
Charitable expenditure					
Drug & Alcohol					
Antidote - Big Lottery	-	-	-	-	128,546
Antidote - Monument	71,452	2,338	1,210	75,000	
SWAP- The Henry Smith Charity	12,938	4,543	743	18,224	
Antidote - Others	-	-	-	-	150
HIV Prevention	11,250	-	-	11,250	28,639
Volunteering					
Lloyds Bank Foundation	15,700	1,981	2,168	19,849	3,250
Counselling					
City Bridge Trust	34,000	8,635	1,528	44,163	24,749
Others					
Strategic Partners Programme	3,585	65	-	3,650	13,912
Esmee Fairbairn Foundation	1,000	-	-	1,000	12,000
Hate Crime	8,000	6	-	8,006	-
Other charitable expenditure	25,271	22,308	18,162	65,741	37,799
Governance	2,300	5,158	-	7,458	7,464
	<u>185,496</u>	<u>47,192</u>	<u>23,811</u>	<u>256,499</u>	<u>257,619</u>

Included in resources expended are:

- A charge for depreciation amounting to £9,786 (2015: £11,482)

Governance	2016 total £	2015 total £
Support costs	2,300	2,300
Audit fees	4,800	4,800
Board expenses	358	364
	<u>7,458</u>	<u>7,464</u>

10 Staff costs

Staff costs amounted to:	2016 £	2015 £
Wages and salaries	170,458	163,292
Social security costs	14,220	13,785
	<u>184,678</u>	<u>177,077</u>
Recruitment and payroll costs	818	410
	<u>185,496</u>	<u>177,487</u>

No employee's emoluments exceeded £60,000 for the year. The charity made no pension payments for employees. The average monthly number of employees during the year was 7 (2015: 7).

No remuneration was paid to Trustees during either year. Expenses totalling £Nil were reimbursed to Trustees during 2016 (2015: £nil). Trustees insurance of £324 was paid during 2016 (2015: £364).

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11. Tangible fixed assets

	Freehold Property	Furniture and fittings £	Equipment £	Total £
Cost				
At 1 April 2015	173,748	6,111	17,059	196,918
Additions	-	-	1,238	1,238
Disposals	-	-	-	-
At 31 March 2016	<u>173,748</u>	<u>6,111</u>	<u>18,297</u>	<u>198,156</u>
Depreciation				
At 1 April 2014	18,288	2,896	15,792	36,976
Charge for the year	7,145	962	1,679	9,786
Disposals	-	-	-	-
At 31 March 2015	<u>25,433</u>	<u>3,858</u>	<u>17,471</u>	<u>46,762</u>
Net book value				
At 31 March 2015	<u>148,315</u>	<u>2,253</u>	<u>826</u>	<u>151,394</u>
At 1 April 2014	<u>155,460</u>	<u>3,215</u>	<u>1,267</u>	<u>159,942</u>

12. Debtors

	2016 £	2015 £
Trade Debtors	9,258	25,248
Other Debtors	7,365	9,165
Prepayments and accrued income	8,095	4,347
	<u>24,718</u>	<u>38,760</u>

13. Creditors: amounts falling due within one year

	2016 £	2015 £
Mortgage	2,626	2,462
Trade creditors	2,012	2,508
Other Taxes and Social Security	4,353	-
Accruals	6,636	5,187
	<u>15,627</u>	<u>10,157</u>

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14. Creditors: amounts falling due in more than one year	2016	2015
Mortgage	<u>105,547</u>	<u>108,151</u>
Analysis of loans		
Wholly repayable within five years	11,607	14,074
Amount payable in over five years	96,566	96,539
Included in current liabilities	<u>(2,626)</u>	<u>(2,462)</u>
	<u>105,547</u>	<u>108,151</u>
Loan maturity analysis		
In more than one year but not more than two years	2,802	2,627
In more than two years but not more than five years	6,179	8,985
Due in over five years	<u>96,566</u>	<u>96,539</u>

At 31 March 2016 a mortgage totalling £108,173 was secured by fixed and floating charges over the freehold property at 86 Caledonian Road.

Interest on the mortgage will be charged at 6.5% per annum after drawdown.

15. Designated funds

	Balance at 1 April 2015 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2016 £
Staff costs fund	25,000	-	-	-	25,000
	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,000</u>

The above designated funds comprise unrestricted funds designated by the trustees for specific purposes.

Staff costs fund

The trustees designated a sum to cover the staff commitment on the charity's part.

Friend Counselling (London) Limited (Known as London Friend)

Notes to the financial statements for the year ended 31 March 2016

	Balance at 1 April 2015 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2016 £
16. Restricted funds					
<u>Capital</u>					
Capital Expenditure - Property Appeal	33,120	-	(560)	-	32,560
Capital Expenditure - Equipment					
Big Lottery - Awards for All	1,579	-	(800)	-	779
Access to Volunteering	1,040	-	(480)	-	560
Clothworkers Foundation	8,322	-	(3,839)	-	4,483
<u>Drug & Alcohol service</u>					
SWAP - The Henry Smith Charity	17,500	-	(18,224)	724	-
Monument Trust	-	75,000	(75,000)	-	-
<u>Volunteering</u>					
Lloyds Bank Foundation	15,750	4,988	(19,849)	-	889
<u>Counselling</u>					
City Bridge Trust	7,876	44,700	(44,163)	-	8,413
<u>Other</u>					
Hate Crime	-	8,000	(8,006)	6	-
London Pride	436	-	(376)	-	60
Esmee Fairbairn Foundation - Strategic Development	-	1,000	(1,000)	-	-
Sober Campaign	-	1,535	(992)	-	543
Strategic Partners Programme	-	3,650	(3,650)	-	-
	<u>85,623</u>	<u>138,873</u>	<u>(176,939)</u>	<u>730</u>	<u>48,287</u>

The above restricted funds can only be used for the purposes specified by the donors or grant making body.

Property Appeal

This represents funds raised from an appeal for the purchase of Caledonian Road property.

Big Lottery -Awards for All

This represents a contribution towards building work to increase access and use of our LGBT community centre.

Access to Volunteering - Capital

This represents a grant to contribute towards building renovations to make our LGBT community centre more accessible to disabled volunteers.

Capital Community Foundation - Capital

This represents a grant towards the purchase of new computers and desks for volunteers.

Big Lottery Antidote

This represents a grant towards the purchase of equipment for the service.

Clothworkers Foundation - Capital

This represents funding for the refurbishment and redevelopment of our service delivery space in 86 Caledonian Road.

Antidote Project

SWAP - The Henry Smith Charity

This represents funding towards the structured weekend antidote programme

Monument Trust

This represents funding for the Antidote - LGBT Drug and Alcohol service.

Lloyds Bank Foundation

This represents a contribution towards the delivery of our volunteering programme, recruiting and training volunteers to deliver core services as our support groups.

Friend Counselling (London) Limited (Known as London Friend)
Notes to the financial statements
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16. Restricted funds (continued)

Counselling

City Bridge Trust

This represents funding towards volunteering and counselling co-ordinators, clinical supervision of volunteer counsellors and management.

Strategic Development - Esmee Fairbairn Foundation

This represents funding towards strategic development work.

Strategic Partners

This represents funding towards costs of chief executive and collaborative work with other LGBT organisations

London Pride Fund

This represents pride march day promotional materials

Hate Crime

This represents funding towards national media and social campaign, training, standards for hate crime.

Sober Campaign

Sober Campaign fundraising and promotion.

17. Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total
	General fund	Designated funds		
	£	£	£	£
Tangible fixed assets	113,012	-	38,382	151,394
Current assets	103,673	25,000	9,362	138,035
Current liabilities	(121,174)	-	-	(121,174)
	<u>95,511</u>	<u>25,000</u>	<u>47,744</u>	<u>168,255</u>

18. Financial commitments

At 31 March 2016 the company was committed to making the following payments under non-cancellable operating leases in the year to 31 March 2017:

	2016		2015	
	Building	Equipment	Building	Equipment
	£	£	£	£
<i>Minimum lease commitment expiring:</i>				
Within one year	-	-	-	-
2 to 5 years	-	3,811	-	3,811
Over 5 years	-	-	-	-
	<u>-</u>	<u>3,811</u>	<u>-</u>	<u>3,811</u>

19. Capital commitments

At 31 March 2016 the company had no commitments contracted for but not provided.

20. Control

The charitable company is controlled by the Council of Management, being the Board of Trustees.

21. Company status

The company is limited by the guarantee of its members and does not have a share capital. The guarantee of each member is limited to £5.