

Registered Company Number – 01345530

Register Charity Number - 299307

FRIEND COUNSELLING (LONDON) LTD
(KNOWN AS LONDON FRIEND)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

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

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

Board of Trustees Report

For the year ended 31 March 2017

The trustees present their annual report and the financial statements for the year ended 31 March 2017.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Memorandum and Articles of Association, the Charities Act 2011 and '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 (FRS102)' (as amended for accounting periods commencing from 1 January 2016).

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 the following core members of staff:

- Chief Executive,
- Volunteer Coordinator,
- Drug & Alcohol Services Manager,
- Education, Training & Outreach Manager,
- Database & Monitoring Officer,
- Counselling Services Coordinator (part-time)
- Domestic Abuse Counsellor (part-time, job share from May 2017)
- Drug and Alcohol project worker (part-time)
- Cleaner (part-time)

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

Board of Trustees Report - Continued

For the year ended 31 March 2017

Staff and volunteers - *continued*

The service also contracted the services of a finance office.

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 212 people volunteered time with the organisation, 124 of which were in structured volunteering roles, providing around 11,600 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.

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.

Significant achievements within the year

1. Income for the year was £320,573. This included grant funding from the Monument Trust, City Bridge Trust, Lloyds Bank Foundation, HIV Prevention England, The National LGB & T Partnership, Henry Smith Charity, London LGBT Domestic Abuse Partnership, RISE Partnership and Wandsworth Oasis.
2. We continued to deliver alcohol and drug support for LGBT people via our Antidote service. This service remains the main drug and alcohol 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 Clinical Network.
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. In total nine programmes have been delivered up to the end of March 2017.

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

Board of Trustees Report - Continued

For the year ended 31 March 2017

Significant achievements within the year – *continued*

4. We won two awards during the year. In April 2016 we were announced as a winner of the GSK IMPACT Awards, given in partnership with The King's Fund. These recognise the impact of small and medium sized charities working in health and care. In June 2016 we won the Queen's Award for Voluntary Service. This recognises the contribution of volunteers and is classed as 'the MBE for voluntary groups'. Alongside the Award representatives of the charity were also invited to attend a Buckingham Palace Garden Party, and the Queen's 90th birthday celebrations at a party in The Mall.
5. In July 2016 we joined the London LGBT Domestic Abuse Partnership as a counselling provider. This work was previously delivered by Pace, an LGBT mental health charity which closed suddenly in early 2016. The Partnership, led by Galop with Stonewall Housing and Switchboard, was recommissioned from April 2017.
6. The year marked our first as a member of the new RISE HIV and sexual health partnership delivering services in Lambeth, Southwark & Lewisham. The Partnership is led by Naz, with GMFA and the Race Equality Foundation.
7. 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 2016/17 London Friend was one of the members engaging through regular Strategic Partner Working Days hosted by DH. We contributed to projects including the delivery of the first Lesbian & Bisexual Women's Health Week in March 2017. We also represented the Partnership on an LGBT sub-group of the NHS Equality & Diversity Council, inputting into a plan of work on workplace LGBT equality in the NHS.
8. We contributed to two events held by the Greater London Authority: our Chief Executive gave evidence to the Health Committee on HIV prevention in London, and we inputted into the planning of an LGBT mental health roundtable event, which produced a report for the Mayor.
9. London Friend continued to be a member of the NHS England Gender Identity Stakeholder Group, 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.
10. 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; 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, helping establish and deliver the Limit clinic.

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

Board of Trustees Report - Continued

For the year ended 31 March 2017

Significant achievements within the year – *continued*

11. 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.
12. 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. We attended a multi-agency meeting to discuss the report and the sustainability of LGBT services in July 2016.
13. In March 2016 we began to collaborate with other organisations delivering work on HIV to campaign for PrEP availability on the NHS. This developed into becoming a member of the United4PrEP coalition. The coalition continued to lobby for PrEP to be available on the NHS in England, and assembled a coordinated presence on the London LGBT Pride march in summer 2016.
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. We were a member of the Metropolitan Police's Sexual Offences, Exploitation and Child Abuse (SOECA) sub-group, providing input on chemsex and sexual assault with our partners Galop. We also published a resource for gay and bisexual men on chemsex and consent with Galop and Survivors UK.
16. We continued to share our experience and knowledge with others. In April 2016 we delivered training and conference presentations to the first European Chemsex Forum, and following this established the London Chemsex Network, which aims to provide a professional development opportunity for drug services and others working with gay and bisexual men.

Charitable activities within the year

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

Counselling

220 clients received contracted counselling. A total of 17 volunteer counsellors and five clinical supervisors provided the counselling service throughout the year. The counselling service delivered almost 3900 hours of volunteering.

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

Board of Trustees Report - Continued

For the year ended 31 March 2017

Charitable activities within the year - Continued

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 485 people. 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 89% of clients identifying as gay or bisexual men. The three drugs most associated with chemsex continued to account for the majority of support: 61% requested support for GHB/GBL; 60% for crystal methamphetamine; and 54% for mephedrone. 13% of clients stated alcohol was their primary issue, up from 10% last year. 94% of clients reported improved control over their drug or alcohol use; 83% of clients reported an improvement in their overall health and well-being, and 92% reported an improvement in their psychological health.

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 37 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 group for older (55+) LGB&T people in partnership with Opening Doors London, UNIQUE a group for people with disabilities and weekly Conversational English Classes for people who want to improve their written and spoken English. There were a total of 1945 attendances at these groups of these 404 were new individuals These groups were provided by 70 volunteers representing over 2,230 volunteering hours.

Domestic Abuse Counselling

London Friend joined the London LGBT Domestic Abuse Partnership in July 2016. The Partnership is led by Galop and also includes Stonewall Housing and Switchboard. 44 clients accessed counselling or workshops through this specialist service during the remainder of the year. The service was recommissioned by London Councils from April 2017.

Administrative Support

The organisation was supported by 5 admin volunteers, providing over 794 hours of support throughout the year.

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

Board of Trustees Report - Continued

For the year ended 31 March 2017

Charitable activities within the year - *Continued*

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.

Training

97 volunteers attended in-house training; 24 volunteer training courses were provided during the year. 16 training sessions were provided to external agencies, with 212 attendees, including from sexual health and drug and alcohol treatment agencies. 100% of training attendees would recommend our training. We also spoke at 11 conferences to approximately 1200 people. This included the Royal College of Psychiatrists, the European Chemsex Forum, and the Police Expert Drugs Witnesses.

Financial review

The Trustees are pleased that the organisation has maintained a strong financial position and has continued to attract support of funders, including a number of new funders during this financial year. The CEO has maintained a level of income and represented the interests of our service users at a national strategic level. The Finance Officer has contributed significantly to the improvement of financial record-keeping and to the charity's financial governance.

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 £158,626 of which £40,000 has been designated as the salary cost commitment on the charity's behalf and £3,800 for the Oasis designated fund.

Looking forward to 2016/17

From April 2017 London Friend is a partner in a new community sexual health service. The SASH Partnership will deliver community sexual health interventions in the 'Tri-Borough' area of Westminster, Kensington & Chelsea, and Hammersmith & Fulham. The Partnership is led by Turning Point with Naz, Metro and Marie Stopes.

From April 2017 we will also be delivering new services for LGBT asylum seekers and refugees, building on our partnership with Say It Loud Club.

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

Board of Trustees Report - Continued

For the year ended 31 March 2017

Reference and administration details

Company number 1345530
Company name Friend Counselling (London) Limited
Charity number 299307
Registered Office 86 Caledonian Road, Kings Cross, London, N1 9DN

Our advisers

Bankers CAF Bank Ltd 25 Kings Hill, West Malling, Kent ME19 4JQ
Auditors Brown Withey LLP 6th Floor, 48 Gracechurch Street, London EC3V 0EJ

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Trustees Kate Martin – Chair (appointed 11th April 2016)
Mark Allan – (Chair to 11th April 2016, resigned as trustee 12th December 2016)
Dr Catherine Walker - Vice Chair (resigned 24th July 2017)
Helen McKenna – Company Secretary (resigned 11th September 2017)
Rod Haley – Treasurer (appointed 11th April 2016)
Ian O'Sullivan – (resigned 13th March 2017)
Richard English
Daniel Hayes
Masuma Rahim (appointed 11th April 2016)

Chief Executive Monty Moncrieff

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.

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

Board of Trustees Report - Continued

For the year ended 31 March 2017

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.

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.

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.

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

Board of Trustees Report - Continued

For the year ended 31 March 2017

Statement of trustees' responsibilities - continued

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the Trustees:



Signed:

Kate Martin, Chair of the Board of Trustees

Date: 11th December 2017.

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

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF FRIEND COUNSELLING (LONDON) LIMITED (KNOWN AS LONDON FRIEND) ('THE COMPANY')

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2017.

Respective responsibilities of trustees and examiner

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

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic (FRS102).

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.



David Brown FCA
Brown Withey LLP
6th Floor, 48 Gracechurch Street, London EC3V 0EJ

Date: 15 December 2017

Friend Counselling (London) Limited (Known as London Friend)
Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 31 March 2017

		Unrestricted funds				
		General fund	Designated funds	Restricted funds	2017 total	2016 total
	Note	£	£	£	£	£
Income						
Donations	2	21,406	-	-	21,406	14,437
Grants	3	-	5,000	53,178	58,178	17,138
GSK Award		30,000	-	-	30,000	-
Legacy		-	-	-	-	18,887
<i>Income from charitable activities</i>						
Service funding	4	19,116	-	177,853	196,969	156,519
Training & talks		13,149	-	-	13,149	6,664
Rental income		629	-	-	629	1,295
<i>Investment income</i>	5	242	-	-	242	318
Total incoming resources		<u>84,542</u>	<u>5,000</u>	<u>231,031</u>	<u>320,573</u>	<u>215,258</u>
Expenditure						
<i>Costs of raising funds</i>		792	-	-	792	2,158
<i>Expenditure on charitable activities</i>		48,406	1,200	237,876	287,482	254,341
Total resources expended	7	<u>49,198</u>	<u>1,200</u>	<u>237,876</u>	<u>288,274</u>	<u>256,499</u>
Net (outgoing)/incoming resources before transfers, being net (expenditure)/income for the year		35,344	3,800	(6,845)	32,299	(41,241)
Gross transfers between funds	14	(15,486)	15,000	486	-	-
Net movement in funds		<u>19,858</u>	<u>18,800</u>	<u>(6,359)</u>	<u>32,299</u>	<u>(41,241)</u>
Total funds brought forward at 1 April 2016		94,968	25,000	48,287	168,255	209,496
Total funds carried forward at 31 March 2017		<u>114,826</u>	<u>43,800</u>	<u>41,928</u>	<u>200,554</u>	<u>168,255</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

Friend Counselling (London) Limited (Known as London Friend)
Balance sheet
as at 31 March 2017

	Note	£	2017 £	£	2016 £
Fixed assets					
Tangible assets	9		143,305		151,394
Current assets					
Debtors	10	31,419		24,718	
Cash at bank and in hand		180,814		113,317	
			<u>212,233</u>	<u>138,035</u>	
Creditors: amounts falling due within one year	11	(52,079)		(15,627)	
Net current assets			<u>160,154</u>	<u>122,408</u>	
Creditors: amounts falling due after more than one year	12	(102,905)		(105,547)	
			<u>200,554</u>	<u>168,255</u>	
The funds of the charity					
Unrestricted income funds					
General			114,826		94,968
Designated	13		43,800		25,000
			<u>158,626</u>	<u>119,968</u>	
Restricted income funds	14		41,928		48,287
Total charity funds			<u>200,554</u>	<u>168,255</u>	

The accounts were approved by the Board on 11 / 12 / 2017



Kate Martin, Chair 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 2017

1. Accounting Policies

Charity information

Friend Counselling (London) Ltd (known as London Friend) is a charitable company limited by guarantee, incorporated on 22nd December 1977 and registered as a charity on 18th December 1989. The company is governed by its Memorandum and Articles of Association which established the objectives and powers of the charitable company.

The charity is registered with the Charity Commission of England and Wales with the charity number 299307. The principal address is 86 Caledonian road, Kings Cross, London N1 9DN.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statement are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounting in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (as amended for accounting periods commencing 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102. The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash flows.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling which is the functional currency for the charity and rounded to the nearest £.

These accounts for the year ended 31 March 2017 are the first accounts of the Friends Counselling (London) Limited (Known as London Friends) prepared in accordance with FRS 102. The date of transition was 1 April 2015. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

The accounts have been prepared under the historical cost convention. The principal policies adopted are set out below.

b) Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis for accounting in preparing the accounts.

c) Charitable Funds

Unrestricted general funds comprises those monies that may be used towards meeting the charitable objectives at the discretion of the trustees.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are monies raised for, and their use restricted to, a specific purpose, or donation subject to donor imposed conditions.

Friend Counselling (London) Limited (Known as London Friend)
Notes to the financial statements
for the year ended 31 March 2017

1. Accounting Policies - continued

d) Income

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.
- * 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.
- * Investment income is included when receivable and includes interest from deposits.

e) Resources expended

Resources expended are included in the Statement of Financial Activities on an accrual basis as a liability is incurred. They are reported as part of the expenditure to which they relate:

- ☐ Costs of fundraising comprise the costs associated with attracting income and the costs of generating ancillary income.
- ☐ Expenditure on charitable activities comprises those costs incurred by the charity 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.
- ☐ All costs are allocated between expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to particular activities are allocated directly, others are apportioned on an appropriate basis e.g. staff time and estimated usage.

f) Operating leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged against income as incurred.

g) Tangible fixed assets

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.

Friend Counselling (London) Limited (Known as London Friend)
Notes to the financial statements
for the year ended 31 March 2017

1. Accounting Policies - continued

h) Impairment of Fixed Assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss.

j) Cash and bank

Cash at bank and in hand includes cash or the opening of the deposit or similar account.

k) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

l) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

m) Pension

The company operates defined contribution, externally funded pension schemes. The pension cost charge represents contributions payable by the company to the fund.

n) Taxation

The charity is exempt from tax on its charitable activities.

o) Company Status

The company is a company limited by guarantee. The members of the company are the trustees named in the Trustees report. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

2 Donations

	Unrestricted funds			2017	2016
	General fund	Designated funds	Restricted funds	total	total
	£	£	£	£	£
Individual/Organisations donations	18,758	-	-	18,758	14,437
Gift Aid	2,648	-	-	2,648	-
	<u>21,406</u>	<u>-</u>	<u>-</u>	<u>21,406</u>	<u>14,437</u>

Friend Counselling (London) Limited (Known as London Friend)
Notes to the financial statements
for the year ended 31 March 2017

3 Grants

	Unrestricted funds				
	General fund	Designated funds	Restricted funds	2017 total	2016 total
	£	£	£	£	£
Strategic Partners Programme	-	-	6,143	6,143	3,650
Lloyds Bank Foundation	-	-	20,187	20,187	4,988
RISE Partnership NAZ	-	-	26,848	26,848	-
Wandsworth Oasis	-	5,000	-	5,000	7,500
Esmee Fairbairn Foundation	-	-	-	-	1,000
	-	5,000	53,178	58,178	17,138

4 Service Funding

	Unrestricted funds				
	General fund	Designated funds	Restricted funds	2017 total	2016 total
	£	£	£	£	£
Antidote Service					
Monument Trust	-	-	75,000	75,000	75,000
HIV Prevention Service					
HIV Prevention England	-	-	2,730	2,730	11,250
HIV Innovation					
Terence Higgins Trust	-	-	4,073	4,073	-
SWAP					
The Henry Smith Charity	-	-	25,000	25,000	-
Domestic Abuse					
Galop - Domestic Abuse Partnership	-	-	24,750	24,750	-
Counselling					
City Bridge Trust	-	-	46,300	46,300	44,700
Counselling income	19,116	-	-	19,116	17,569
Hate Crime					
The Commission for Equality and Human Rights - Hate Crime	-	-	-	-	8,000
	19,116	-	177,853	196,969	156,519

5 Investment Income

	2017 total	2016 total
	£	£
Bank interest receivable	242	318

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6 Allocation of support costs

The charity has allocated its support costs:

	Direct charitable expenditure £	Costs of generating voluntary income £	Governance £	2017 total £	2016 total £
IT costs	8,077	-	-	8,077	7,804
Stationery, Postage and Telephone	860	-	-	860	1,508
Photocopier	6,215	-	-	6,215	4,282
Affiliation and membership fees	983	-	-	983	658
Financial management	7,993	-	-	7,993	6,186
Miscellaneous costs	417	-	-	417	3,373
	<u>24,545</u>	<u>-</u>	<u>-</u>	<u>24,545</u>	<u>23,811</u>

7 Resources expended	Staff costs £	Direct costs £	Support costs £	2017 total £	2016 total £
Costs of generating funds					
Fundraising and marketing	-	792	-	792	2,158
Charitable expenditure					
<i>Drug & Alcohol</i>					
Antidote - Monument	69,517	2,983	2,500	75,000	75,000
SWAP-The Henry Smith Charity	18,500	5,242	1,258	25,000	18,224
<i>HIV</i>					
HIV Prevention	2,730	-	-	2,730	11,250
HIV Innovation	4,512	-	25	4,537	
<i>Volunteering</i>					
Lloyds Bank Foundation	16,400	3,254	700	20,354	19,849
<i>Domestic Abuse</i>					
Galop - Domestic Abuse Partnership	19,034	4,866	850	24,750	
<i>RISE Partnership NAZ</i>	26,160	110	600	26,870	
<i>Counselling</i>					
City Bridge Trust	34,000	11,309	1,466	46,775	44,163
<i>Others</i>					
Strategic Partners Programme	6,061	82	-	6,143	3,650
Oasis	1,200	-	-	1,200	
Esmee Fairbairn Foundation	-	-	-	-	1,000
Hate Crime	-	-	-	-	8,006
Other charitable expenditure	10,802	20,998	17,146	48,946	65,741
Governance	2,300	2,877	-	5,177	7,458
	<u>211,216</u>	<u>52,513</u>	<u>24,545</u>	<u>288,274</u>	<u>256,499</u>

Included in resources expended are:

- A charge for depreciation amounting to £8,523 (2016: £9,786)

Friend Counselling (London) Limited (Known as London Friend)
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7 Resources expended - Continued

Governance	2017 total £	2016 total £
Support costs	2,300	2,300
Audit fees	-	4,800
Independent review and statutory accounts	2,400	-
Board expenses	477	358
	<u>5,177</u>	<u>7,458</u>

8 Staff costs

Staff costs amounted to:	2017 £	2016 £
Wages and salaries	193,018	170,458
Social security costs	15,334	14,220
Pension	2,179	-
	<u>210,531</u>	<u>184,678</u>
Recruitment and payroll costs	685	818
	<u>211,216</u>	<u>185,496</u>

No employee's emoluments exceeded £60,000 for the year.

The average monthly number of employees during the year was 7 (2016: 7).

No remuneration was paid to Trustees during either year. Expenses totalling £Nil were reimbursed to Trustees during 2017 (2016: £nil). Trustees insurance of £477 was paid during 2017 (2016: £324).

9 Tangible fixed assets

	Freehold Property	Furniture and fittings £	Equipment £	Total £
Cost				
At 1 April 2016	173,748	6,111	18,297	198,156
Additions	-	-	434	434
Disposals	-	-	-	-
At 31 March 2017	<u>173,748</u>	<u>6,111</u>	<u>18,731</u>	<u>198,590</u>
Depreciation				
At 1 April 2016	25,433	3,858	17,471	46,762
Charge for the year	7,123	843	557	8,523
Disposals	-	-	-	-
At 31 March 2017	<u>32,556</u>	<u>4,701</u>	<u>18,028</u>	<u>55,285</u>
Net book value				
At 31 March 2017	<u>141,192</u>	<u>1,410</u>	<u>703</u>	<u>143,305</u>
At 1 April 2016	<u>148,315</u>	<u>2,253</u>	<u>826</u>	<u>151,394</u>

Friend Counselling (London) Limited (Known as London Friend)
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10 Debtors	2017 £	2016 £
Trade Debtors	14,068	9,258
Other Debtors	4,500	7,365
Prepayments and accrued income	12,851	8,095
	<u>31,419</u>	<u>24,718</u>

11 Creditors: amounts falling due within one year	2016 £	2015 £
Mortgage	2,644	2,626
Trade creditors	4,703	2,012
Other Taxes and Social Security	4,937	4,353
Deferred Income	35,657	-
Accruals	4,138	6,636
	<u>52,079</u>	<u>15,627</u>

12 Creditors: amounts falling due after more than one year	2016	2015
Secured Mortgage (falling due in less than 5 years)	11,974	11,607
Secured Mortgage (falling due after 5 years)	90,931	93,940
	<u>102,905</u>	<u>105,547</u>

At 31 March 2017 a mortgage totalling £105,549 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.

13 Designated funds

	Balance at 1 April 2016 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2017 £
Staff costs fund	25,000	-	-	15,000	40,000
Oasis fund	-	5,000	(1,200)	-	3,800
	<u>25,000</u>	<u>5,000</u>	<u>(1,200)</u>	<u>15,000</u>	<u>43,800</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.

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14 Restricted funds	Balance at 1 April 2016 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2017 £
<u>Capital</u>					
<u>Capital Expenditure - Property Appeal</u>	32,560	-	(560)	-	32,000
<u>Capital Expenditure - Equipment</u>					
Big Lottery - Awards for All	779	-	(779)	-	-
Access to Volunteering	560	-	(480)	-	80
Clothworkers Foundation	4,483	-	(3,838)	-	645
<u>Drug & Alcohol service</u>					
SWAP - The Henry Smith Charity	-	25,000	(25,000)	-	-
Monument Trust	-	75,000	(75,000)	-	-
<u>HIV</u>					
Prevention	-	2,730	(2,730)	-	-
Innovation	-	4,073	(4,537)	464	-
<u>Volunteering</u>					
Lloyds Bank Foundation	889	20,187	(20,354)	-	722
<u>Domestic Abuse</u>					
Galop	-	24,750	(24,750)	-	-
<u>Counselling</u>					
City Bridge Trust	8,413	46,300	(46,775)	-	7,938
<u>Other</u>					
Rise	-	26,848	(26,870)	22	-
London Pride	60		(60)		-
Sober Campaign	543				543
Strategic Partners Programme	-	6,143	(6,143)	-	-
	<u>48,287</u>	<u>231,031</u>	<u>(237,876)</u>	<u>486</u>	<u>41,928</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.

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.

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14 Restricted funds (continued)

Counselling

City Bridge Trust

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

Domestic Abuse

This represents funding towards the domestic abuse project for workshops and counselling.

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

RISE Partnership NAZ

This represents funding from the RISE partnership for sexual health promotion in Lambeth, Lewisham and Southark.

Sober Campaign

Sober Campaign fundraising and promotion.

15 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total
	General fund	Designated funds		
	£	£	£	£
Tangible fixed assets	110,580	-	32,725	143,305
Current assets	159,230	43,800	9,203	212,233
Current liabilities	(154,984)	-	-	(154,984)
	<u>114,826</u>	<u>43,800</u>	<u>41,928</u>	<u>200,554</u>

16 Financial commitments

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

	2017		2016	
	Building	Equipment	Building	Equipment
	£	£	£	£
<i>Minimum lease commitment expiring:</i>				
Within one year	-	3,811	-	-
2 to 5 years	-	-	-	7,622
Over 5 years	-	-	-	-
	<u>-</u>	<u>3,811</u>	<u>-</u>	<u>7,622</u>