



york women's
counselling

Receipts and Payments Accounts

For the Year Ended 31st March 2018

YORK WOMENS COUNSELLING SERVICE

Receipts & Payments Accounts

Year ended 31st March 2018

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Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|------|-------------------|-------|------|----|-----------------|-------|------|
| | DAY | Month | Year | | Day | Month | Year |
| | 1 | 4 | 2017 | | 31 | 3 | 2018 |

Section A Reference and administration details

Charity name YORK WOMENS COUNSELLING SERVICE

Other names charity is known by YWCS

Registered charity number (if any) 1086078

Charity's principal address 15 Priory Street

York

Postcode

YO1 6ET

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|-----------------|-----------------|---|---|
| 1 | Josephine Baker | | | |
| 2 | Louise Ballard | | | |
| 3 | Rose Woodhead | | Resigned December 2017 | |
| 4 | Polly Griffith | | | |
| 5 | Sam Beecham | | Appointed February 2018 Resigned June 2018 | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|------------------|-----------------------------------|--|
| Treasurer | Michelle Thirsk FCCA FMAAT ATT | CGA,3-4 Park Court, Riccall Road, Escrick, York YO19 6ED |
| | | |

Name of chief executive or names of senior staff members (Optional information)

| |
|--|
| |
|--|

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|--|
| Type of governing document (eg. trust deed, constitution) | Declaration of Trust Made 6 June 2000 |
| How the charity is constituted (eg. trust, association, company) | Trust |
| Trustee selection methods (eg. appointed by, elected by) | Appointed by existing Trustees |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

We have a Policy and Procedures document formulated by Trustees which is periodically updated with relevant codes of practice including: Organisational principles, client management, personnel management, compliance management and administration procedures.

We have agreed reporting structures and protocols for governance, including trustee meetings to review organisational progress five times annually. All trustees and volunteers undergo a formal recruitment and induction process prior to joining the organisation.

All trustees give their time voluntarily and receive no remuneration or other benefits.

YWCS has one p/t Operations Manager.

YWCS is a member of York CVS, which is available for advice and support.

We have commenced a relationship with Angela Portz, a business consultant to charities, who is helping us develop our fundraising strategy on a pro-bono basis

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To relieve women who are in a condition of need due to relationship difficulties, domestic abuse and family problems, by the provision of a counselling and support service.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

1. We have networked with other organisations and publicised our work to women who may require affordable counselling.
2. We have responded to requests for counselling by contacting those women who have made an enquiry to the service and offering them an initial assessment interview. At this initial meeting, women are told what we are able to provide and if counselling is deemed suitable, they are placed on our waiting list.
3. Women on our waiting list are contacted when a counsellor is available to see them and are provided with short, medium or longer term counselling according to need and in collaboration with their counsellor.
4. If what we offer is not suitable for the women who come to us, we refer them elsewhere. Only a small number of women fall into this category.
5. This year we have been able to establish a Vulnerable Women's Fund, enabling us to provide a completely free counselling service for women who do not have the financial means to make any financial contribution towards their counselling.
6. We continue to recruit and train high quality volunteer counsellors to the organisation in order to ensure that we can support as many women as possible with a counselling service.

The Trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

A great contribution is made by member volunteers. We are grateful for the many hours that volunteers have spent supporting our organisation. Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.

We rely on funding from donations and small bid applications. We have also raised money through organising CPD training events and marketing these to practitioners outside of the organisation.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

1. We have dealt with over 112 enquiries from women seeking counselling.
2. During the year we have supported 35 women through long-term 1-2-1 counselling support.
3. All our counsellors received monthly 1-1 supervision with an external supervisor according to professional guidelines and peer supervision groups were also held.
4. We calculated the cost of a counselling session to be approximately £42 and the average amount paid by a woman receiving counselling is £15, compared to an average of £45 for counselling within the private sector. Our Bursary Fund- at which our fund-raising efforts are aimed- is intended to meet the shortfall, during the year the Bursary Fund contributed £14,424 to core costs.
5. We utilise a Gift Aid scheme in order to maximise our client contributions and donations from outside bodies.
6. We have developed a three year plan highlighting our priorities for providing an excellent sustainable service
7. We have attracted the expertise of a business consultant to help develop our fundraising strategy on a pro bono basis
8. We have recruited, inducted and offered continuing professional development to 9 counsellors. We are currently supporting two trainee counsellors towards qualification.
9. We lost an experienced counsellor trustee during the year, and have recruited another trustee who has fundraising, governance and operational management experience.
10. Fundraising through bid writing has been a key focus; we have applied for 11 grants, and 6 applications have been successful.

Section E

Financial review

Brief statement of the charity's policy on reserves

We hold cash balances of £5,763 of which non are restricted funds. We aim to hold a minimum balance of £5,000 to cover unforeseen expenditure and to ensure we can meet future liabilities for at least six months. As with last year, funding applications have been particularly competitive and we have seen our reserves drop, however with the additional fundraising resources and expertise we are optimistic for 2018/2019.

Details of any funds materially in deficit

Not Applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of funding this year has been grant funding, donations from clients and general fund raising from training events.

Our thanks must also go to the following bodies, whose support has been so invaluable during the year

- Joseph Rowntree Foundation
- Micklegate York Charitable Trust
- Yapp Charitable Trust
- Purey Cust Trust
- Persimmon Homes
- Waitrose

We would also like to thank the individuals that gifted money to us during the year.

The majority of the income has been/will be applied to the core running costs of the organisation. The main costs incurred being rent, salary and supervision costs.

In response to financial pressures we have reviewed our core costs, and have streamlined the funding of supervision in order to reduce costs.

Section F Other optional information

Future Plans

- 1) We hope to secure significant further funding to maintain the post of Operations Manager as well as enhancing our overall financial stability.
- 2) To continue to review our costs, especially with regard to rent and salaries: we plan to investigate alternative premises and to utilise our current office space use to ensure maximum client counselling time
- 3) To enhance partnerships within the local community to ensure that all women who need our help know how to access it
- 4) To build a strong relationship with local universities to further develop our pipeline of high quality volunteer counsellors within the organisation
- 5) To continue to strengthen our partnership with local mental health service providers, enabling continued learning and professional development within the local health community.
- 6) To build our network of service-user engagement, placing our service users at the heart of the ongoing improvement and development of our work. This will include enhancing our evaluation capability, ensuring that we can continually assess how we are helping to improve the lives of the women we support through our services.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|--|---|
| Signature(s) | <i>Josephine Baker</i> <small>Josephine Baker (Dec 8, 2018)</small> | <i>Polly Griffith</i> <small>Polly Griffith (Dec 13, 2018)</small> |
| Full name(s) | Josephine Baker | Polly Griffith |
| Position (eg Secretary, Chair, etc) | Chair on rotational basis | |
| Date | Dec 13, 2018 | |

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

York Women's Counselling Service

**On accounts for the year
ended**

31st March 2018

**Charity no
(if any)**

1086078

Set out on pages

8 & 9

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *Claire Barnard*

Claire Barnard (Dec 13, 2018)

Date:

Dec 13, 2018

Name:

Claire Barnard

**Relevant professional
qualification(s) or body
(if any):**

FCCA ATT FMAAT

Address:

3 & 4 Park Court, Riccall Rd, Escrick, York, YO19 6ED



York Women's Counselling Service

1086078

Receipts and payments accounts

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For the period
from

1st April 2017

To

31st March 2018

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|---|---|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Donations | 7,567 | - | - | 7,567 | 7,958 |
| Registration & Course Fees | 2,029 | - | - | 2,029 | 2,558 |
| Grants | 11,424 | 3,000 | - | 14,424 | 5,200 |
| Fund Raising | 135 | - | - | 135 | 578 |
| Rental and Other Income | - | - | - | - | - |
| Gift Aid Refunded | 1,566 | - | - | 1,566 | 822 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 22,721 | 3,000 | - | 25,721 | 17,116 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 22,721 | 3,000 | - | 25,721 | 17,116 |
| A3 Payments | | | | | |
| Supervision and Wages | 13,736 | 3,000 | - | 16,736 | 17,058 |
| Training | 1,832 | - | - | 1,832 | 1,621 |
| Rent | 8,441 | - | - | 8,441 | 8,436 |
| Insurance | 361 | - | - | 361 | 355 |
| Telephone | 918 | - | - | 918 | 699 |
| Printing, Postage, Stationery, Computer Supplies and General Expenses | 450 | - | - | 450 | 1,235 |
| Membership Fees | 35 | - | - | 35 | 50 |
| Fundraising Expenses | - | - | - | - | 1 |
| | - | - | - | - | - |
| Sub total | 25,773 | 3,000 | - | 28,773 | 29,455 |
| A4 Asset and investment purchases, (see table) | | | | | |
| Office Furniture | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 25,773 | 3,000 | - | 28,773 | 29,455 |
| Net of receipts/(payments) | - 3,052 | - | - | - 3,052 | - 12,339 |
| A5 Transfers between funds | | | | | |
| | 8,815 | - | - | 8,815 | 21,154 |
| A6 Cash funds last year end | 5,763 | - | - | 5,763 | 8,815 |
| Cash funds this year end | 5,763 | - | - | 5,763 | 8,815 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|----------------------|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Cash Account | 474 | - | - |
| | Bank Account | 5,289 | - | - |
| | PAYE | - | | |
| | Total cash funds | 5,763 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |

| | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------------------------------|-------------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets | Tax Reclaim | 1,506 | - | - |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| B3 Investment assets | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|------------------------------|-----------------------------|-----------------|--------------------------|
| B4 Assets retained for the charity's own use | Office Furniture & Equipment | Restricted | 357 | - |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|------------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | PAYE & NIC | Unrestricted | 41 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signed by one or two trustees on behalf of all the trustees

| Signature | Print Name | Date of approval |
|--|-----------------|------------------|
| <i>Josephine Baker</i> <small>Josephine Baker (Dec 8, 2018)</small> | Josephine Baker | Dec 8, 2018 |
| <i>Polly Griffith</i> <small>Polly Griffith (Dec 13, 2018)</small> | Polly Griffith | Dec 13, 2018 |