

**REPORT OF THE TRUSTEES AND
AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
30 SEPTEMBER 2018
FOR
THE DOVER COUNSELLING CENTRE**

McCabe Ford Williams
Chartered Accountants and Statutory Auditors
Charlton House
Dour Street
DOVER
Kent
CT16 1BL

THE DOVER COUNSELLING CENTRE
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FOR THE YEAR ENDED 30 SEPTEMBER 2018

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THE DOVER COUNSELLING CENTRE
REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 30 SEPTEMBER 2018

TRUSTEES

Ms P S Brown
Dr D N R Foley
Mrs N E G Hodgkinson
Dr W T Moses MBE (Chairman)
Mrs S A Spicer (resigned 26.6.18)
Ms L Soliman

REGISTERED OFFICE

Horizon House
Gordon Road
Whitfield
DOVER
Kent
CT16 2ET

REGISTERED COMPANY NUMBER 02334448 (England and Wales)

REGISTERED CHARITY NUMBER 800988

AUDITORS

McCabe Ford Williams
Chartered Accountants and Statutory Auditors
Charlton House
Dour Street
DOVER
Kent
CT16 1BL

MANAGEMENT TEAM

Mrs S A Spicer (Chief Executive)
Ms A Wiggins (General Manager)
Ms C Atkin (Employee Services Manager)
Ms F Button (Clinical Lead Manager)
Ms J Westbrook (Finance Officer)

PATRON

Mr C Biggins

THE DOVER COUNSELLING CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 September 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal objective of the organisation is to provide counselling, consultancy, training and educational services to individuals, families and professional workers to the benefit of the community.

Focus of our work

For more than thirty years Dover Counselling Centre's aim has been to make counselling accessible and affordable. The focus of our work is to help individuals through personal difficulties and find solutions to their problems. Working together with one of our therapists allows them to look at their life in ways they may not have considered before. We offer a range of "talking therapies", support and help including Cognitive Behavioural Therapy (CBT).

Improving Access to Psychological Therapies (IAPT)

IAPT (Improving Access to Psychological Therapies) is a national programme that was created in 2005 after it was recognised that a very large percentage of the population suffer with problems like depression and anxiety at some point in their lives.

Dover Counselling Centre (DCC) has been delivering an IAPT programme since 2012, during which time 24,092 people have accessed the IAPT service.

Employer Services

DCC offers employee counselling that fits the needs of the organisation. Concerns typically include, but are not limited to:

- Personal Matters: Health, relationships, family, bereavement, emotional, anxiety, depression and other issues
- Work Matters: work demands, working relationships, personal and interpersonal skills, work-life balance, stress,

bullying, and other issues

We also offer several add on services that can be purchased over and above the counselling contract. These include but are not limited to:

- Onsite trauma and critical incident support
- Training and development
- Clinical and non-clinical supervision
- Mediation

Community Service

Our community service fills the gaps in the provision offered by the public and private sector and is designed to meet the needs of adults with low level emotional needs and conversely those who have high emotional needs that require longer term counselling. These sessions are subsidised and we therefore charge a minimal fee.

Evaluating the services

DCC is committed to the robust monitoring and evaluation of its activities, so that we can effectively identify and measure the impact on the lives of those we support.

Overall, our evaluation processes are crucial in enabling organisational learning and helping us to adapt our service design and delivery in response to the changing needs of our beneficiaries.

Written feedback from clients has been good and trustees were pleased to receive the following typical comments:

"I was unsure about coming to the Counselling sessions but am so glad I did as it has helped me understand my issues with anxiety."

"My counsellor was an excellent therapist; very kind, caring, and professional. She is the first therapist that has made a difference to the way I deal with my anxiety and depression and the admin staff were always superb!"

Public benefit

The Trustees confirm that they have complied with their duty as prescribed in the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

THE DOVER COUNSELLING CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2018

ACHIEVEMENT AND PERFORMANCE

Review of activities

People

Following a workforce review DCC has employed five pure CBT therapists to work in both our NHS IAPT service and our community service.

The management team has also been reviewed and Frances Button joined the team as a full time Clinical Lead Manager in June 2018. Christine Atkin remains part of the team but is concentrating on the Employee Services business.

Commercial work

Workplace wellbeing really has come to the fore, with employers taking note of its importance and rolling out their own strategies to help manage it.

The latest statistics from the Health and Safety Executive indicate that there were 15.4 million working days lost due to work related stress, depression and anxiety during 2017/18.

Work related stress, depression and anxiety continue to represent a significant ill health condition in the workplace of Great Britain.

IAPT

IAPT services are for people with mild, moderate and moderate to severe symptoms of anxiety or depression. Since 2012, we have been successful in helping people to recover and improve their quality of life.

Our overall satisfaction levels for 2017/18 are:

- South Kent Coast - Average 93% satisfaction with the service. 100% of our clients felt that they were listened to and 99% had confidence in their therapy.

- Thanet - Average of 94% satisfaction with the service and 100% of our clients felt that they were listened to and 99% had confidence in their therapy.

Community

We continue to support individuals in the community with face to face counselling and are currently developing a long-term therapy programme. In long-term work the therapist can go deeper into the issues that brings a client to therapy. They have the time to build a strong therapeutic relationship and have the opportunity to work out issues which might be deeply ingrained.

FINANCIAL REVIEW

Financial review

With sound financial management, the centre has a very positive financial outcome for the period. The trustees confirm that there have been no material events affecting DCC's finances between the balance sheet date and the signing of the accounts and that DCC's funds are adequate to meet ongoing obligations.

Reserves policy

The Charity's reserves have been increased in the year in an effort to ensure a continuation of community services for at least six months. This would allow any outstanding community services to be completed should funding ever stop.

With careful management, DCC's income remains greater than its expenditure.

Staffing levels, management salaries and running costs continue to be reviewed regularly to ensure DCC can successfully maintain reserves at an acceptable level.

FUTURE PLANS

DCC is committed to improving mental health services in the community and for its employer organisations.

Service users continue to be at the heart of our work and will be foremost in our thoughts and actions as we go about delivering, and developing our services.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The charity is constituted under a Memorandum of Association dated 5 December 1988 and is a registered charity (number 800988).

Organisational structure

The charity is organised in such a way that Trustees meet regularly in order to manage its affairs whilst day to day responsibility is delegated to the management team.

THE DOVER COUNSELLING CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2018

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of The Dover Counselling Centre for the purposes of company law) are responsible for preparing the Report of the Trustees 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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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 the trustees are aware:

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

AUDITORS

The auditors, McCabe Ford Williams, will be proposed for re-appointment at the forthcoming Annual General Meeting.

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

Approved by order of the board of trustees on 1 July 2019 and signed on its behalf by:

.....
Dr W T Moses MBE (Chairman) - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF THE DOVER COUNSELLING CENTRE

Opinion

We have audited the financial statements of The Dover Counselling Centre (the 'charitable company') for the year ended 30 September 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. 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).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 September 2018 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; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

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 Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- the charitable company has not kept adequate accounting records; or
- the 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.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF THE DOVER COUNSELLING CENTRE

Responsibilities of trustees

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

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

McCabe Ford Williams
Chartered Accountants and Statutory Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
Charlton House
Dour Street
DOVER
Kent
CT16 1BL



Date:3 July 2019.....

THE DOVER COUNSELLING CENTRE

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

		2018 Unrestricted funds £	2017 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies	3	16,472	12,834
Charitable activities	5		
Counselling		1,807,673	1,797,203
Supervision		3,410	6,091
Training		2,000	500
Investment income	4	183	79
Total		1,829,738	1,816,707
 EXPENDITURE ON			
Charitable activities	6		
Counselling		1,548,592	1,463,556
NET INCOME		281,146	353,151
 RECONCILIATION OF FUNDS			
Total funds brought forward		1,062,974	709,823
 TOTAL FUNDS CARRIED FORWARD		1,344,120	1,062,974

The notes form part of these financial statements

THE DOVER COUNSELLING CENTRE

**BALANCE SHEET
AT 30 SEPTEMBER 2018**

		2018 Unrestricted funds £	2017 Total funds £
	Notes		
FIXED ASSETS			
Tangible assets	12	268,320	185,808
CURRENT ASSETS			
Debtors	13	774,809	797,077
Cash at bank and in hand		462,770	221,484
		<hr/> 1,237,579	<hr/> 1,018,561
CREDITORS			
Amounts falling due within one year	14	(156,779)	(131,395)
		<hr/>	<hr/>
NET CURRENT ASSETS		1,080,800	887,166
		<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		1,349,120	1,072,974
CREDITORS			
Amounts falling due after more than one year	15	(5,000)	(10,000)
		<hr/>	<hr/>
NET ASSETS		<u>1,344,120</u>	<u>1,062,974</u>
FUNDS	17		
Unrestricted funds		1,344,120	1,062,974
		<hr/>	<hr/>
TOTAL FUNDS		<u>1,344,120</u>	<u>1,062,974</u>

The notes form part of these financial statements

THE DOVER COUNSELLING CENTRE

**BALANCE SHEET - CONTINUED
AT 30 SEPTEMBER 2018**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2018.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

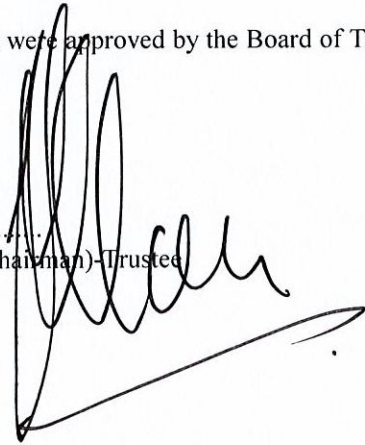
- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 144 of the Charities Act 2011.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 1 July 2019 and were signed on its behalf by:

.....
Dr W T Moses MBE (Chairman) - Trustee



THE DOVER COUNSELLING CENTRE
CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER 2018

	Notes	2018 £	2017 £
Cash flows from operating activities:			
Cash generated from operations	1	337,431	43,591
Net cash provided by (used in) operating activities		<u>337,431</u>	<u>43,591</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		(96,328)	(188,439)
Interest received		183	79
Net cash provided by (used in) investing activities		<u>(96,145)</u>	<u>(188,360)</u>
Change in cash and cash equivalents in the reporting period		<u>241,286</u>	<u>(144,769)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>221,484</u>	<u>366,253</u>
Cash and cash equivalents at the end of the reporting period		<u><u>462,770</u></u>	<u><u>221,484</u></u>

The notes form part of these financial statements

THE DOVER COUNSELLING CENTRE
NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER 2018

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES		
	2018	2017
	£	£
Net income for the reporting period (as per the statement of financial activities)	281,146	353,151
Adjustments for:		
Depreciation charges	12,715	5,881
Loss on disposal of fixed assets	1,101	2,729
Interest received	(183)	(79)
Decrease/(increase) in debtors	22,268	(331,743)
Increase in creditors	20,384	13,652
Net cash provided by (used in) operating activities	<u>337,431</u>	<u>43,591</u>

THE DOVER COUNSELLING CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2018

1. STATUTORY INFORMATION

The Dover Counselling Centre is an incorporated charity registered in England. The Charitable company's registered number, principal address and nature of operations can be found in the Report of Trustees.

The financial statements are presented in sterling which is the functional currency of the charity.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Amounts receivable on contract are based on the stage of completion of ongoing counselling cases within the AQP Contracts. These have been calculated on a sessional basis.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- Straight line over 50 years
Fixtures and fittings	- 20% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

THE DOVER COUNSELLING CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

3. DONATIONS AND LEGACIES

	2018	2017
	£	£
Donations	14,587	11,000
Client contributions	1,885	1,834
	<u>16,472</u>	<u>12,834</u>

4. INVESTMENT INCOME

	2018	2017
	£	£
Bank interest receivable	<u>183</u>	<u>79</u>

5. INCOME FROM CHARITABLE ACTIVITIES

		2018	2017
	Activity	£	£
AQP counselling	Counselling	1,663,789	1,676,665
Counselling	Counselling	143,884	120,538
Supervision	Supervision	3,410	6,091
Training	Training	2,000	500
		<u>1,813,083</u>	<u>1,803,794</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 7)	Totals
	£	£	£
Counselling	<u>1,292,480</u>	<u>256,112</u>	<u>1,548,592</u>

7. SUPPORT COSTS

	Other	Governance costs	Totals
	£	£	£
Counselling	<u>249,620</u>	<u>6,492</u>	<u>256,112</u>

Support costs, included in the above, are as follows:

THE DOVER COUNSELLING CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

7. SUPPORT COSTS - continued

Other

	2018	2017
	Counselling	Total activities
	£	£
Wages, national insurance and pensions	92,861	29,378
Hire of equipment	921	921
Rent (net of recharge)	13,968	11,703
Rates and water	873	1,135
Insurance	1,818	3,191
Light and heat	5,196	5,585
Telephone	7,484	5,997
Repairs and maintenance	37,736	23,102
Office expenses	59,068	44,419
Legal fees	4,240	1,792
Bookkeeping	405	20,050
Bad debts	239	140
Sundry	8,589	9,170
Bank charges	2,406	2,495
Depreciation of tangible fixed assets	12,715	5,881
Loss on disposal of fixed assets	1,101	2,729
	<u>249,620</u>	<u>167,688</u>

Governance costs

	2018	2017
	Counselling	Total activities
	£	£
Auditors' remuneration	<u>6,492</u>	<u>5,160</u>

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2018	2017
	£	£
Auditors' remuneration	6,492	5,160
Depreciation - owned assets	12,715	5,881
Hire of plant and machinery	921	921
Other operating leases	13,968	11,703
Deficit on disposal of fixed asset	<u>1,101</u>	<u>2,729</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

Remuneration amounting to £37,806 (2017 - £23,275) was paid to Mrs S A Spicer whilst she was a trustee.

Trustees' expenses

Trustees expenses amounting to £413 (2017 - £3,329) were reimbursed to one Trustee during the year (2017 - four).

THE DOVER COUNSELLING CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

10. STAFF COSTS

Total staff costs were as follows:

	2018 £	2017 £
Wages and salaries	320,332	177,835
Social security costs	24,427	9,538
Pensions	2,400	1,374
	<u>347,159</u>	<u>188,747</u>

The average monthly number of employees during the year was as follows:

	2018	2017
Average number of employees	<u>15</u>	<u>10</u>

No employees received emoluments in excess of £60,000 (2017 - nil).

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

All comparatives for the Statement of Financial Activities for the year ended 30 September 2017 are in respect of unrestricted funds.

12. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1 October 2017	173,956	49,069	223,025
Additions	64,111	32,217	96,328
Disposals	-	(3,759)	(3,759)
	<u>238,067</u>	<u>77,527</u>	<u>315,594</u>
At 30 September 2018			
DEPRECIATION			
At 1 October 2017	1,779	35,438	37,217
Charge for year	3,061	9,654	12,715
Eliminated on disposal	-	(2,658)	(2,658)
	<u>4,840</u>	<u>42,434</u>	<u>47,274</u>
At 30 September 2018			
NET BOOK VALUE			
At 30 September 2018	<u>233,227</u>	<u>35,093</u>	<u>268,320</u>
At 30 September 2017	<u>172,177</u>	<u>13,631</u>	<u>185,808</u>

THE DOVER COUNSELLING CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Trade debtors	605,549	591,160
Amounts recoverable on contract	163,042	200,392
Other debtors and accrued income	6,218	5,525
	<u>774,809</u>	<u>797,077</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Social security and other taxes	12,944	4,333
Sundry creditors and deferred income	143,835	127,062
	<u>156,779</u>	<u>131,395</u>

Deferred income of £nil (2017 - £6,641) was included for the year ended 30 September 2018 in respect of contract service income received in advance.

15. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2018	2017
	£	£
Deferred property purchase consideration	<u>5,000</u>	<u>10,000</u>

16. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2018	2017
	£	£
Within one year	9,500	9,500
Between one and five years	-	-
	<u>9,500</u>	<u>9,500</u>

Total expenses paid during the year in respect of operating leases was £19,000 (2017 - £19,000).

Minimum lease receivables under non-cancellable operating leases fall due as follows:

	2018	2017
	£	£
Within one year	-	5,250
Between one and five years	-	-
	<u>-</u>	<u>5,250</u>

Total income received during the year in respect of operating leases was £2,625 (2017 - £10,500).

THE DOVER COUNSELLING CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

17. MOVEMENT IN FUNDS

	At 1.10.17 £	Net movement in funds £	At 30.9.18 £
Unrestricted funds			
General fund	1,062,974	274,896	1,337,870
Designated fund	-	6,250	6,250
	<u>1,062,974</u>	<u>281,146</u>	<u>1,344,120</u>
TOTAL FUNDS	<u>1,062,974</u>	<u>281,146</u>	<u>1,344,120</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,823,488	(1,548,592)	274,896
Designated fund	6,250	-	6,250
	<u>1,829,738</u>	<u>(1,548,592)</u>	<u>281,146</u>
TOTAL FUNDS	<u>1,829,738</u>	<u>(1,548,592)</u>	<u>281,146</u>

Comparatives for movement in funds

	At 1.10.16 £	Net movement in funds £	At 30.9.17 £
Unrestricted Funds			
General fund	709,823	353,151	1,062,974
	<u>709,823</u>	<u>353,151</u>	<u>1,062,974</u>
TOTAL FUNDS	<u>709,823</u>	<u>353,151</u>	<u>1,062,974</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,816,707	(1,463,556)	353,151
	<u>1,816,707</u>	<u>(1,463,556)</u>	<u>353,151</u>
TOTAL FUNDS	<u>1,816,707</u>	<u>(1,463,556)</u>	<u>353,151</u>

THE DOVER COUNSELLING CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.10.16 £	Net movement in funds £	At 30.9.18 £
Unrestricted funds			
General fund	709,823	628,047	1,337,870
Designated fund	-	6,250	6,250
TOTAL FUNDS	<u>709,823</u>	<u>634,297</u>	<u>1,344,120</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	3,640,195	(3,012,148)	628,047
Designated fund	6,250	-	6,250
	<u>3,646,445</u>	<u>(3,012,148)</u>	<u>634,297</u>
TOTAL FUNDS	<u>3,646,445</u>	<u>(3,012,148)</u>	<u>634,297</u>

During the year the charity received a donation of £5,000 to which gift aid of £1,250 has been added. With the approval of the donor the Board has designated that the donation be spent on a summer house at Horizon House.

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 September 2018.

19. COMPANY LIMITED BY GUARANTEE

The charitable company is limited by guarantee and has no share capital. Every member of the company undertakes, in the event of the winding up of the company, to contribute such amount as may be necessary not exceeding £1 each.

THE DOVER COUNSELLING CENTRE

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

	2018 £	2017 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	14,587	11,000
Client contributions	1,885	1,834
	<hr/> 16,472	<hr/> 12,834
Investment income		
Bank interest receivable	183	79
Charitable activities		
AQP counselling	1,663,789	1,676,665
Counselling	143,884	120,538
Supervision	3,410	6,091
Training	2,000	500
	<hr/> 1,813,083	<hr/> 1,803,794
Total incoming resources	<hr/> 1,829,738	<hr/> 1,816,707
EXPENDITURE		
Charitable activities		
AQP counselling	930,873	1,036,132
Counselling	104,919	94,000
Wages, national insurance and pensions	251,898	159,369
Pensions	2,400	-
Travel and entertaining	2,390	1,207
	<hr/> 1,292,480	<hr/> 1,290,708
Support costs		
Other		
Wages, national insurance and pensions	92,861	29,378
Hire of equipment	921	921
Rent (net of recharge)	13,968	11,703
Rates and water	873	1,135
Insurance	1,818	3,191
Light and heat	5,196	5,585
Telephone	7,484	5,997
Repairs and maintenance	37,736	23,102
Office expenses	59,068	44,419
Legal fees	4,240	1,792
Bookkeeping	405	20,050
Bad debts	239	140
Sundry	8,589	9,170
Bank charges	2,406	2,495
Freehold property depreciation	3,060	1,779
Fixture and fittings depreciation	9,655	4,102
Carried forward	248,519	164,959

This page does not form part of the statutory financial statements

THE DOVER COUNSELLING CENTRE

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

	2018 £	2017 £
Other		
Brought forward	248,519	164,959
Loss on disposal of fixed assets	1,101	2,729
	<hr/>	<hr/>
	249,620	167,688
Governance costs		
Auditors' remuneration	6,492	5,160
	<hr/>	<hr/>
Total resources expended	1,548,592	1,463,556
	<hr/>	<hr/>
Net income	<u>281,146</u>	<u>353,151</u>

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