

Harborough Christian Counselling Service

Annual Report and Accounts for the year to 31 March 2019

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Harborough Christian Counselling Service
The Bower House
32 Coventry Road
Market Harborough
Leicestershire
LE16 9BZ

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[www: bowerhouse.btck.co.uk](http://www.bowerhouse.btck.co.uk)

Registered charity number: 1076294

Values

The values that underpin the way the service is delivered are:

Confidentiality	- privacy respected
Acceptance	- non-judgemental approach
Independence	- people have a right to make their own choices
Respect	- a recognition that God made everyone unique and individual dignity should be maintained
Equality	- the service is available to all, irrespective of race, religion, culture, sex, gender, age or disability

All people are made in the image of God and our hope is to help them achieve self-worth, security and a sense of significance based on a belief that each person is unique and God wants everyone to realise their full potential.

Whilst the workers will be Christian, the service is available to people of all faiths.

Report of the Governing Body

The Governing Body presents the report with the financial statements of
Harborough Christian Counselling Service for the year ended 31 March 2019.

Charity Status

Harborough Christian Counselling Service, (HCCS), is a registered charity, number 1076294.
The address of the charity is The Bower house, 32 Coventry Road, Market Harborough,
Leicestershire, LE16 9BZ. The charity is known as The Bower House.

Basis of accounting

The financial statements comply with the format required by the Statement of Recommended
Practice for Accounting and Reporting by Charities (revised 2005) and with the
Companies Act 2006.

Structure, Governance and Management

The Constitution adopted 27 May 1999 is the governing document.

Chair

The Chair is elected by members of the Governing Body. The Governing Body convenes four
times a year.

Governing Body

The Governing Body comprises:

1. The Chair of Churches Together in Harborough, which sponsors the Charity
2. Two persons appointed by Churches Together in Harborough
3. Between 3 and 6 persons appointed or reappointed at the Annual General Meeting
4. The Chair of the Management Group
5. The Charity's Treasurer

The secretary to the Governing Body is appointed from amongst the members.

Holding Trustees

A minimum of three people appointed by the Governing Body.

Management Group

The Chair is elected by members of the Management Group. The Management Group convenes at
least ten times a year.

The Management Group comprises:

1. The Charity's Treasurer
2. Between 6 and 10 other persons appointed by the Governing Body.

The secretary to the Management Group is appointed from amongst the members.

Report of the Governing Body

Holding Trustees

Dr Deborah Chaloner
Mrs Aubyn de Lisle
Mr John Sparks

Governing Body

Mrs Margaret Bowers
Mrs Maureen Douglas
Mrs Linda Gemmell, appointed Chair 12 July 2018
Mrs Christine Reed
Mr Gordon Shorley
Mr Clive Smith, resigned as Chair 12 July 2018
Mrs Janet Smith
Mrs Sandra Ward, resigned 24 July 2018

Treasurer

Mr Michael Smyth

Rev Stephen Haward is ex officio member of the Governing Body following his appointment as Chair of Churches together in Harborough (CTH) 24 May 2018. Mrs Janet Smith, Vice Chair of CTH, is deputising for Rev Haward.

Mrs Maureen Douglas is CTH representative to the Governing Body

Objectives

Harborough Christian Counselling Service is established:

1. To provide a Christian response to the needs of local people in Market Harborough and District for help, support and encouragement at times of crises in their lives. In this the aim is to empower and help people make their own decisions in appropriate ways to enable them to satisfactorily come through those crises.
2. To train and equip Christians to be involved in Christian counselling and enable Christians utilise the gifts that God has given them, together with their past training and experience.
3. To work alongside Churches in their caring ministries and with secular organisations that care for people.

The income and property of the Service is used for these objectives. The Service is a registered charity, legally recognised as established and existing for charitable purposes only. This means the funds raised are used to achieve the above objectives.

Public Benefit

Harborough Christian Counselling Service has complied with the duty in section 4 of the Charities Act 2006 to have due regard to the public benefit. The main activities undertaken to further its charitable purposes are summarised below.

There are 49 counsellors (2018, 44) and 34 support workers (2018, 37) in the service.

The service is enhancing the counselling service available to children and young people in the Market Harborough area. This is by the development and delivery of Level 5 Diploma in Counselling Children and Young People accredited by Counselling and Psychotherapy Awarding Body. The grant of £20,000 awarded by Market Harborough and the Bowdens Charity has made this possible.

The charity is a member of Association of Christian Counsellors, (ACC) and British Association for Counselling and Psychotherapy, (BACP)

Review of Financial Position

The Charity remains in a satisfactory position in line with its reserves policy. The charity received a grant of £62,500 payable over 5 years from the Market Harborough and the Bowdens Charity. Payment commenced January 2019 and is to contribute towards core costs.

Reserves Policy

The Governing Body has established a policy whereby the unrestricted general funds held by the charity should represent the funds needed if the charity ceases to operate. The funds required to wind up the charity are estimated at £16,000, (2018, £14,000) with cash reserves standing at £3,083, (2018, £1,148)

The Governing Body reviews the reserves policy annually.

Currently the Charity's reserves total £108,476, (2018 £98,779) held in an unrestricted general fund. The remaining £101,356 relates to a property revaluation and would be realised on the sale of the freehold property known as The Bower House, 32 Coventry Road, Market Harborough. The property has been valued at £180,000.

Post Balance Sheet Events

A donation of £80,000 has been received from The Leicester & County Convalescent Homes Society, Charity No: 1016951, which ceased activity 31 December 2017. These funds are unrestricted.

Officers' Insurance

The charity has undertaken Charity Trustee Insurance. This insurance indemnifies any officer against liability arising as a result of his/her negligence up to an aggregate liability of £100,000. The cost of this insurance amounted to £124, (2018, £109).

On Behalf of The Governing Body

L. J. Gemmell

Linda Gemmell, Chair

Dated: July 8th 2019

Activity

Objective 1: To provide a Christian response to the needs of people

In the year, 281 new clients were received and 2,868 counselling hours provided, (2018, 242 and 2,370)

Objective 2: To train and equip Christians

The Bower House provides an environment in which students can undertake their placement to complete their counselling qualification. Over the period of the placement, mentoring is provided.

Continuing Professional Development courses facilitated by Bower House Support Services Limited have been attended by Bower House volunteers. The 60 (2018, 82) attendances were in:

- Divorce and separation
- Working with the Sandtray
- Dissociative identity disorder
- Understanding eating disorders
- Counselling clients on the autistic spectrum
- Attachment and attachment disorder

A Level 5 Diploma in Counselling Children and Young People, accredited by Counselling and Psychotherapy Awarding Body (CPCAB) has been developed in the year and ten experienced volunteer adult counsellors commenced this course in January 2019.

Objective 3: To work with other organisations

There is ongoing contact with organisations involved in the caring and welfare of people.

Independent Examiner's Report on the Accounts

Report to the Governing Body of Harborough Christian Counselling Service,
Charity number 1076294, on the accounts for the year ended 31 March 2019 set out
in pages 9-12.

The charity's Governing Body are responsible for the preparation of the accounts. The charity's Governing Body consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 and that an independent examination is needed.

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of unusual items or disclosures in the accounts.

In connection with my examination no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect, the requirements:

- . to keep accounting records in accordance with section 41 of the 1993 Act; and
- . to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to make a proper understanding of the accounts to be reached.



R A Orpin
32 Fox Field Way
Northampton
NN4 5BE

Dated: July ¹¹ 2019

Financial statements

for the year ended 31 March 2019


		2019	2018
Income and Expenditure	Notes	£	£
Income			
Donations	2	33,976	27,308
Other income	3	38,225	22,656
Total Income		72,201	49,964
Expenditure			
Establishment			
Rates		735	616
Light and heat		2,044	3,052
Water		286	480
Insurance		301	267
Repairs and cleaning		685	2,092
Depreciation		641	281
		4,692	6,788
Administration			
Salaries		35,383	32,081
Stationery and office sundries		2,069	3,669
Telephone, broadband and computer		2,173	2,730
Membership subscriptions		236	495
Training		17,201	50
Insurance	4	610	508
Fundraising costs		140	1,614
		57,812	41,147
Total Expenditure		62,504	47,935
Net Income / deficit for the year		9,697	2,029
Balance brought forward at 1 April 2018		98,779	96,750
Balance carried forward at 31 March 2019		108,476	98,779

Balance Sheet

at 31 March 2019

	Notes	2019	2018
		£	£
Fixed assets			
Freehold property	5	189,836	189,836
Office furniture and equipment		11,063	4,499
		<u>200,899</u>	<u>194,335</u>
Investments	7		
Shares in Bower House Support Services Ltd		500	500
Current assets			
Debtors		12,753	5,458
Cash		3,083	1,148
		<u>15,836</u>	<u>6,606</u>
Creditors			
Due in one year		3,713	1,306
Deferred income		<u>3,690</u>	<u>0</u>
		<u>7,403</u>	<u>1,306</u>
Net current assets		<u>8,433</u>	<u>5,300</u>
Net assets		<u>209,832</u>	<u>200,135</u>
Unrestricted Funds			
Property revaluation reserve	6	101,356	101,356
General income fund		108,476	98,779
		<u>209,832</u>	<u>200,135</u>

The notes form part of the financial statements

On behalf of the Governing Body


Linda Gemmell - Chair

Dated: July 8th 2019

Notes to the financial statements

for the year ended 31 March 2019

1 Accounting policies

Accounting convention

The accounts have been prepared under the historical cost convention as modified by the revaluation of freehold property to market value, and comply with United Kingdom Generally Accepted Accounting Principles and Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005)

Fund accounting

General income funds are unrestricted funds which are available for use at the discretion of the Governing Body in furtherance of the objectives of the Charity

Tangible fixed assets and depreciation

Depreciation is provided to write off the cost of tangible fixed assets over their useful lives as follows:

Freehold property	-not provided
Office furniture and equipment	- 20% per annum – straight line basis

The Governing Body have adopted a revaluation policy in respect of the freehold property in accordance with FRS15. As a result, no depreciation is provided on the freehold property as the Governing Body is of the opinion the residual value is at least equal to the book value.

	2019	2018
	£	£
2. Donations		
Individual	28,676	19,778
Churches and related organisations	4,149	3,060
Voluntary organisations	1,151	4,470
	<u>33,976</u>	<u>27,308</u>
3. Other income		
Fundraising	6,816	4,485
Income from trading activity (BHSS)	2,916	3,801
Gift aid	7,258	5,270
Grants	21,235	9,100
	<u>38,225</u>	<u>22,656</u>
4. Insurance		
Professional	486	399
Trustees	124	109
	<u>610</u>	<u>508</u>

5.Fixed assets	Furniture & equipment	Freehold property	Total
	£	£	£
Cost			
At 1 April 2018	24,615	217,136	241,751
Additions	7,205		7,205
Disposals			0
At 31 March 2019	<u>31,820</u>	<u>217,136</u>	<u>248,956</u>
Depreciation			
At April 2018	20,116	27,300	47,416
Charge for the year	641	0	641
Disposals			0
At 31 March 2019	<u>20,757</u>	<u>27,300</u>	<u>48,057</u>
Net book value			
At 31 March 2019	<u>11,063</u>	<u>189,836</u>	<u>200,899</u>
At 1 April 2018	<u>4,499</u>	<u>189,836</u>	<u>194,335</u>

	2019	2018
	£	£
If the freehold property had not been revalued it would have been included at the following historic cost:	<u>78,644</u>	<u>78,644</u>

The freehold property was valued on an open market basis on 17 March 2011 by Godfrey-Payton, Chartered Surveyors, Market Harborough.

	2019	2018
	£	£
6.Property revaluation reserve		
Refer to note 5	<u>101,356</u>	<u>101,356</u>
7. Investments	£	
500 £1 ordinary shares in Bower House Support Services Ltd	500	