

Trustees Annual Report & Accounts Financial Year Ending 31st March 2019



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Thank you to all of our supporter who help YPI provide free confidential counselling to young people

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YPI

WELCOME FROM OUR CHAIR

Young People's Independent (YPI) Counselling Service is committed to improving the lives of young people aged 11 to 25 years old through the provision of mental health and well-being support services in Basingstoke and Deane. For the past 20 years, YPI has successfully delivered community-based support to young people, through free 1-to-1 counselling sessions, group work and psycho-educational activities.

During 2018/2019, YPI continued its core activities to support young people by offering counselling and emotional support to young people, parents and family members. The charity also continued to develop its training and education programmes increasing the specialist skills and knowledge available to local practitioners who support young people. Through 2018/2019 we reviewed our income generation strategy and created Mindspace Foundation CIC, a trading company of YPI, to further develop and grow the education and training services and paid-for counselling services originally established by YPI. Mindspace Foundation will provide an additional income stream to YPI, championing YPI's long-term financial sustainability.

The Board of Trustees were delighted that Tony Capon, YPI's CEO for 5 years, accepted the appointment as a Director of Mindspace Foundation CIC. We thank Tony for the years of service and dedication he has given to YPI and we are thrilled he will continue to support YPI through the initiatives of Mindspace Foundation CIC. Following Tony's appointment to Mindspace Foundation CIC, Sam Hussey joined as our new CEO, bringing a wealth of experience in the third sector and we are excited to bring her knowledge and skills to YPI's leadership team. We also saw change this year in our Trustee Board as Simone Freire stepped down as Chair but we are fortunate that she will continue to support YPI as a Trustee. We thank Simone for the commitment and wisdom she continues to bring to YPI.

We are immensely proud of the teamwork and collaboration of all our volunteers and staff who came with us on the journey through the changes of 2018/2019, their dedication and passion for delivering our services to the young people we serve is humbling.

The year ahead will be another challenging year for YPI as both pressures of reduced grant funding and increasing demand for services necessitates YPI to find alternative income streams to continue to deliver its core services and secure YPI's financial sustainability. We are confident the changes we made in 2018/19 will enable YPI to continue to provide counselling and mentoring services to the young people we serve.

We, the Trustees of YPI, wish to express our heartfelt gratitude and appreciation for the commitment and hard work of all volunteers and staff at YPI in developing and delivering YPI's services to young people. We also thank our generous donors and grant funders who continue to support YPI's objectives and ensure YPI continues to deliver much needed services in our community.

We are delighted to be supporting YPI in driving and delivering its strategic objectives and we look forward to another strong year in 2019/20. We have the pleasure in presenting YPI's Annual Report and Financial Statement for the year ended March 2019.

Kelly Lincoln

Interim Chair

CHIEF EXECUTIVE'S REPORT

As a new CEO in post, I am exceptionally proud to be part of an organisation that is dedicated to enhancing the emotional well-being of young people in our community. In 2018/19, we extended the help and support available to young people within Basingstoke and Deane; from developing a new youth mentoring project through to developing our offering of training and CPD events to enhance the skills of staff and counsellors. There are ever-increasing demands on the YPI services we provide and we aim to meet the identified needs and demands as much as possible.

There are key areas which set us aside from other charities:

- **Dedication to young people:** we are the only non-statutory provider of youth counselling and mental health support in Basingstoke that has been specifically established for this purpose. For us, supporting young people isn't an 'add-on' or 'nice to have' service but is instead at the heart of who we are, with the full weight of our resources, skills and expertise dedicated to offering a first-class service.
- **Championing community:** unlike larger charities who may set up satellite or sub-offices within the area to deliver specific services/contracts, YPI takes pride in being a local charity for local people. As a result of this we hold an unparalleled position at the heart of local youth provision, adapting and developing to meet the needs of our community as they arise.

Finally, I would like to thank the numerous volunteers who generously dedicate many hours to YPI. Volunteers come in many shapes and forms; Trustees, Volunteer Counsellors, Administration, Fundraisers. The list is endless, and without you, we would not be able to do half the things we do.

2018/19 has been a successful year in term and I look forward to developing new, exciting projects in 2019/20.

Samantha Hussey
Chief Executive

VISION, MISSION AND VALUES

YPI is committed to providing the best mental health support to young people and their families across Basingstoke & Deane. YPI achieves this through providing a first-class mental health service that includes responsive and tailored support through counselling, community awareness and education to improve the lives of young people and their families.

YPI's Vision:

Striving to provide the best mental health support to young people and their families across Basingstoke & Deane.

YPI's Mission:

To offer a first-class mental health service that includes responsive and tailored support through counselling, community awareness and education to improve the lives of young people and their families.

YPI's Values

These are at the heart of everything we do as a charity, our six core values are as follows:

- **Empathy:** We listen to our clients and team members
- **Excellence:** We deliver a first-class service and we care about quality
- **Ethical:** We do the right thing and respect integrity
- **Bespoke:** We provide solutions that are flexible and proportionate
- **Community:** We engage with the community and create meaningful partnerships
- **Maximising Potential:** We nurture the growth of our clients, team members and the charity

OBJECTIVES, ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

YPI's constitutional aims are:

- To preserve and protect the health and welfare of young people by establishing, developing and maintaining a youth support, information, advice and counselling service for young people in the age range of 11 to 25 years of age, but not limited to, the area of the local government district of Basingstoke & Deane.
- To carry out such activities that promote the health and welfare of young people in the area of benefit, not covered above, as deemed necessary by the charity trustees.

These aims are underpinned by YPI's Vision, Mission and Values and are achieved through YPI's 3 strategic objectives:

1. **Whole Family approach** – in alignment with our focus on the well-being of Young People we will enhance our core offer to include support for the wider family surrounding a young person including parents and guardians. We will therefore focus our services on ensuring that the key people in a young person's life are able to access the support they need.
2. **Act on the Voice of Young People and their families to deliver greater impact** - We will continue to roll out a comprehensive suite of outcome measurement tools and processes across all of our services, this includes ensuring that the voice of young people and families are captured at every step and fully inform all that we do. We shall seek to develop systems for keeping service users, parents and referrers informed and up to date on our activities as part of a 'Friends of YPI' network for those who wish to join.
3. **Champion financial sustainability in all that we do** - As the charity sector continues to brace itself against the context of an ever-shrinking public purse amidst ever growing need, YPI faces the increasingly precarious situation of currently being wholly grant reliant. The direction of YPI's work is informed by our annual operational business plan incorporating YPI's strategic objectives as outlined above.

Through 2018/19 YPI continued to deliver the charity's core activities of providing free 1-2-1 Counselling Services for young people aged 11 – 25 in Basingstoke and Dean.

YPI also continued to provide specialist counselling services through a Supporting Families Programme and support to 11-19 year olds with specialist sexual abuse counselling services.

The charity also continued to deliver its community-based presence through support work at local schools and community centres.

Last year saw continued success and high demand for our Youth Mentoring offering and is an area the charity wishes to continue to grow. In 2018/19 YPI submitted a bid to the Lloyds Community Foundation to develop a new Mentoring Programme for young parents and care leavers aged 17-25. In addition to the paid staff team, YPI's activities are supported by a team of dedicated volunteers who undertake a number of roles ranging from Trustees and Counsellors to Administrators and Fundraisers. Half of our Counsellors are volunteers, providing over 1,000 hours of voluntary counselling support to young people each year. Our team of passionate and dedicated volunteers represent over £50,000 in financial terms, with services significantly impacted were it not for their continued support and generosity.

YPI continues to improve our website and use of social media to enhance the YPI profile and make it easier for young people to access information about our services.

In 2018/19 YPI introduced a new CRM system to track, monitor and capture progress and statistical information throughout the year. The new database will be enhanced in 2019/20 to reduce administration time.

In the year ending March 2018/2019, the activities and performance delivered by YPI included:

Youth Counselling

Objectives and Activities: YPI provides free counselling to 11-25 year olds offering a confidential and safe space for young people to talk to a professional counsellor about their worries, concerns and difficulties. The initial number of session is 6, which can then be extended up to a maximum 12, if agreed by the Head of Clinical Services.

Performance:	
Total sessions delivered:	1,824
Total clients seen:	694
Clients reporting measurable improvement:	71% (data from CORE outcome measures)

Parent Counselling

Objectives and Activities: Our parent counselling service is open to any parents who need the time and space to feel emotionally supported, whether this is as a result of what their child is going through and the emotional impact on them or if their own emotional wellbeing is in need of support. Counselling is open-ended and there is a sessional charge of £30 (£20 if in receipt of benefits).

Performance:	
Total sessions delivered:	51
Total clients seen:	11
Clients reporting measurable improvement:	N/A – no closures during period due to service commencing later in the year.

Family Counselling

Objectives and Activities: Our family counselling service is for families who live with young people who are experiencing difficulties. It offers the opportunity for family members to attend counselling sessions together, to get support with what challenges they may be facing. Counselling is open-ended and there is a sessional charge applied of £40.

Performance	
Total sessions delivered:	29
Total clients seen:	19
Clients reporting measurable improvement:	N/A – no closures during period due to service commencing later in the year.

Youth Mentoring

Objectives and Activities: YPI provides up to twelve free sessions of mentoring for 10-19 year olds. Mentoring offers a friendly ear from a professional friend, to strengthen their confidence, find their voice and realise their own self-worth.

Performance:	
Total sessions delivered:	330
Total clients seen:	78 (includes outreach group work)
Clients reporting measurable improvement:	79% (data from Life Impact Rating Scale)

Sexual Abuse Counselling

Objectives and Activities: We provide up to 18 sessions of free therapeutic support for young people aged 11-19 (including joint sessions with family members), who have been victims of any form of childhood sexual abuse, rape or exploitation. Our specialist counsellor will support a range of wellbeing issues including self-worth, ability to form healthy relationships and confidence.

Performance:	
Total sessions delivered:	324
Total clients seen:	23
Clients reporting measurable improvement:	75% (data from CORE outcome measures)

Supporting Families

Objectives and Activities: YPI work in collaboration with the County Council's Supporting Families Programme. This provided direct access to up to 12 sessions of free counselling for young people who meet the programme criteria.

Performance (Youth Project):	
Total sessions delivered:	402
Total clients seen:	38
Clients reporting measurable improvement:	75% (data from CORE outcome measures)

External/Outreach Group Work

Objectives and Activities: YPI regularly delivers group work within schools/community centres and internally to young people on our waiting list to provide earlier intervention support. It consists of 6 weeks from a structured programme on a specific topic. Examples include self-esteem, bullying and anger issues.

Performance:	
Total sessions delivered:	12
Total clients seen:	19
Clients reporting measurable improvement:	80% (Pre & Post-Group questionnaire data)

Frankie Project

Objectives and Activities: This project is delivered in partnership with Children's Services specialist Missing, Exploited and Trafficked (MET) team called 'The Willow Team'. Jointly commissioned by the Police and Crime Commissioner and the NHS, it provides an 18-week programme of specialist counselling. It is available to those aged 0-18 years. The project is dedicated in helping those who have been sexually abused, trafficked or exploited. Referrals to Frankie Workers are made through Hampshire County Council's Willow Team and the counsellors are managed by the Willow Team Manager. YPI has responsibility for clinical support, employment and finance.

Performance:	
Total sessions delivered:	1,471
Total clients seen:	88
Clients reporting measurable improvement:	74% (data from Distance Travelled Tool)

Training and CPD

Objectives and Activities: We offer a number of different training courses for trainees starting their Youth Counselling journey all the way through to qualified Youth Counsellors. We also continued to offer bespoke, interactive CPD sessions on a number of different topics.

Achievements and Performance:

During the year we delivered our Post-Qualifying Level 5 Certificate in Counselling Young People to 12 students, with 100% pass rate. Going forward to 2019/20, the training will fall under the Mindspace Foundation remit.

Summary Performance Statistics:

Total clients worked with across all services: 970

Total sessions delivered across all services: 4,443

HOW WE MEASURE PERFORMANCE

To assess the impact and effectiveness of the charity's work, YPI use various outcome measurement tools at every stage of our service lifecycle, these measures include:

- **Clinical Outcomes in Routine Evaluation (CORE) tool:** all clients are asked to complete this internationally standardised clinical questionnaire comprising 10 questions at the beginning of every session/interaction with us. We monitor this score as counselling progresses to evidence any changes in well-being/distress and to monitor risk.
- **End of counselling feedback questionnaire:** given to all service users at the end of their interaction with our services, this questionnaire captures feedback ratings on all areas of the service.
- **Life Areas Impact Rating Tool:** this newly developed measure was rolled out across our counselling services for the first time in 2018. The measure comprises a pre-and-post intervention measure that seeks to capture client's feelings about key areas of their lives such as family relationships, school/work and self-esteem.

Service user involvement

To ensure that our services continually reflect the needs and feedback of the young people, parents and families we serve, we continue to enhance our service user involvement strategy. Our existing provision includes the use of an annual stakeholder survey, end of service feedback forms and suggestion boxes/slips to provide regular feedback placed within all delivery venues.

Statement on Public Benefit

The Trustees have considered the Charity Commission's guidance on public benefit and our main activities are described above. The activities by YPI are undertaken to further our charitable purposes for the public benefit in accordance with our aim to promote the health and welfare of young people aged 11 to 25 years of age, in the area of but not limited to, Basingstoke & Deane.

Charity Governance Code

During the year the Board formally adopted the Charity Governance Code for smaller charities published by a cross-sector collaboration of national charity support organisations in conjunction with the Charity Commission as an observer body. During the coming 2018/19 year the Board and Senior Management shall undertake a full audit of the code in relation to YPI's current practices to ensure full compliance.

PLANS FOR FUTURE PERIODS

Plans and objectives for 2019/20

During the forthcoming year we will continue to develop initiatives to deliver our three strategic objectives as set out previously.

To develop the YPI Mentoring offering. Continuing with our Youth Mentoring project, and developing a new Mentoring project focussing on young parents and care leavers.

To support the **Whole-Family approach** we will continue to develop our Family Counselling and Parent Counselling services along with piloting the introduction of parent and child targeted intervention sessions where a young person's counselling journey would benefit from parental engagement or support.

To ensure **sustainability** we will:

- **Public Sector Commissioning** – to address key gaps in community provision for young people or their families, particularly within regard to specialist provision, YPI shall actively engage with public sector commissioners and tendering processes to secure contracts to provide allied services that can support our wider provision, with a specific focus upon longer term (2 year+) contracts, allowing for greater long term budgetary and service stability.
- **Event, Community Fundraising and Grant applications** – we shall continue to utilise our growing expertise in event planning and fundraising to leverage the support of local stakeholders including both the general public and businesses to support the work of YPI via targeted campaigning and engagement. We will research and apply for grants to help with core funding.

The Challenges Ahead

- To ensure that existing youth projects and services remain financially viable and supported through appropriate grant and donation streams, with a view to examining our 'Return on Investment' approach to resourcing when launching short term projects.
- Ensuring the right balance of volunteer and trainee counsellors versus employed and experienced counsellors in order to meet higher levels of demand to support high risk young people with often complex mental health needs.
- Enabling more diverse delegation of responsibilities and duties across the organisation, particularly from a line management perspective, to ensure that new services and staff remain as fully supported as possible.

STRUCTURE, GOVERNANCE, AND MANAGEMENT

Structure

YPI is a registered charity (a Charitable Incorporated Organisation) in England and governed by a constitution. YPI's objects are to achieve public benefit as set out in our constitution, and delivered through our strategic objectives and operating plan, as previously detailed.

Governance and Management

Non-Executive Directors / Trustees

YPI's governance is overseen by a board of six voluntary and independent Trustees (Non-executive Directors), each of whom are appointed by the charity's board. Each Director assumes a specific portfolio upon appointment to ensure that all areas of YPI's governance receives due care and attention and is aligned with the specialist expertise of the Director appointed. Through 2018/2019 the Directors were:

Kelly Lincoln – Interim Chair
Simone Freire
Daniel Holloway
Edward Butler
Patrick Holt

Chief Executive Officer

Responsibility for the strategic and operational management of the charity is delegated by the Board of Directors to YPI's Chief Executive Officer (CEO). The role of the CEO is to provide overall leadership and direction to the organisation and its staff, including managing stakeholder relations, monitoring performance and developing the service as a whole in conjunction with the senior management team.

Head of Clinical Services

Responsibility for the clinical management of YPI's core counselling teams is delegated by the CEO to the Head of Clinical Services (HCS). The role of the HCS is to ensure that all young people, parent's and families accessing YPI's services receive a first-class service from a team of highly skilled and well supported clinical staff. The HCS also acts as a key point of contact for both internal and external stakeholders with regards to clinical processes.

Volunteers

The CEO or HCS, as applicable, are responsible for managing the appointment of Volunteers and ensuring all Volunteers receive a comprehensive induction along with ongoing supervision, training and support.

Induction and Training of Trustees, Staff and Volunteers

YPI recruits new Directors through local and national adverts and interviews potential new Directors with reference to a job description and person specification. During the year Directors have the opportunity to attend relevant insight and development and governance workshops. All of our volunteers, including Directors, receive a comprehensive induction along with ongoing, training opportunities and all Counsellors receive supervision support.

Organisational Structure and Decision Making

The Directors consider governance issues at their regular Board meetings. The Board meet bi-monthly throughout the year with the CEO to ensure all governance issues are regularly addressed. The Directors delegate responsibility to the CEO for ensuring that service provision is carried out within the overall charity's strategy; for overseeing the charity's progress in meeting its objectives; and ensuring that the charity meets its legal and financial obligations. A detailed Operational Plan is used by the CEO and senior staff to report to the Directors on progress against identified actions.

Key Management Remuneration

The trustees, the CEO and the HCS comprise the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity on a day to day basis. All trustees give of their time freely and no trustee remuneration was paid in the year.

Senior managers' pay is aligned to local government pay scales with pay increases mirroring nationally agreed increases to the scales. Service manager posts are allocated to one of two starting points on the scale based on criteria including the number of full-time equivalent staff in the service; level of autonomy; service budget and number of young people in the service.

RISK MANAGEMENT

YPI has in place adequate governance arrangements that enable the identification, escalation, monitoring and reporting of risks. The YPI Board is ultimately responsible for reviewing, challenging and approving the charity's overall strategy and the direction of the business.

We currently adopt five risk types which form the basis of YPI's risk register and Board reporting:

- **Strategic:** refers to the risk that YPI suffers a substantial, negative impact in its funding or capital as a direct result of poor management of its business objectives, strategic aims and core services
- **Financial:** refers to the risk that YPI is unable to self-fund, primarily due to a lack of financial donors whether new or existing and unforeseen operational losses, leading to a disruption to the charity's cash flows and balance sheet
- **Operational:** refers to the risk of operational losses due to inadequate or weak processes and systems, including the charity's IT infrastructure. The risk also includes direct and indirect losses due to poor or ineffective oversight of internal controls and external influences
- **People:** refers to the risk that YPI's key services are not delivered adequately due to a lack of people capability, skills and availability
- **Reputational:** refers to the risk of YPI suffering a material loss or reputational damage, most likely in the form of simultaneous withdrawals of funding, caused by a negative perception of its image and working practices

A risk register is reviewed and updated monthly and presented at each Board meeting. These are risks to the charity with the potential to damage its reputation and existing stakeholder relationships, preventing the business from running successfully thus ultimately impacting on YPI's ability to undertake its compliance monitoring activities effectively.

REVIEW OF FINANCIAL STATEMENTS

Financial Summary

A summary of YPI's income and expenditure for the year are presented on page 17. The income for 2018/19 was £361,860, and the expenditure £369,656. There is a deficit of £7,796 due to planned funds from the reserve allocated to the Youth Mentoring Project and Frankie Project.

Notes on Reserves Policy

In defining its reserves policy, the Trustees have considered the level of general reserves it is appropriate for the charity to hold in order to ensure its financial sustainability and ability to continue operating in the event of unforeseen and potentially financially damaging circumstances arising. General reserves represent unrestricted general funds of the charity and exclude any restricted and designated funds.

The Trustees Reserves Policy considers it prudent to set aside an amount equivalent to three months of the forthcoming year's planned expenditure costs. The general reserve level held at 31st March 2019 stands at £70,680, however £47,624 is designated, which leaves YPI with £23,056 for general use, and therefore is below the required range. This is due to planned expenditure as stipulated above. We have planned fundraising activities to increase the level of reserves in 2019/20.


Going Concern

The Board of Trustees and Senior Management are engaged in developing strategies that will sustain a future for YPI and have therefore reviewed YPI's status as a going concern. Forecast cash flows and budgets for at least 12 months provide the Board with sufficient ability to make appropriate financial decisions. YPI continues to adopt measures to balance and diversify its model of income generation in order to ensure future sustainability.

The Trustees remain satisfied that it is appropriate for the financial statements to be prepared on a going concern basis and there are no material uncertainties that may cast doubt on this assumption for at least 12 months from the approval of the accounts.

Approved by order of the board on

and signed on their behalf by


21/01/2020

Kelly Lincoln

Interim Chair

REFERENCE AND ADMINISTRATIVE DETAILS

YPI Counselling

(A Charitable Incorporated Organisation.) Also known as YPI.

Registered Office and Principal Address

The Orchard
White Hart Lane
Basingstoke
Hampshire RG21 4AF

Charity Number: 1163288

Telephone: 01256 423878

Website: www.ypicounselling.co.uk

Trustee Board

Kelly Lincoln, Interim Chair	(appointed August 2018)
Simone Freire	
Daniel Holloway	
Patrick Holt	(appointed June 2019)
Edward Butler	
Daniel Brooks	(resigned September 2018)

Chief Executive

Samantha Hussey

Head of Clinical Services

Ann-Marie Masson

Independent Examiners

Knight Goodhead Limited – 7 Bournemouth Road, Chandler's Ford, Eastleigh, Hampshire SO53 3DA

Bankers

The Co-Operative Bank PLC – Business Banking, PO Box 250, Skelmersdale WN8 6WT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF YPI COUNSELLING

I report to the trustees on my examination of the accounts of YPI Counselling for the year ended 31 March 2019 set out on pages 17 to 26.

RESPONSIBILITIES AND BASIS OF REPORT

As the trustees of the charity 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 Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

Since the charity'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 the Institute Of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

- 1) accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



CJ GOODHEAD FCA
Knight Goodhead Limited
Chartered Accountants

21 October 2019
7 Bournemouth Road
Chandler's Ford, Eastleigh
Hampshire SO53 3DA

YPI COUNSELLING

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2019 £	Total funds 2018 £
INCOME					
Donations and legacies	4	9,737	-	9,737	5,324
Charitable activities	5	293,980	58,143	352,123	272,072
					-
TOTAL INCOME		303,717	58,143	361,860	277,396
EXPENDITURE					
Charitable activities	6	295,313	74,343	369,656	256,818
TOTAL EXPENDITURE		295,313	74,343	369,656	256,818
NET INCOME / (EXPENDITURE) FOR THE YEAR BEFORE TRANSFERS		8,404	(16,200)	(7,796)	20,578
TRANSFERS	10, 11	25,768	(25,768)	-	-
NET INCOME / (EXPENDITURE) FOR THE YEAR		34,172	(41,968)	(7,796)	20,578
TOTAL FUND BALANCES BROUGHT FORWARD		36,508	41,968	78,476	57,898
TOTAL FUND BALANCES CARRIED FORWARD		70,680	-	70,680	78,476

YPI COUNSELLING

COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2018

	Unrestricted funds £	Restricted funds £	Total funds 2018 £
INCOME			
Donations and legacies	5,324	-	5,324
Charitable activities	66,188	205,884	272,072
TOTAL INCOME	71,512	205,884	277,396
EXPENDITURE			
Charitable activities	52,753	204,065	256,818
TOTAL EXPENDITURE	52,753	204,065	256,818
NET INCOME FOR THE YEAR BEFORE TRANSFERS	18,759	1,819	20,578
TRANSFERS	(1,082)	1,082	-
NET INCOME FOR THE YEAR	17,677	2,901	20,578
TOTAL FUND BALANCES BROUGHT FORWARD	18,831	39,067	57,898
TOTAL FUND BALANCES CARRIED FORWARD	36,508	41,968	78,476

YPI COUNSELLING

BALANCE SHEET AT 31 MARCH 2019

	Notes	£	2019 £	£	2018 £
FIXED ASSETS					
Tangible assets	7		1,915		548
CURRENT ASSETS					
Debtors	8	8,034		41,958	
Cash at bank and in hand		67,548		96,701	
		<u>75,582</u>		<u>138,659</u>	
CREDITORS: amounts falling due within less than one year	9	<u>(6,817)</u>		<u>(60,731)</u>	
NET CURRENT ASSETS			68,765		77,928
NET ASSETS			<u>70,680</u>		<u>78,476</u>
FUNDS					
General funds	10		70,680		36,508
Restricted funds	11		-		41,968
TOTAL FUNDS	12		<u>70,680</u>		<u>78,476</u>

Approved by the Trustees on
and signed on their behalf by



21/01/2020

Kelly Lincoln
Chair of Trustees

YPI COUNSELLING

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

1 ACCOUNTING POLICIES

(a) Accounting convention

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)).

The charity meets the definition of the public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

(b) Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the trustees for specific purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

(c) Income

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Donations and legacies are received by way of donations, legacies, gifts and grants and are included in full in the Statement of Financial Activities when receivable.

Investment income is included when receivable.

Income is deferred when, at the end of an accounting period, they have been received but the charity has yet to become unconditionally entitled to them.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred.

Costs are apportioned in line with the income received from that source during the period.

Charitable activities expenditure comprises of those costs incurred by the charity in the delivery of its activities and services. 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 the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly.

YPI COUNSELLING

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019 (continued)

1 ACCOUNTING POLICIES (continued)

(e) Fixed assets

Fixed assets are capitalised for ongoing use within the charity, where the individual cost of the asset exceeds £100.

Depreciation is provided on fixed assets to spread the cost over the estimated useful lives of the relevant assets at the following rates:

Office equipment	20% - 33% Straight line
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(g) Pensions costs

Contributions in respect of the company's defined contribution scheme are charged to the Statement of Financial Activities for the year in which they are payable to the scheme. Differences between contributions payable and contributions actually paid in the year are shown as either accruals or prepayments at the year end.

(h) Group accounts

The charity is a parent company subject to the Charities Act 2011 and the Charities SORP (FRS 102). The charity and its subsidiary comprise a small group with consolidated income below £500,000 and is therefore not required to, and has not chosen to, prepare group accounts.

2 LEGAL STATUS

The charity is a Charitable Incorporated Organisation (CIO) and was registered on 25 August 2015 with the Charity Commission in England and Wales.

The registered office of the charity is YPI Counselling, The Orchard, White Hart Lane, Basingstoke, Hampshire, RG21 4AF.

YPI COUNSELLING

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019 (continued)

3 STAFF COSTS	2019 £	2018 £
Wages and salaries	280,833	182,198
Social security costs	14,351	10,680
Pension costs	2,937	1,112
	<u>298,121</u>	<u>193,990</u>

The average number of staff employed during the year was 22 (2018: 14). No employee received emoluments of £60,000 or more during this or the prior year.

No remuneration was paid to trustees during this or the prior year. During the year the charity paid remuneration, including pension contributions, totalling £44,102 (2018: £40,502) to key management personnel.

At the balance sheet date there were outstanding pension contributions payable of £606 (2018: £209). Total pension contributions of £2,937 (2018: £1,112) were paid by the charity and are included in the SOFA.

4 INCOME FROM DONATIONS AND LEGACIES	Unrestricted funds £	Restricted funds £	Total funds 2019 £	Total funds 2018 £
Donations	3,695	-	3,695	5,181
Gift Aid	311	-	311	-
Fundraising	5,731	-	5,731	143
	<u>9,737</u>	<u>-</u>	<u>9,737</u>	<u>5,324</u>

5 INCOME FROM CHARITABLE ACTIVITIES	Unrestricted funds £	Restricted funds £	Total funds 2019 £	Total funds 2018 £
Grants including capital grants:				
- Government grants	278,791	58,143	336,934	245,554
- Grants from other charities	1,960	-	1,960	18,243
Clinical supervision	-	-	-	240
Family counselling	2,309	-	2,309	1,120
Schools counselling	1,900	-	1,900	-
Training	9,020	-	9,020	6,915
	<u>293,980</u>	<u>58,143</u>	<u>352,123</u>	<u>272,072</u>

YPI COUNSELLING

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019 (continued)

6 EXPENDITURE

	Unrestricted funds £	Restricted funds £	Total funds 2019 £	Total funds 2018 £
DIRECT EXPENDITURE				
Counsellors and management	234,981	63,140	298,121	200,436
Payroll charges	963	321	1,284	995
Counselling expenses	-	-	-	1,710
Supervision costs	690	1,600	2,290	11,774
	<u>236,634</u>	<u>65,061</u>	<u>301,695</u>	<u>214,915</u>
SUPPORT COSTS				
Rental and improvements	13,932	5,384	19,316	14,864
Office fees	423	124	547	810
Printing, postage and stationery	1,522	290	1,812	1,394
Computer expenses	3,384	906	4,290	2,695
Telephone charges	2,413	443	2,856	2,117
Recruitment fees	3,045	202	3,247	1,193
Insurance	1,498	400	1,898	1,077
Training	11,432	-	11,432	4,824
Professional fees	1,151	250	1,401	1,986
Advertising	751	-	751	333
Independent examination	994	266	1,260	1,080
Depreciation	625	-	625	172
Fundraising costs	356	-	356	578
Online payment fees	106	-	106	-
Groupwork	300	-	300	380
HR services contract fee	1,100	377	1,477	1,247
Meeting room hire	5,312	291	5,603	550
Travel and accommodation	10,335	349	10,684	6,603
	<u>58,679</u>	<u>9,282</u>	<u>67,961</u>	<u>41,903</u>
TOTAL EXPENDITURE	<u>295,313</u>	<u>74,343</u>	<u>369,656</u>	<u>256,818</u>

Included within accountancy and examinations fees above are amounts due to the independent examiners in relation to independent examination of £1,260 (2018: £1,080).

YPI COUNSELLING

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019 (continued)

7 TANGIBLE ASSETS

	Furniture & Equipment £
COST	
At beginning of year	720
Additions	1,992
At end of year	<u>2,712</u>
DEPRECIATION	
At beginning of year	172
Charge for the year	625
At end of year	<u>797</u>
NET BOOK VALUE	
At beginning of year	<u>548</u>
At end of year	<u>1,915</u>

8 DEBTORS

	2019 £	2018 £
Trade debtors	7,350	41,050
Prepayments and accrued income	472	253
Other debtors	212	655
	<u>8,034</u>	<u>41,958</u>

9 CREDITORS: amounts falling due within one year

	2019 £	2018 £
Trade creditors	1,363	448
Accruals and deferred income	4,848	60,074
Other creditors	606	209
	<u>6,817</u>	<u>60,731</u>

YPI COUNSELLING

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019 (continued)

10 UNRESTRICTED FUNDS

	Funds brought forward £	Income £	Expenditure £	Transfers £	Funds carried forward £
General funds	36,508	263,717	(282,758)	5,589	23,056
Designated funds - Frankie Worker	-	40,000	(12,555)	20,179	47,624
	36,508	303,717	(295,313)	25,768	70,680

Frankie Worker Contract fund: This grant forms part of a 3 year contract for the provision of a team of specialist sexual trauma children and young people's counsellors to work across Hampshire in conjunction with Hampshire Children's Services. This fund has been redesignated from restricted funds to better reflect the nature of the contract.

11 RESTRICTED FUNDS

	Funds brought forward £	Income £	Expenditure £	Transfers £	Funds carried forward £
HCC Children's Services Grant	-	19,686	(22,001)	2,315	-
Frankie Worker Contract	39,661	-	-	(39,661)	-
Mentoring Project	2,307	21,845	(32,571)	8,419	-
Supporting Troubled Families - BDBC Grant	-	16,612	(19,771)	3,159	-
	41,968	58,143	(74,343)	(25,768)	-

HCC Children's Services Grant: This grant provides a contribution to the costs of the salary and on costs of a Specialist Sexual Abuse Counsellor role.

Mentoring Project: This grant provides a contribution to the costs of one years' salary and on costs of mentoring sessions to young people over a 12 month period.

Supporting Troubled Families: This grant provides a contribution to the costs of providing counselling sessions to young people and parents under the 'Supporting Troubled Families' programme in Hampshire.

YPI COUNSELLING

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019 (continued)

12 ANALYSIS OF NET ASSETS BETWEEN FUNDS

For the year ended 31 March 2019

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	1,915	-	1,915
Debtors	8,034	-	8,034
Bank and cash	67,548	-	67,548
Creditors	(6,817)	-	(6,817)
	<u>70,680</u>	<u>-</u>	<u>70,680</u>

For the year ended 31 March 2018

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	548	-	548
Debtors	41,958	-	41,958
Bank and cash	54,733	41,968	96,701
Creditors	(60,731)	-	(60,731)
	<u>36,508</u>	<u>41,968</u>	<u>78,476</u>

13 RELATED PARTY TRANSACTIONS

A member of key management was also a Trustee of Basingstoke Voluntary Action until 11th March 2019, and then CEO of Basingstoke Voluntary Action from that date. During the year Basingstoke Voluntary Action charged YPI Counselling £23,795 (2018: £14,449) for office rental and service charges.

At the balance sheet date £1,072 (2018: £355) was owed to Basingstoke Voluntary Action.

14 TRADING SUBSIDIARY

On 18 February 2019 a trading company, Mindspace Foundation CIC, was established to further develop and grow the education and training services and paid-for counselling services originally established by YPI. YPI Counselling is a member and corporate director in Mindspace Foundation CIC.

Mindspace Foundation CIC is a Community Interest Company (CIC) and is registered with Companies House, company number 11831963. The CIC is limited by guarantee, not having a share capital and consequently the liability of members is limited, subject to an undertaking by each member, to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding £1.

The registered office of the CIC is The Orchard, White Hart Lane, Basingstoke, Hampshire, RG21 4AF.

Our mission is to offer a first-class mental health service that includes responsive and tailored support through counselling, community awareness and education to improve the lives of young people and their families.



**The Orchard, White Hart Lane
Basingstoke
Hampshire RG21 4AF**

If you would like to find out more about the work of YPi or how you can support us, please contact:

Telephone: 01256 423 878

Email: office@ypicounselling.co.uk

Visit: www.ypicounselling.co.uk



facebook.com/ypicounsellingbasingstoke



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