

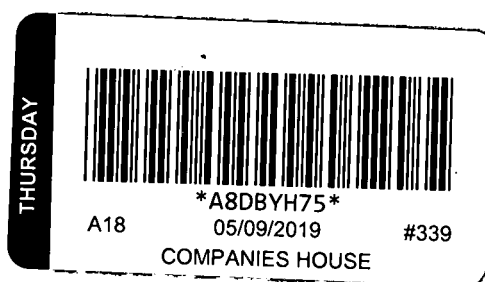
# Annual report and financial statements

**Camden City Islington and Westminster Bereavement Service**

**Year ended 31 March 2019**

Registered charity no. 1071144

Company no. 03533488



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## Legal and administrative information

**Charity name** Camden, City, Islington and Westminster Bereavement Service

**Charity registration no.** 1071144

**Company registration no.** 03533488

**Registered office** 6 – 8 York Mews  
London  
NW5 2UJ

<b>Trustees</b>	Laura Noel	Chair
	Colin Dingwall OBE	Vice - Chair
	Sarah Davies	
	Norman Franklin	
	Bernard Heymann	
	Felicia Olney	
	Helen Palin	
	Victoria Woolfson	Treasurer

**Chief executive** Vybra Morris

**Independent examiner** Andy Nash Accounting & Consultancy Ltd  
The Maltings  
East Tyndall Street  
Cardiff  
CF24 5EA

**Principal bankers** CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

The Co-operative Bank PLC  
PO Box 250  
Skelmersdale  
WN8 6WT

## Celebrating 50 years of serving our communities

Camden, City, Islington and Westminster Bereavement Service (CCIWBS) was founded 50 years ago, in 1969.

This is a major milestone for us, representing our long term and continuing commitment to providing accessible, quality, bereavement and loss counselling to the communities in north and central London in which we live and work.

Over that time, hundreds of thousands of hours of counselling have been delivered, to tens of thousands of people - the overwhelming majority completely free of charge. We know from our feedback and outcome monitoring that a majority of clients report moving into recovery. We are very proud of this record.

These services have been delivered by thousands of volunteer counsellors and the Charity wishes to express its thanks and appreciation to those who have given their time, and to our funders and partners who help to make this possible.

The Trustees would like to express particular appreciation to Norman Franklin, our longest standing Trustee, who during the year will be stepping down after many years of supporting the Charity. We also wish to remember Bradley Brown, a former Chair of the Service, who sadly passed away in May 2019.

As public attitudes towards and awareness of mental health issues have undergone a very welcome change in recent years, demand for our services have continued to rise, year on year. As CCIWBS has expanded, it has secured its own premises, broadened its funding base and changed its services to meet rising and changing demand. This is not without its challenges, but the Charity is in a more sound financial position than a few years ago and we are committed to continuing to change and adapt our services to meet the needs of our clients over the next fifty years.

Laura Noel, Chair of Trustees

## **About the bereavement service**

### **Objects of the charity**

Camden, City, Islington and Westminster Bereavement Service (CCIWBS) provides confidential bereavement counselling support to anyone of adult age. Our clients are principally either living in, or registered with a GP, in the catchment area.

### **Our services**

The Service provides professional and accessible counselling, delivering the best possible outcomes to clients. Counselling is provided both through one to one sessions with a counsellor and through group counselling. Our clients come from a wide range of social and ethnic backgrounds and the Charity has a strong reputation and its services are in great demand.

The Service is contracted to two Clinical Commissioning Groups (CCGs): Camden and Islington. This means that the majority of clients from these boroughs receive the service for free; the remainder are invited to make an income-related contribution, however no one in need of support is turned away. Around half of clients self-refer to the Service whilst the remainder are referred by GPs, mental health, drug, alcohol and homelessness teams. Clients resident elsewhere in London also access our services, but as the Charity has no CCG funding for these areas, these clients are asked to make an income related contribution. The Service also fundraises to support this work to ensure the service remains accessible to all.

### **Our people**

The Service is delivered by a strong, committed team of counsellors working in a voluntary capacity, a Board of Trustees and is supported by a small team of paid staff.

The Board of Trustees heads the Charity and includes people with a variety of skills including health service management, psychotherapy, legal, business development, and financial skills. Long term private funders and counsellors are represented within the Board. The Trustees meet as a Board once every 2 months. None of the Trustees receives payment.

The Trustees have appointed a Director, Vybra Morris, who is responsible for the day-to-day running of the Service. All paid staff and counsellors report to the Director and the Director reports to the Board of Trustees. The paid staff recruit, train, and support counsellors and manage the service including its contracts with CCGs, its premises and legal obligations as well as fundraising.

The counselling is provided by some 60 counsellors. All counsellors are supervised every two weeks by qualified clinical supervisors. CCIWBS is a member of the British Association for Counselling and Psychotherapy (BACP).

### **Our funding**

We are funded through donations from individuals and through contracts with two CCGs. Both sources of funding are essential to the continuation of the Service.

We also greatly appreciate donations from the private individuals and charitable trusts who support the Service in its valuable work. Leading the commitment are our long-time funders and supporters: Michael Palin and the Jill Franklin Trust; for more than two decades their generosity has played a very significant part in developing the Service and maintaining its financial viability.

In recent years the Charity has broadened its fundraising base, through work with other organisations, such as the Co-operative Group, which has provided funding for the development of Group counselling services to support our clients.

The dedication of the Director and her staff combined with support from the donors and counsellors remains crucial to this long-standing community service as it continues to develop to meet the needs and challenges that lie ahead.

## **Trustees' annual report**

The Board of Trustees, who are also Directors of the Charity for the purposes of the Companies Act, and Trustees for charity law purposes, submit their annual report and the financial statements of Camden, City, Islington and Westminster Bereavement Service for the year ended 31 March 2019. The Board of Trustees confirms that the annual report and financial statements of the Charity comply with current statutory requirements, including the Charity Act 2011, as well as the requirements of the Charity's governing document and the provisions of 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)', the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

The Trustees have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's objectives and activities, and when planning activities.

### **The year in review**

In the twelve months to March 2019:

- The Charity delivered approximately 6,000 counselling sessions to clients and 150 hours of group counselling, the majority of which were free of charge. All the requirements of our NHS contracts have been met. For this service we had some 60 sessional counsellors.
- Our data shows that we continue to demonstrate good outcomes, with a majority of clients moving into recovery, which means we exceed the required contract standard. Client Satisfaction questionnaires consistently give extremely positive feedback for all contracted clients and contributing clients.
- The Service is successfully managing some significant financial challenges. It has continued to diversify its offering to clients, make itself more accessible and ended the year with a small surplus, which means the Charity retains sufficient reserve funds.

### **Our NHS contracts**

This success has been built in large part on the long-term relationship that the Charity has enjoyed with Camden CCG and Islington CCG. We continue to have contracts with Camden and with Islington.

To deliver these contracts, the Service works in partnership with a range of bodies. To win the Camden contract, the Service is in a consortium with: Camden iCope, Women & Health, Age UK Camden and Nafsiyat. A similar partnership has now been developed in Islington called Accept Consortium: our partners are Nafsiyat and The Maya Centre.

The two contracts differ from each other in content. Islington funds clients for up to 12 sessions of counselling, Camden funds clients for 10 sessions of counselling. The Camden contract stipulates that all their clients be requested to take part in the national IAPTUS weekly outcome measuring programme. Performance data is collected electronically through this system.

### **Restructuring and diversifying our services to clients**

The Service has continued to evolve its services, to improve efficiency of its administration and to diversify its income. As a result, it has substantially stabilised its financial position following a decline of 20% in its revenue due to the sudden loss of the Westminster NHS contract at the end of 2016/17 alongside a reduction in the Islington contract.

In addition, CCIWBS has continued to develop its services, both to offer new ways of supporting our clients, as well as to trial and roll out more effective ways to deliver better outcomes for more clients:

- Group Bereavement Therapy has continued to enjoy excellent client feedback and has become a core part of our Service. It continues to evolve, with a new men's bereavement group being trialled.
- Loss and longer-term counselling continues outside the NHS contracts.
- The new "Pre-Bereavement" service has continued with positive feedback from clients.
- We are also working with iCope Camden to provide bereavement workshops at St Pancras Hospital.

The Service will continue to monitor these new services and review the outcomes, as well as consider other new services as a key part of its objectives for 2019/20 and beyond to ensure that it offers a range of accessible services which meet client needs.

### **The objectives of the Trustees for last year, 2018/19**

Each year, as part of the business planning process, Trustees set objectives for the year for the development of the Service. Excellent progress has been made in a range of areas, particularly in the light of the financial challenges the Service has faced and managed in recent years.

- Building on the success of the new services introduced, we will continue to develop new clinical services, particularly Group Work, reflecting on the feedback from clients.

As outlined above, we have continued to expand and evolve new clinical services in line with demand, and client feedback.

- Our people really matter to us. Recognising the value to the Service of its counsellors, we will continue to work on strategies to retain more experienced counsellors.

The Trustees agreed that prioritising the retention and development of our people - our human capital - is important to the quality and sustainability of the Service. Otherwise we will not be able to meet demand.

- Long term sustainability of the Service continues to be a focus. The Trustees have recognised the need to secure new sources of income to ensure the Service remains as accessible as possible. We will therefore recruit a Fundraiser working part time, to secure new sources of income particularly from Trusts.

A fundraising role has been designed and advertised and it is intended to complete recruitment of the role by the end of the financial year. This will provide much needed additional capability going into the next financial year, to put the Charity on a sustainable financial footing.

- The Service will also seek to continue its long-term relationship with Camden CCG and will bid to retain the Camden contract as part of the current consortium (contract expires at the end of March 2019).

The contract with Camden has been secured for another year.

- We will also work to deliver training opportunities for our counsellors, working in partnership with iCope Camden and with our own counsellors in-house.

During the year all counsellors offered training with in-house trainers. In addition one training event was held, headed by an external therapist and trainers.

### **Objectives of the Trustees for 2019/20**

The Trustees have agreed the following objectives for the current financial year:

- With the appointment of a dedicated fundraising expert, longer term funding streams will be sought out to both consolidate and develop bereavement counseling services.
- Continue to develop the Charity's relationship with both Camden and Islington CCGs improving access to talking therapies such as more group work assessing the feasibility of any proposed changes in contracts.
- Streamline the support processes necessary in the running of CCIWBS. For example, the move to process cashless transactions.
- Develop cover for staff holiday periods and any other longer-term leave, through "contract" staff. This is to reduce the inherent risks to CCIWBS in its very low number of staff.

- Develop the Trustees Group to recruit one new Trustee, maintaining the spread of skills pertinent to overseeing the running of CCIWBS.

### **Financial review**

During the current financial year the Charity achieved a surplus of £16,569 (2018: surplus of £20,728), increasing total reserves at year end to £140,834 (2018: £124,265).

All reserves held at year end, in both the current and prior year were unrestricted in nature, however over the past three years the Trustees designated an accumulated total of £6,000 to future leasehold dilapidation costs, resulting in free or general reserves at year end of £134,834 (2018: £119,265).

### **Reserves policy**

It is the intention of the Trustees to build up reserves to some twelve months of annual expenditure with the intention of enabling continuation of the Service in the event of an adverse funding decision or other unforeseen event. The period of time is determined by the time taken to reduce costs, and the significant time taken to access replacement funding. Reserves at 31 March 2019 stand at just under 10 months activity. The holding of such reserves is done in accordance with our legal obligations as Trustees and company directors to manage risk and work for the continuation of the Charity.

### **Structure, governance and management**

#### **Governing document**

Camden, City, Islington and Westminster Bereavement Service is registered under the Companies Act 2006 as a company limited by guarantee and not having a share capital.

Camden, City, Islington and Westminster Bereavement Service is a registered Charity constituted as a limited company under its Memorandum and Articles of Association. The charity registration number is 1071144 (England and Wales) and the company registration number is 03533488 (England and Wales).

#### **Recruitment and appointment of Trustees**

The Trustees are also the directors of Camden, City, Islington and Westminster Bereavement Service for the purpose of company law. CCIWBS's Articles of Association require a minimum of eight and maximum of twenty Trustees. Directors meet every three months or more often if they require, with a quorum of three Trustees, based on the current number of directors.

All directors are subject to re-election on an annual basis at the Annual General Meeting, with no maximum length of service. Only the current directors can appoint new directors.

#### **Risk management**

An organisational risk assessment was carried out by the Trustees during the year.

Given the climate of competitive tendering in which we now operate, our main risk is the loss of contracts and funds to secure

the ongoing future of the Service; this is mitigated by continued close engagement with the Commissioners during the year, negotiation of contracts which meet the needs of our client base and are affordable, as well as developing new services and sources of income. In addition, our reserves policy is intended to enable continued operation in the event of an adverse funding decision; achieving NHS Any Qualified Provider status has helped support our bids for contract renewal as well as providing a source of funding, in the current year at least, based on use. The adoption of some limited client contributions for service, has also provided a (small) ongoing source of funding, for treatment provided outside the NHS contracts.

A further risk identified is cover for paid staff and assessors in the event of illness or another unexpected event. This is an inevitable risk with such a small staff group, but a risk which Trustees continue to manage by working in partnership with the permanent staff to prioritise and, where necessary, provide cover or an additional temporary resource.

The Trustees agree to continue a review of organisational risks on an annual basis.

#### **Statement of Board of Trustees' responsibilities**

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations. Company law requires the Trustees to prepare financial statements for each financial year. Under that law they are required to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice), including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.

Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the excess of income over expenditure for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue its activities.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets

of the charitable company and to prevent and detect fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions. In addition the Trustees confirm that they are happy that content of the annual review and information in pages 3 to 7 of this document meet the requirements of both the Trustees' Annual Report under charity law and the Directors' Report under company law.

They also confirm that the financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

#### **Information provided to the independent examiner**

Each of the persons who is a Trustee at the date of approval of this report confirms that:

- so far as the Trustee is aware, there is no relevant audit information of which the company's independent examiner is unaware; and,
- the Trustee has taken all the steps he/ she ought to have taken as a Trustee in order to make himself/herself aware of any relevant information and to establish that the company's independent examiner is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of section 418 of the Companies Act 2006.

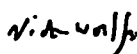
#### **Preparation of the report**

This report has been prepared taking advantage of the small companies exemption of section 415A of the Companies Act 2006.

#### **Independent examiners**

The independent examiners, Andy Nash Accounting & Consultancy Ltd, have indicated their willingness to accept re-appointment under Section 485 of the Companies Act 2006.

This report was approved and authorised for issue by the Board of Trustees on 4 June 2019 and signed on its behalf by:



Victoria Woolfson

Treasurer



## Independent examiner's report to the board of trustees of Camden, City, Islington and Westminster Bereavement Service

I report to the Trustees on my examination of the accounts of Camden, City, Islington and Westminster Bereavement Service (charity number 1071144, company number 03533488) for the year ended 31 March 2019 which are set out on pages 9 to 19.

### **Respective responsibilities of trustees and examiner**

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act'). The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ('the 2011 Act') nor under Part 16 of the 2006 Act, and that an independent examination is needed.

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and,
- to state whether particular matters have come to my attention.

This report, including my statement, has been prepared for and only for the Charity's Trustees as a body. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body for my examination work, for this report, or for the statements I have made.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with 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 any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

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

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or,
- the accounts do not accord with those records; or,
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or,
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



**Andrew Philip Nash ACA**

*Member of the Institute of Chartered Accountants in England and Wales – 2461833*

Dated: 03 September 2019

Andy Nash Accounting & Consultancy Ltd  
The Maltings  
East Tyndall Street  
Cardiff  
CF24 5EA

## Statement of financial activities

Incorporating the Income & Expenditure Account and the Statement of Recognised Gains & Losses  
For the year ended 31 March 2019

		Unrestricted funds Year ended 31 Mar 2019 £	Restricted funds Year ended 31 Mar 2019 £	Total funds Year ended 31 Mar 2019 £	Total funds Year ended 31 Mar 2018 £
	Notes				
<b>Income from:</b>					
Donations and legacies	2	66,816	-	66,816	57,593
Charitable activities	3	-	114,770	114,770	114,769
Investment activities		42	-	42	1
<b>Total income</b>		<b>66,858</b>	<b>114,770</b>	<b>181,628</b>	<b>172,363</b>
<b>Expenditure on:</b>					
Charitable activities					
Bereavement counselling services	4 & 5	50,289	114,770	165,059	151,634
<b>Total expenditure</b>		<b>50,289</b>	<b>114,770</b>	<b>165,059</b>	<b>151,634</b>
<b>Net income/(expenditure)</b>		<b>16,569</b>	<b>-</b>	<b>16,569</b>	<b>20,729</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	9 & 10	124,265	-	124,265	103,536
<b>Total funds carried forward</b>	<b>9 &amp; 10</b>	<b>140,834</b>	<b>-</b>	<b>140,834</b>	<b>124,265</b>

All income from investments was unrestricted as to use in both the current and prior year.

The notes on pages 11 to 19 form part of the financial statements.

## Balance sheet

As at 31 March 2019

	Notes	31 Mar 2019		31 Mar 2018	
		£	£	£	£
<b>Fixed assets:</b>					
Tangible assets	6		301		1,356
<b>Current assets:</b>					
Debtors & prepayments	7	37,965		43,040	
Cash at bank and in hand		110,627		83,380	
		<u>148,592</u>		<u>126,420</u>	
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	8	(8,059)		(3,511)	
<b>Net current assets/(liabilities)</b>			<u>140,533</u>		<u>122,909</u>
<b>Net assets/(liabilities)</b>			<u><u>140,834</u></u>		<u><u>124,265</u></u>
<b>The funds of the charity:</b>					
Designated funds	9 & 10	6,000		5,000	
General funds	9 & 10	134,834		119,265	
Unrestricted funds			<u>140,834</u>		<u>124,265</u>
<b>Total charity funds</b>			<u><u>140,834</u></u>		<u><u>124,265</u></u>

The notes on pages 11 to 19 form part of the financial statements.

The financial statements have been prepared in accordance with section 415A of the Companies Act 2006 relating to small companies and FRS 102 Section 1A.

The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2019, and the members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2019 under section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the accounts.

They were approved and authorised for issue by the Board of Trustees on 4 June 2019 and signed on their behalf by:

*Victoria Woolfson*

Victoria Woolfson

Treasurer

## Notes to the financial statements

### 1. Accounting policies

#### Basis of preparation of the financial statements

The financial statements have been prepared in accordance with '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)', the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The effect of any event relating to the period ended 31 March 2019, which occurred before the date of approval of the financial statements by the Board of Trustees has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 March 2019 and the results for the year ended on that date.

Under the exemption available to smaller charities the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

The functional currency of the Charity is sterling and amounts in the financial statements are rounded to the nearest pound.

#### Going concern

The financial statements have been prepared on the going concern basis as the Board of Trustees is confident that future reserves and future income is more than sufficient to meet current commitments. There are no material uncertainties that impact this assessment.

#### Legal status

Camden, City, Islington and Westminster Bereavement Service is a charitable company registered in England & Wales and meets the definition of a public benefit entity. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member. The registered address is 6 – 8 York Mews, London, NW5 2UJ.

#### Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise of unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in note 9 of the financial statements.

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors or that have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The

aim and use of each restricted fund is set out in note 9 of the financial statements.

#### Income

Income is recognised when the Charity has entitlement to the funds, any performance indicators attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.

Donations are recognised in full in the Statement of Financial Activities when entitled, receipt is probable and when the amount can be quantified with reasonable accuracy. Gift aid receivable is included when claimable.

Grant income is credited to the Statement of Financial Activities when received or receivable whichever is earlier, unless the grant relates to a future period, in which case it is deferred.

Income from charitable activities is credited to the Statement of Financial Activities when received or receivable whichever is earlier, unless it relates to a specific future period or event, in which case it is deferred.

#### Expenditure and irrecoverable VAT

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities.

Indirect costs, including governance costs, which cannot be directly attributed to activities, are allocated proportionate to total direct costs allocated to each project area, as outlined in note 4 of the financial statements.

Irrecoverable VAT is charged against the category of expenditure for which it was incurred.

#### Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their residual value, over their useful life, on a straight-line basis. The useful life used is:

Leasehold improvements	5 years
Office equipment	3 years

#### Cash at bank and in hand

Cash at bank and in hand includes cash in hand, deposits with banks and funds that are readily convertible into cash at, or close to, their carrying values, but are not held for investment purposes.

## Debtors and prepayments

Trade and other debtors are recognised at the settlement amount after any trade discount is applied. Prepayments are valued at the amount prepaid net of any trade discounts due.

## Creditors and accruals

Creditors are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party, and the amount due to settle the obligation can be measured or estimated reliably.

## Pensions

The Charity operates a defined contribution pension scheme which is administered by an external independent pension provider. Contributions are recognised in the Statement of Financial Activities as they fall due.

## Financial instruments

Basic financial instruments are measured at amortised cost other than investments which are measured at fair value.

## Critical estimates and judgements

In preparing financial statements it is necessary to make certain judgements, estimates and assumptions that affect the amounts recognised in the financial statements. The annual depreciation charge for tangible fixed assets is sensitive to changes in useful economic lives and residual values of assets. In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

## 2. Income from donations and legacies

	Unrestricted funds Year ended 31 Mar 2019 £	Restricted funds Year ended 31 Mar 2019 £	Total funds Year ended 31 Mar 2019 £
Individual donations	37,439	-	37,439
Trusts and foundations	3,000	-	3,000
Client contributions	19,782	-	19,782
Donations from use of rooms	6,595	-	6,595
	<b>66,816</b>	<b>-</b>	<b>66,816</b>

	Unrestricted funds Year ended 31 Mar 2018 £	Restricted funds Year ended 31 Mar 2018 £	Total funds Year ended 31 Mar 2018 £
Individual donations	30,916	-	30,916
Trusts and foundations	6,000	-	6,000
Client contributions	15,402	-	15,402
Donations from use of rooms	5,275	-	5,275
	<b>57,593</b>	<b>-</b>	<b>57,593</b>

**3. Income from charitable activities**

	<b>Unrestricted funds Year ended 31 Mar 2019 £</b>	<b>Restricted funds Year ended 31 Mar 2019 £</b>	<b>Total funds Year ended 31 Mar 2019 £</b>
Camden Commissioners/CCG	-	88,769	88,769
Islington Commissioners/CCG	-	26,001	26,001
	<b>-</b>	<b>114,770</b>	<b>114,770</b>

	<b>Unrestricted funds Year ended 31 Mar 2018 £</b>	<b>Restricted funds Year ended 31 Mar 2018 £</b>	<b>Total funds Year ended 31 Mar 2018 £</b>
Camden Commissioners/CCG	-	88,769	88,769
Islington Commissioners/CCG	-	26,000	26,000
	<b>-</b>	<b>114,769</b>	<b>114,769</b>

**4. Total expenditure – bereavement counselling services**

	Unrestricted funds Year ended 31 Mar 2019 £	Restricted funds Year ended 31 Mar 2019 £	Total funds Year ended 31 Mar 2019 £
Staff costs	28,436	64,898	93,334
Other staff and consultant costs	7,475	17,058	24,533
Premises costs	10,029	22,889	32,918
Other costs	4,349	9,925	14,274
	<b>50,289</b>	<b>114,770</b>	<b>165,059</b>

	Unrestricted funds Year ended 31 Mar 2018 £	Restricted funds Year ended 31 Mar 2018 £	Total funds Year ended 31 Mar 2018 £
Staff costs	21,855	68,039	89,894
Other staff and consultant costs	3,529	10,986	14,515
Premises costs	8,463	26,348	34,811
Other costs	3,018	9,396	12,414
	<b>36,865</b>	<b>114,769</b>	<b>151,634</b>

Indirect costs, including governance costs, which cannot be directly attributed to activities, are allocated proportionate to total direct costs allocated to each project area.

An analysis of staff costs can be found in note 5.

Included in other costs above are the following governance and related expenses:

	Total funds Year ended 31 Mar 2019 £	Total funds Year ended 31 Mar 2018 £
Independent examination	1,344	1,170
Depreciation	1,055	1,164
	<b>2,399</b>	<b>2,334</b>

## 5. Staff costs

	Total funds Year ended 31 Mar 2019 £	Total funds Year ended 31 Mar 2018 £
Gross salaries	90,370	86,870
Employer's NIC	2,202	2,620
Employer's pension	762	404
	<u>93,334</u>	<u>89,894</u>

The average weekly full time equivalent was 2 FTE (2018: 2 FTE).

The average headcount during the period was 11 persons (2018: 11 persons).

No employee received employee benefits of more than £60,000 (2018: NIL).

The total employee benefits paid to key management personnel during the year was £41,954 (2018: £43,975).

## 6. Tangible fixed assets

	Leasehold improvements £	Office equipment £	Total £
<b>Cost</b>			
At 1 April 2018	1,020	5,030	6,050
At 31 March 2019	<u>1,020</u>	<u>5,030</u>	<u>6,050</u>
<b>Accumulated depreciation</b>			
At 1 April 2018	515	4,179	4,694
Charge for the year	204	851	1,055
At 31 March 2019	<u>719</u>	<u>5,030</u>	<u>5,749</u>
<b>Net book value</b>			
At 1 April 2018	<u>505</u>	<u>851</u>	<u>1,356</u>
At 31 March 2019	<u>301</u>	<u>-</u>	<u>301</u>



**7. Debtors and prepayments**

	<b>Total</b>	<b>Total</b>
	<b>Year ended</b>	<b>Year ended</b>
	<b>31 Mar 2019</b>	<b>31 Mar 2018</b>
	<b>£</b>	<b>£</b>
Trade debtors	25,661	22,192
Accrued income	-	9,472
Gift aid due from HMRC	6,054	5,126
Prepayments	6,250	6,250
	<b>37,965</b>	<b>43,040</b>

**8. Creditors – amounts falling due within one year**

	<b>Total</b>	<b>Total</b>
	<b>Year ended</b>	<b>Year ended</b>
	<b>31 Mar 2019</b>	<b>31 Mar 2018</b>
	<b>£</b>	<b>£</b>
Trade creditors	79	-
Accruals	7,980	3,511
	<b>8,059</b>	<b>3,511</b>

## 9. Analysis of charity funds

	Balance brought forward Year ended 31 Mar 2019 £	Income for the period Year ended 31 Mar 2019 £	Expenditure in the period Year ended 31 Mar 2019 £	Transfers between funds Year ended 31 Mar 2019 £	Balance carried forward Year ended 31 Mar 2019 £
<b>Unrestricted funds</b>					
General fund	119,265	66,858	(50,289)	(1,000)	134,834
Designated funds - leasehold dilapidations	5,000	-	-	1,000	6,000
	<u>124,265</u>	<u>66,858</u>	<u>(50,289)</u>	<u>-</u>	<u>140,834</u>
<b>Restricted funds</b>					
Camden Commissioners/CCG	-	88,769	(88,769)	-	-
Islington Commissioners/CCG	-	26,001	(26,001)	-	-
	<u>-</u>	<u>114,770</u>	<u>(114,770)</u>	<u>-</u>	<u>-</u>
	<u>124,265</u>	<u>181,628</u>	<u>(165,059)</u>	<u>-</u>	<u>140,834</u>

### Designated funds – leasehold dilapidations

The Trustees have decided to put aside an additional £1,000 to cover any potential dilapidation costs incurred on termination of the current office lease in September 2020 (over the past few years an accumulated amount of £5,000 had been put aside). Whilst the office is maintained to a high quality, the Trustees feel it is prudent to put this amount aside.

### Restricted funds

The Charity receives funds from Camden, Islington and previously Westminster CCGs to provide bereavement counselling to residents from each relevant area. These are treated as individual restricted funds.

	Balance brought forward Year ended 31 Mar 2018 £	Income for the period Year ended 31 Mar 2018 £	Expenditure in the period Year ended 31 Mar 2018 £	Transfers between funds Year ended 31 Mar 2018 £	Balance carried forward Year ended 31 Mar 2018 £
<b>Unrestricted funds</b>					
General fund	99,536	57,594	(36,865)	(1,000)	119,265
Designated funds - leasehold dilapidations	4,000	-	-	1,000	5,000
	<u>103,536</u>	<u>57,594</u>	<u>(36,865)</u>	<u>-</u>	<u>124,265</u>
<b>Restricted funds</b>					
Camden Commissioners/CCG	-	88,769	(88,769)	-	-
Islington Commissioners/CCG	-	26,000	(26,000)	-	-
	<u>-</u>	<u>114,769</u>	<u>(114,769)</u>	<u>-</u>	<u>-</u>
	<u>103,536</u>	<u>172,363</u>	<u>(151,634)</u>	<u>-</u>	<u>124,265</u>

## 10. Analysis of net assets

	General funds	Designated funds	Restricted funds	Total funds
Year ended	Year ended	Year ended	Year ended	Year ended
31 Mar 2019	31 Mar 2019	31 Mar 2019	31 Mar 2019	31 Mar 2019
£	£	£	£	£
Fixed assets	301	-	-	301
Current assets	142,592	6,000	-	148,592
Current liabilities	(8,059)	-	-	(8,059)
	<u>134,834</u>	<u>6,000</u>	<u>-</u>	<u>140,834</u>

	General funds	Designated funds	Restricted funds	Total funds
Year ended	Year ended	Year ended	Year ended	Year ended
31 Mar 2018	31 Mar 2018	31 Mar 2018	31 Mar 2018	31 Mar 2018
£	£	£	£	£
Fixed assets	1,356	-	-	1,356
Current assets	121,420	5,000	-	126,420
Current liabilities	(3,511)	-	-	(3,511)
	<u>119,265</u>	<u>5,000</u>	<u>-</u>	<u>124,265</u>

## 11. Other financial commitments

At 31 March 2019, the Charity had annual future minimum lease payments under a non-cancellable operating lease for the office premises as set out below:

	Total Year ended 31 Mar 2019	Total Year ended 31 Mar 2018
	£	£
Within one year	12,500	25,000
Within one to five years	-	12,500
	<u>12,500</u>	<u>37,500</u>