



Registered charity number 1095554
Registered company number 4491415

Report and financial statements
For the year ended 31 December 2012

South Bucks Counselling
Directors' Report for the year ended 31st December 2012

The Directors present their report together with the accounts of the Company for the year ended 31st December 2012. The accounts comply with current statutory requirements.

Registered Charity Number 1095554 **Registered Company Number** 4491415

Registered Charity Address The Cottage behind The Hub, Easton Street, High Wycombe, Bucks, HP11 1NJ

Directors Andrew Wilton (Chairman)
Alan Watson (Treasurer and Secretary)
Emma Palmer Foster (resigned 31st December 2012)
Lynda Handcock
Owen Hughes (appointed 1st October 2012)
David Farmer (appointed 15th January 2013)
Tracey Hancock (appointed 15th January 2013)
Sue Wayne (appointed 15th January 2013)

Secretary Alan Watson

Bankers Nat West Bank plc, 33 High Street, High Wycombe, HP11 2AG

Governing Document Memorandum & Articles of Association (22nd July 2002)

Independent Examiner Norman Donkin FCIS, Chiltern House, Harvest Hill, Bourne End, Bucks. SL8 5JJ

Objectives

The charity's objectives are:

- (a) To provide a professional, confidential and affordable counselling service to persons seeking help for emotional and psychological difficulties in order to help them to cope with and work through problems and issues and to make positive changes in their life.
- (b) To offer training and development opportunities to qualified and trainee counsellors and also to provide forums for those wishing to explore an interest in counselling.

Principal Activity

The provision of a counselling service by professionally trained and supervised counsellors.

Review of Activities

During the year the Trustees have continued to follow their 2011 - 2014 business plan in order to further the aims of the Agency. The focus has been to make our services more visible and accessible to potential clients and to the wider community, whilst continuing to provide high quality and affordable counselling in the South Bucks area.

Major initiatives under this plan are:

- the introduction in July 2012 of a new website offering greater levels of searchable content and easier navigation for potential clients
- reduced time between a client initial contact and subsequent start of therapy
- client counselling sessions in the evenings and on Saturday mornings
- training courses in April and October 2012 on Counselling and Interpersonal Skills
- analysis of key Agency metrics in order to better understand our clients, our counselling process and the effectiveness of our counselling activities
- open sessions during lunchtime and evenings introducing our Agency to GPs and other interested mental healthcare professionals
- introduction of a distinguished speaker conference day

Trustees are focussing on 3 key priorities:

1. Finances - these are benefitting from several initiatives; costs are down year on year due to several cost saving efforts, we introduced our first fee increases for 5 years in March 2012, we have received London Marathon sponsorship and other donations and our training courses have not only raised awareness of the Agency but have also returned a healthy profit.
2. New client referrals - whilst total counselling sessions remain steady at around 1,100 per year new referrals are down. We are reaching out to key client providers such as GPs, Healthy Minds, Samaritans and local hospices and also plan to advertise our services more widely in the local area.
3. New premises - our 3 year premises contract expired in March 2013 and we have secured a one year extension to March 2014. We need, therefore, to plan for a possible move in 2014.

GP led Clinical Commissioning Groups took over the commissioning of healthcare services from NHS Primary Care Trusts in March 2013. Our local CCGs have opted to remain with Healthy Minds as its provider of choice and we will continue to work with GPs and Healthy Minds to offer our counselling services.

This year has seen 3 volunteer counsellors move on; we said goodbye to Margaret Bryant, who was also our counsellors' rep, Rosanna Nowers and Victoria Darby and we wish them all well as they further develop their counselling careers. We also said goodbye to trustee Emma Palmer Foster who after 5 years of much excellent work, most recently in the development of our new website, decided it was time to seek new challenges.

We have made several new appointments to the Agency and are particularly delighted to welcome Teresa Johnstone as a supervisor. Teresa is an experienced counsellor and supervisor and has been involved in training for a number of years including at the Universities of Reading and Birkbeck. Teresa is currently running our Counselling and Interpersonal Skills courses. Also very welcome are 4 new trustees, Owen Hughes, David Farmer, Tracey Hancock and Sue Wayne. They each bring a wealth of knowledge and experience which will be of great value to the Agency.

We are immensely grateful to the many corporate and private sponsors who have helped us over the past year. In particular, the development of the new website and logo has been made possible by the generous support of several organisations. Co-ordinated by fellow local charity the Clare Foundation, marketing consultants Eyes Wide Open and Strand Marketing helped South Bucks Counselling to plan, develop, design and establish the site. Strand Marketing also designed the new logo. Other supporters in 2012 include Bucks Community Foundation, Souter Trust, High Wycombe Round Table and The Handmade Cake Company.

The provision of our counselling services to those who need them would not be possible without the great efforts of all our volunteers. In particular the counsellors, who are all professionally trained, give their time freely. Others such as our receptionists, handyman and trustees also all work without payment. Also, members of staff work over and above their paid hours on a regular basis. We are indebted to them all for providing a first class service to our clients.

Reserves Policy and Risk Management

The directors consider that, in order for the company to meet its long term objectives and be in a position to undertake specific projects and take advantage of other opportunities as they arise, unrestricted reserves should be sufficient to cover one year's resources expended. This level of reserves has not been attained in the year under review but it is hoped that this will be achieved during the currency of the present business plan. Reserves are monitored on a regular basis and reviewed by the directors at least twice a year.

The major risks, to which the charity is exposed, such as a decline in the numbers of clients referred, a fall in fundraising income and changes in government policy, have been considered and systems established to mitigate those risks.

Directors' Responsibility in Relation to the Financial Statements

The law applicable to charitable companies in England and Wales requires the directors to prepare financial statements for each financial year, which give a true and fair view of the Company's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements the Directors are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for keeping accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention of fraud and other irregularities. The report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to smaller companies.

Approved by the Directors and signed on their behalf by

Andrew Wilton, Chairman.

Date: 23rd September 2013

Independent Examiner's Report to the Directors of South Bucks Counselling

I report on the accounts of the Company for the year ended 31 December 2012, which are set out on pages 5 to 8.

Respective responsibilities of directors and examiner

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

It is my responsibility to;

- Examine the accounts (under section 43(3)(a) of the 1993 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Company 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 you as directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required of an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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 to 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 enable a proper understanding of the accounts to be reached.

Norman Donkin FCIS
Chiltern House
Harvest Hill
Bourne End
Bucks SL8 5JJ

Date: 23rd September 2013

South Bucks Counselling
Statement of Financial Activities
For the year ended 31 December 2012

	Notes	Unrestricted funds £	Restricted fund £	Total funds 2012 £	Total funds 2011 £
Incoming resources					
Incoming resources from charitable activities					
		40,566		40,566	34,879
		675		675	2,080
		41,241		41,241	36,959
Incoming resources from generated funds- voluntary income - donations and grants					
		12,141		12,141	8,142
		346		346	181
		53,728	0	53,728	45,282
Total incoming resources					
Resources expended					
	3	53,734		53,734	52,246
		1,240		1,240	1,250
		355		355	250
		55,329	0	55,329	53,746
Total resources expended					
		(1,601)	0	(1,601)	(8,464)
Net incoming/ (outgoing) resources					
Total funds at 31 December 2011					
		48,964	0	48,964	57,428
Total funds at 31 December 2012					
		47,363	0	47,363	48,964

South Bucks Counselling**Balance Sheet at 31 December 2012**

	Notes	2012 £	2012 £	2011 £	2011 £
Fixed assets					
Net book value at 31 December 2012	4	0	0		0
Current assets					
Debtors	5	8,207		5,884	
Prepayments	6	588		519	
Cash at Bank and in Hand		<u>41,485</u>		<u>46,383</u>	
		<u>50,280</u>		<u>52,786</u>	
Current liabilities					
Creditors falling due within one year	7	<u>2,917</u>		<u>3,822</u>	
Net current assets			47,363		48,964
Total assets			<u>47,363</u>		<u>48,964</u>
Unrestricted Funds			47,363		48,964
Restricted Fund			<u>0</u>		<u>0</u>
			<u>47,363</u>		<u>48,964</u>

Audit exemptions

For the year ended 31 December 2012 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

The Accounts were approved by the Board of Directors and signed on its behalf on

By: A Wilton, A Watson

Date 23rd September 2013

South Bucks Counselling

Notes to the accounts

For the year ended 31 December 2012

1 Company Status

South Bucks Counselling is a company limited by guarantee and not having a share capital. The members have each undertaken to contribute such a sum as may be required, not exceeding £1, in the event of the company being wound up. South Bucks Counselling is also a registered charity (No. 1095554) and as such is exempt from all forms of direct taxation.

2 Accounting Policies

The Financial Statements have been prepared in accordance with applicable accounting standards and follow recommendations in Statement of Recommended Accounting Practice: Accounting by Charities.

(a) Accounting Period

The 2012 accounts cover the 12 months to 31 December 2012

(b) Basis of accounting

The Financial Statements are prepared under the historical cost convention.

(c) Depreciation

Depreciation of assets which comprise office equipment has been provided at 25%.

3 Resources expended-charitable activities

	Unrestricted funds	Restricted fund	Total Funds	Total Funds
	Counselling activities	Counselling activities	2012	2011
	£	£	£	£
Counsellors' costs (including travel)	8,061		8,061	5,829
Supervision and assessment	12,798		12,798	13,296
Staff costs (note 8)	16,069		16,069	13,838
Other costs (below)	16,806		16,806	19,283
	<u>53,734</u>	<u>0</u>	<u>53,734</u>	<u>52,246</u>
Other Costs				
Premises	10,263		10,263	10,304
Telephone	440		440	612
Insurance	805		805	620
Professional affiliations	711		711	1,170
Legal and professional (note 9)	0		0	3,271
Miscellaneous	4,587		4,587	3,306
	<u>16,806</u>	<u>0</u>	<u>16,806</u>	<u>19,283</u>

South Bucks Counselling**Notes to the accounts****For the year ended 31 December 2012**

	2012	2011
	£	£
4 Fixed Assets		
Office Equipment at cost		
Balance at 1 January 2012	1,651	1,651
Additions during the year	0	0
At 31 December 2012	<u>1,651</u>	<u>1,651</u>
Depreciation		
Balance at 1 January 2012	1,651	1,651
Charge during the year	0	0
At 31 December 2012	<u>1,651</u>	<u>1,651</u>
Net book value at 31 December 2012	0	0
5 Debtors		
Gift Aid- Tax Recoverable	260	2,710
Interest Receivable	0	0
Grant receivable	5,000	1,000
Other Debtors	2,947	2,174
	<u>8,207</u>	<u>5,884</u>
6 Prepayments		
Subscriptions	0	0
Insurance prepaid	588	519
	<u>588</u>	<u>519</u>
7 Creditors		
Premises	1,260	2,090
PAYE and NI	0	226
Legal and professional	250	250
Miscellaneous	1,407	1,256
	<u>2,917</u>	<u>3,822</u>
8 Staff Costs and Numbers		
Salaries and wages	16,004	13,216
Social security costs	65	622
	<u>16,069</u>	<u>13,838</u>
The average number of employees during the year		
All part time	3	3

9 Legal and professional

One trustee received £Nil (2011 £3,036) for professional services as Interim Head of Centre. The payment was made in accordance with the company's Memorandum of Association

One trustee received £104 (2011 £Nil) as re-imbusement of expenses.