



Registered charity number 1095554  
Registered company number 4491415

Report and financial statements  
For the year ended 31 December 2014

## Directors' Report for the year ended 31<sup>st</sup> December 2014

The Directors present their report together with the accounts of the Company for the year ended 31<sup>st</sup> December 2014. The accounts comply with current statutory requirements.

<b>Registered Charity Number</b>	1095554	<b>Registered Company Number</b>	4491415
<b>Registered Charity Address</b>	The Cottage behind The Hub, Easton Street, High Wycombe, Bucks, HP11 1NJ		
<b>Directors/Trustees</b>	Andrew Wilton (Chairman) Alan Watson (Treasurer and Secretary) David Farmer Tracey Hancock (Resigned 15 <sup>th</sup> April 2015) Lynda Handcock Owen Hughes Sue Wayne		
<b>Secretary</b>	Alan Watson		
<b>Bankers</b>	Nat West Bank plc, 33 High Street, High Wycombe, HP11 2AG		
<b>Governing Document</b>	Memorandum & Articles of Association (22 <sup>nd</sup> July 2002)		
<b>Independent Examiner</b>	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

The focus of the Trustees is to ensure the long term viability of the Agency whilst continuing to provide professional and affordable counselling in the South Bucks area. To this end, we are concentrating on making our services attractive, visible and accessible to the widest range of potential clients and to the local community and to secure the finances of the Agency by rebuilding our reserves.

The year to 31<sup>st</sup> December 2014 has seen a strong turnaround in our finances to a small deficit – a considerable improvement on 2013. This was due to a large increase in counselling revenue brought about by both an increase in the average counselling fee and a significant increase in the total number of counselling sessions conducted with clients. This confirms that our finances are moving in the right direction. The detailed financial results for the year are set out on pages 5 to 8 of this report.

Major initiatives which are contributing to this turnaround are;

- the continuation of an extensive fundraising programme to both local and national grant and fund awarding bodies, building on our success in 2013
- the introduction of a regular contact programme to a wide range of key individuals and groups. These include GPs, other health professionals, friends, funders and colleagues
- refurbishing our counselling premises both internally and externally to enhance the client experience
- a lively and informative blog to enhance our website
- maintaining a strong suite of courses for both professional counsellors and those with an interest in counselling. In 2014 this included our new Surviving Parenting course, our ever popular Introduction to Counselling course, several CPD seminars, a free GP seminar and a Conference Day with Dr. Laurence Spurling
- and we continue to offer our premises to other professional counsellors to help defray our rental cost.

We are continuing with a rolling programme of funding requests in order to boost our financial reserves and are immensely grateful to those bodies that have supported us over the past year.

We have expanded our range of training courses. As well as providing valuable training, these courses increase the visibility of the Agency and are also very useful revenue raising events. We are particularly delighted that Susie Orbach, the world famous author (*Fat is a Feminist Issue*), professor and psychotherapist has agreed to be our guest speaker at our Spring 2016 Conference Day.

We were sorry to lose Tracey Hancock as a Director/Trustee who resigned in April 2015 due to her heavy work commitments and were fortunate to have had her services for over 2 years. We also said farewell to Hilary Hunt, our Assistant Head of Centre, who has been with the Agency for nearly 10 years and resigned recently. Hilary has been a wonderful member of staff and trainer / mentor to so many new recruits over the years. She will be greatly missed and we wish her well in her new full time role. Nina Pike has replaced Hilary in the office and we warmly welcome her to South Bucks Counselling.

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 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 is unlikely to be attained during the currency of the present 2015 business plan, but the Directors consider that current reserves are sufficient in the medium term and have introduced various initiatives outlined in the review of activities which it is hoped will contribute to an increased level of reserves in the near future.

We have recently undertaken an operational risk assessment exercise. This was designed to identify key risks that could endanger the existence of the Agency if not effectively controlled. Operational risks are those that arise from the impact of people, processes, systems and external influences. This exercise has allowed us to recognise and manage these key risks in a structured manner.

### **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.

A J Wilton

Date: 11<sup>th</sup> June 2015

## **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 2014, 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: 18 August 2015**

**South Bucks Counselling  
Statement of Financial Activities  
For the year ended 31 December 2014**

	Notes	Total funds 2014 £	Total funds 2013 £
<b>Incoming resources</b>			
Incoming resources from charitable activities			
Counselling - voluntary counsellors		45,779	32,142
New client intake			
assesments		2,445	2,115
Total for charitable activities		<u>48,224</u>	<u>34,257</u>
Incoming resources from generated funds- voluntary income - donations and grants			
		7,560	6,001
Other incoming resources		602	192
<b>Total incoming resources</b>		<u><u>56,386</u></u>	<u><u>40,450</u></u>
<b>Resources expended</b>			
Charitable activities-counselling	3	59,669	55,288
Costs of generating voluntary income		360	446
Governance costs	9	285	747
<b>Total resources expended</b>		<u><u>60,314</u></u>	<u><u>56,481</u></u>
<b>Net incoming/ (outgoing) resources</b>		(3,928)	(16,031)
<b>Total funds at 31 December 2013</b>		<u>31,333</u>	<u>47,364</u>
<b>Total funds at 31 December 2014</b>		<u><u>27,405</u></u>	<u><u>31,333</u></u>

**South Bucks  
Counselling**

**Balance Sheet at 31 December 2014**

	Notes	2014 £	2014 £	2013 £	2013 £
<b>Fixed assets</b>					
Net book value at 31 December 2014	<b>4</b>	0	0	0	0
<b>Current assets</b>					
Debtors	<b>5</b>	3,138	4,158		
Prepayments	<b>6</b>	514	535		
Cash at Bank and in Hand		25,025	30,407		
		<u>28,677</u>	<u>35,100</u>		
<b>Current liabilities</b>					
Creditors falling due within one year	<b>7</b>	<u>1,272</u>	<u>3,767</u>		
Net current assets			27,405	31,333	
<b>Total assets</b>			<u>27,405</u>	<u>31,333</u>	
Unrestricted Funds			<u>27,405</u>	<u>31,333</u>	

**Audit exemptions**

For the year ended 31 December 2014 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 11 June 2015

By: A Wilton

R A Watson

For the year ended 31 December 2014

**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 2014 accounts cover the 12 months to 31 December 2014

(b) Basis of accounting

The Financial Statements are prepared under the historical cost convention.

(c) Depreciation

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

**3 Resources  
expended-  
charitable  
activities**

	<b>Unrestricted funds Counselling activities £</b>	<b>Total Funds 2013 £</b>
Counsellors' costs (including travel)	12,296	8,821
Supervision and assessment	14,154	11,222
Staff costs ( note 8)	17,465	18,009
Other costs ( below)	<u>15,754</u>	<u>17,236</u>
	<u>59,669</u>	<u>55,288</u>
<b>Other Costs</b>		
Premises	10,182	11,442
Bank charges	1,294	0
Telephone	665	552
Insurance	719	791
Professional affiliations	299	813
Legal and professional	0	600
Miscellaneous	<u>2,595</u>	<u>3,038</u>
	<u>15,754</u>	<u>17,236</u>

## South Bucks Counselling

### Notes to the accounts

For the year ended 31 December 2014

	2014 £	2013 £
<b>4 Fixed Assets</b>		
<b>Office Equipment at cost</b>		
Balance at 1 January 2014	1,651	1,651
Additions during the year	0	0
At 31 December 2014	<u>1,651</u>	<u>1,651</u>
<b>Depreciation</b>		
Balance at 1 January 2014	1,651	1,651
Charge during the year	0	0
At 31 December 2014	<u>1,651</u>	<u>1,651</u>
<b>Net book value at 31 December 2014</b>	0	0
<b>5 Debtors</b>		
Gift Aid- Tax Recoverable	227	181
Other Debtors	2,911	3,977
	<u>3,138</u>	<u>4,158</u>
<b>6 Prepayments</b>		
Insurance prepaid	514	535
	<u>514</u>	<u>535</u>
<b>7 Creditors</b>		
PAYE and NI	137	289
Legal and professional	250	250
Miscellaneous	885	3,228
	<u>1,272</u>	<u>3,767</u>
<b>8 Staff Costs and Numbers</b>		
Salaries and wages	17,402	17,958
Social security costs	63	51
	<u>17,465</u>	<u>18,009</u>
The average number of employees during the year		
All part time	3	3

### 9 Governance costs

One trustee received £285 (2013 £498) as re-imburement of expenses.