

Company Number 02856474

Charity Number 1026602

BERKSHIRE COUNSELLING CENTRE

A Company limited by Guarantee

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

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BERKSHIRE COUNSELLING CENTRE (BCC)

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REPORT OF MEMBERS OF THE COUNCIL – TRUSTEES ANNUAL REPORT

The Trustees (Council Members) have pleasure in presenting their Report and the Financial Statements for the year ended 31 March 2009.

Reference and administrative details

Name : Berkshire Counselling Centre

Working name : BCC

Registered charity number : 1026602

Company registration number : 02856474

Registered Office and correspondence address:

The Cornerstone
Norreys Avenue
Wokingham
Berkshire
RG40 1UE

Trustees

The present trustees and any past trustees who served during the year are as follows:

Miss C M Holland

Mr N E Butler (appointed Company Secretary 9 July 2008)

Dr M Haslam

Mrs Avril Nightingale (Chairman until 9 July 2008)

Mrs S M A Young

Mr Philip Hudson – resigned 8 October 2008

Mrs Joyce Ward (Company Secretary until 9 July 2008)

(Chairman from 9 July 2008)

Mrs Ann King

Mrs Helen Thompson

Dr Jane Doran – appointed 17 April 2008

And for avoidance of doubt a Trustee and a Director of a company are one and the same and all the above are duly registered at Companies House and with the Charity Commission.

BERKSHIRE COUNSELLING CENTRE (BCC)

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REPORT OF MEMBERS OF THE COUNCIL – TRUSTEES ANNUAL REPORT – continued

Structure, governance and management

Governing document: Memorandum and Articles of Association incorporated 23 September 1993.

Reporting Accountant:

M A Hawkins BA ACA
212 Norcot Road
Tilehurst
Reading
Berkshire
RG30 6AE

Bankers :

National Westminster Bank Plc
Wokingham Branch
5 Broad Street
Wokingham
Berkshire
RG40 1AX

Objectives and activities

Summary of the objectives of the charity

The protection and preservation of spiritual, emotional and psychological health by the provision of counselling and supportive help to those in need thereof and by the training of individuals or groups in the provision of such counselling and support help.

Principal Activities and Business Review

The Company's principal activity is the provision of counselling services, partly by voluntary counsellors, and the provision of training to students seeking to become professional counsellors. The Company is a member of both the British Association for Counselling and Psychotherapy and the Westminster Pastoral Foundation and dedicated to helping those suffering from mental health problems such as depression, low self-esteem and anxiety based conditions.

Trustees Report

The directors who are also charity Trustees for the purposes of the Charities Act 1993 have pleasure in presenting their annual report and financial statements in compliance with both the act and Companies Act 1985.

Berkshire Counselling Centre (BCC) provides an important service to the community both in offering one to one counselling sessions and training opportunities to develop and add to counsellors' skills.

The Statement of Financial Activities on page 8 show a surplus of £8,576 which the Trustees consider to be better than last year thanks to Donations and Training Events and will add to the reserves; to continue to offer affordable counselling and contribute to a future accommodation fund requirement (see Cornerstone Agreement page 10).

The Balance Sheet does not reflect the many hours of work given on a voluntary basis by many counsellors but is gratefully acknowledged by the Trustees.

BERKSHIRE COUNSELLING CENTRE (BCC)

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REPORT OF MEMBERS OF THE COUNCIL – TRUSTEES ANNUAL REPORT – continued

Trustees Report - continued

The Trustees have tried to be aware of the major risks which the Counselling Centre faces. The biggest unknown is the effect of the downturn in the Country's economy which may have an adverse effect on BCC. It may be that clients will find it more difficult to contribute to the costs of their counselling; this could make more demands on the bursary scheme. It is also difficult to predict how the number of clients seeking counselling might change. Both of these concerns may well have an effect on the financial position of the organisation and will continue to be of concern for at least the coming year.

The Trustees are pleased to note that the counselling service has grown during the year but are aware that there will come a time when the counselling rooms available at The Cornerstone are fully used and it will be necessary to look for additional space elsewhere.

The Chief Executive is responsible for the day to day management of BCC's affairs and for implementing policies agreed by the Board of Trustees. In this he is ably supported by the head of counselling, head of training and the administration team. The Trustees wish to record their thanks to these people as well as the team of supervisors and counsellors. All these contribute to delivering a high quality and well regarded service.

The day to day work of BCC is reviewed in the following paragraphs:

Chief Executive's Statement

It is always nice to write the Chief Executive's statement when we have reported a surplus for the year. However, to borrow a phrase from football journalism, this year was a year of two halves.

These twelve months have thrown up a number of issues for the management, staff and volunteers to deal with. April 2008 began with an optimistic view of our efforts. Our training division was experiencing strong demand for our training days. Our CBT course was proving particularly popular with counsellors seeking further development of their skills in this geographical area. Our balance between low cost and full fee paying clients was proving steady and fund raising was up.

Late summer and autumn brought some unsettling times as the economic climate changed. We began to experience an increased demand for low cost counselling without a noticeable increase in full fee clients. This challenge was met by rolling out our bursary scheme, which allowed us to counsel people in financial hardship at a nominal charge to them without losing the integrity of our normal fee structure. We also recruited seven new counsellors to fill traditionally quiet daytime slots. We achieved this without much financial cost to the charity thereby availing of economies of scale. Demand for our training courses remained strong and we continued to fund raise for our bursary scheme through half marathons and a successful raffle at the Wokingham Winter Carnival. This was a good fun event and helped bring the face of counselling to the community.

During this period we provided approximately 3000 sessions to people in the community. Approximately 70% of our clients come from a five mile radius of Wokingham Town centre, 20% travel from Woodley and Earley and the remainder from further afield.

The impact to the IAPT thus far has been minimal; however the service is not yet fully operational in this area. We continue to monitor any changes with a view to providing any ancillary assistance to the service when it becomes operational.

Changes to the registration of counsellors and methods of working are under review through the HPC (Healthcare Professionals Council) and could impact on how we operate as a service. Further information will be available over the coming financial year and we are represented at the table through our membership of WPF Therapy.

Finally, I would like to thank our growing band of dedicated volunteers for their herculean efforts over this past year, without their commitment and belief in the counselling process many people would not have had access to help or the possibility for a brighter future. Thank you all.

Declan Farrell
CEO

Declaration

The directors' report and financial statements have been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies

Approved by the trustees on 7 October 2009 and signed on their behalf

Nigel Butler – Company Secretary

BERKSHIRE COUNSELLING CENTRE (BCC)

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COUNCIL MEMBERS' (TRUSTEES) RESPONSIBILITIES

Statement of Trustees (Council Members') Responsibilities

Company law requires the Council Members (the Directors, who are also the charity Trustees), to prepare accounts for each financial year which give a true and fair view of the company's state of affairs at the end of the year and of its excess of income for that period.

In preparing the accounts the trustees are expected to:

- select suitable accounting policies and apply them consistently, making judgements and estimates that are reasonable and prudent;
- follow the recommendations of the Charity Commission and of the accounting profession with regard to form and content of the accounts, or to disclose and explain any departures therefrom; and
- prepare the accounts on the going concern basis unless it is inappropriate to assume that the charity will be able to continue to meet its objectives.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities. The Trustees are responsible for ensuring that the Trustees' Report and other information included in the Annual Report is prepared in accordance with relevant company law in the United Kingdom.

In determining how amounts are presented within the Statements of Financial Activities and Balance Sheet, the trustees have had regard to the substance of the reported transactions or arrangements, in accordance with generally accepted accounting principles or practice.

BERKSHIRE COUNSELLING CENTRE

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ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF BERKSHIRE COUNSELLING CENTRE

Report to the Trustees (who are also the Directors) of Berkshire Counselling Centre (BCC), on the accounts for the year ended 31 March 2009 as set out on pages 8 to 10.

Respective responsibilities of directors / trustees and reporting accountant

As described on page 6 and 9 the company's directors (the trustees) are responsible for the preparation of the accounts, and they consider that that the company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

Basis of opinion

My work was carried out in accordance with the Statement of Standards for Reporting Accountants, and so my procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the offices of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in my opinion.

Opinion

In my opinion:

- (a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
 - (ii) the company satisfies the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

Mark A. Hawkins B.A. A.C.A.

Reporting Accountant

212 Norcot Road
Tilehurst
Reading
Berkshire RG30 6AE

Date: 7 October 2009

BERKSHIRE COUNSELLING CENTRE (BCC)
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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2009

	2009		2008	
	£	£	£	£
Incoming Resources				
Counselling Fees	51,919		55,426	
Counselling Contracts	11,635		10,735	
Training Fees	40,367		18,311	
Bank Interest	329		247	
Donations	5,078		1,480	
Total Incoming Resources		<u>109,328</u>		<u>86,199</u>
Resources Expended				
Counselling & Training Direct Costs				
Staff Costs	42,325		41,263	
Accommodation	2,738		2,769	
Training/Supervision	23,695		14,294	
Travel	<u>3,144</u>		<u>1,423</u>	
	<u>71,902</u>		<u>59,749</u>	
Indirect Costs				
General Management	7,632		7,410	
Support Contracts	895		294	
Professional Membership Costs	1,354		252	
Insurance & Data Protection	645		626	
Admin Personnel	10,246		10,184	
General Office Costs	4,036		3,224	
Equipment	-		440	
Sundry Costs	<u>1,022</u>		<u>585</u>	
	<u>25,830</u>		<u>23,015</u>	
Other Costs				
Employers NIC	2,289		2,174	
Marketing	731		740	
Bank Charges	-		<u>20</u>	
	<u>3,020</u>		<u>2,934</u>	
Total Resources Expended		<u>100,752</u>		<u>85,698</u>
Net Incoming Resources		<u>8,576</u>		<u>501</u>

BERKSHIRE COUNSELLING CENTRE (BCC)
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BALANCE SHEET AS AT 31 MARCH 2009

	2009		2008	
	£	£	£	£
Current Assets				
Bank Balance		38,302		27,197
Current Liabilities				
Creditors		<u>12,477</u>		<u>9,948</u>
Net Current Assets		<u>25,825</u>		<u>17,249</u>
 Unrestricted Funds				
At beginning of year	17,249		16,748	
Opening Balance	-		-	
Adjustment				
Surplus for year	<u>8,576</u>		<u>501</u>	
At end of year		<u>25,825</u>		<u>17,249</u>

The accounts have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

For the year ended 31 March 2009 the company was entitled to exemption under section 249A(1) of the Companies Act 1985. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249B(2). The directors acknowledge their responsibility for:

- i) Ensuring the company keeps accounting records which comply with section 221; and
- ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its profit and loss for the financial year in accordance with section 226, and which comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

Signed on behalf of the Board on the 7 October 2009

Trustee / Director

Trustee / Director

BERKSHIRE COUNSELLING CENTRE (BCC)

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NOTES FORMING PART OF THE ACCOUNTS 31 MARCH 2009

Accounting Policies

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005), the Companies Act 1985 and the Financial Reporting Standard for Smaller Entities (effective January 2005).

Basis of accounting

The basis of the accounts is receipts and payments, modified to an accruals basis with allowance being made for material adjustments at the year end; for instance large items of expenditure due for the year being paid after the year end or of income due for the next year being received before the year end. An exact matching of all income and expenditure to the accounting year has not been done for minor amounts.

Fixed Assets

All purchases are written off at source.

Cornerstone Agreement

On 10 May 2004 the Members decided to enter into an Agreement with All Saints Church, Wokingham that records the fact that BCC hold certain nominated parts of the building known as 'The Cornerstone', on trust for BCC's use for a 10 year period. BCC took up residence in September 2004 and in the years 2005/6 and 2006/7 contributed further to the fabric of the building.