

Network Counselling and Training Limited

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2020

A COMPANY LIMITED BY GUARANTEE NUMBER 01951370

CHARITY NUMBER 292801

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NETWORK COUNSELLING AND TRAINING LIMITED
TRUSTEES ANNUAL REPORT - YEAR ENDED 31 JULY 2020

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NETWORK COUNSELLING AND TRAINING LIMITED

TRUSTEES ANNUAL REPORT - YEAR ENDED 31 JULY 2020

Status

The company is a registered charity and limited by guarantee. The working name it uses is Network Counselling and Training.

Trustees

Eileen Cahill (Chair)
Phillip Corbin (Treasurer)
Vicky Elliott
Stephen Lyne
Gita Samuelsson – resigned 1 January 2020

Company Secretary

Nick Ruff – resigned 12 December 2019
Rita Smith – appointed 12 December 2019

Registered office

Elm Park
Filton
Bristol BS34 7PS

Independent Examiner

Neil M Kingston FCA
Burton Sweet Chartered Accountants
The Clock Tower, 5 Farleigh Court,
Old Weston Road,
Flax Bourton, Bristol BS48 1UR

Bankers

HSBC Bank plc
11 Canford Lane
Westbury-on-Trym
Bristol BS9 3DE

CAF Bank plc
PO Box 289
West Malling
Kent ME19 4TA

Bank of Scotland
PO Box 208
21 Prince Street
Bristol BS99 7JG

Solicitors

Capstone Solicitors
62 Gloucester Road
Bristol BS8 4AN

NETWORK COUNSELLING AND TRAINING LIMITED

REPORT OF THE BOARD OF TRUSTEES

The Board of Trustees of Network Counselling and Training Limited report and financial statements for the year ended 31 July 2020.

Preamble: Statement of Responsibilities

The Trustees (who are also Directors of Network Counselling and Training Limited) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare a financial statement for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under Company law the Trustees must not approve the financial statements unless surplus or deficit of the Company for that period. In preparing these financial statements, the Directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and accounting 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;
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and to disclose with reasonable accuracy at any time the financial position of the Company and to enable it to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

About Network – Its Constitution

Network is constituted as a company limited by guarantee (Company No. 01951370) and governed by its Memorandum and Articles of Association dated 16th July 2008.

It was registered with the Charity Commission on 11 November 1985 (Charity No. 292801).

Network's purpose is to promote physical, mental, emotional and spiritual health and well-being in the context of a Christian ethos by:

- providing professional counselling services on an affordable basis
- providing a range of educational and training opportunities in counselling and related areas
- providing other opportunities for personal, psychological and spiritual development.

NETWORK COUNSELLING AND TRAINING LIMITED

About Network – How it Works

Network provides affordable counselling and training in counselling and listening skills.

This is made possible by the effective management of running costs, income from training and room hire, support from volunteered services, charitable monetary gifts and other fundraising efforts.

Our counselling model is based upon volunteer counsellors typically offering 3 sessions of counselling a week, at the charity's building in Elm Park, Filton, Bristol, and at St Luke's Church in Bath. Volunteer counsellors receive free supervision, professional indemnity insurance and travel costs, and also discounted CPD training.

Network is a nationally accredited counselling and listening skills training course provider. Courses include CPD for the counselling and allied professions, introductory courses for listening skills and person centred counselling, an Advanced Certificate in Counselling, and a British Association for Counselling and Psychotherapy (BACP) accredited Diploma Course in Counselling. Other voluntary and pro bono work supplements the efforts of the salaried staff, all of whom are part-time.

Members of the Board of Trustees

The members named below have held office from 1 August 2019 to the date of this report unless otherwise stated:

Eileen Cahill (Chair)	Elected December 2012,
Phillip Corbin (Treasurer)	Elected April 2009
Vicky Elliott	Co-opted June 2013, Elected February 2014
Gita Samuelsson	Resigned January 2020
Stephen Lyne	Elected November 2018

Staffing matters

During the year, the General Manager position was retitled Chief Executive. Responsibilities and remuneration remain unchanged, and the Trustees consider that the title better facilitates the jobholder's contact with external organisations.

Andrew Dale, having been with Network for four years as Counselling Co-ordinator was appointed to the Head of Counselling post in October 2019. He takes responsibility for the running of Network's counselling service, and joins the Management Team in the day to day running of the whole organisation and in the upholding of Network's Christian ethos.

Receptionist Stephanie Watkins resigned with much sadness as she moved away, and was replaced by Jackie Bishop.

At the beginning of the Covid-19 crisis three of the four receptionists were placed on the Government's Job Retention Scheme, or 'furlough', as the building closed and we stopped having the volume and type of face-to-face work performed by these roles. In June one of the three furloughed Receptionists was recalled. On July 31st two Receptionists remained on furlough.

Overall 14 staff were employed, all on a part-time basis. They amounted to a full-time equivalent staffing of 4.3 people.

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Achievements and Performance

During the year Network approved its 2019 – 2023 four year strategy aimed at delivering its charitable purpose and objectives within a Christian ethos. Network's Christian Ethos is rooted in faith in a personal God, recognising that this may differ for each person. We hold to the power of redemptive love, of grace and new beginnings. We seek to live out a belief in the fundamental worth of all people by welcoming and working with people from all walks of life, of any faith and none. The main activities undertaken during the year to deliver the strategy include the following:

- **Proactively recruiting and working to retain volunteer counsellors.**

This year we have advertised for qualified counsellors, bringing in three new counsellors to the team. We have also had nine Network Diploma students and four student or nearly-qualified counsellors from external training organisations join us on placement. Total numbers have varied in number from 50 in September 2019 with the influx of Network's Diploma students on placement, to 32 in July 2020. Numbers fluctuate throughout any year, but this year saw us go from 42 counsellors in March, to 31 in April, and it has stayed in the low thirties since. The Covid lockdown greatly accelerated counsellor attrition.

The reasons for counsellors moving on were a mixture of prioritising other work and/or family commitments and/or reducing their commitments, and seeking paid opportunities elsewhere. In addition, two counsellors moved away from the area and one retired from work altogether. Some counsellors are currently choosing not to work online during the current restrictions on movement.

We have welcomed new counsellors who value the diversity of clients we are able to provide. For students other placement opportunities may be specific clients such as drug or alcohol service, and private practice also draws a narrower range of clients. Other counsellors have come with an interest in working within our Christian ethos. Others enjoy working in purpose built counselling rooms.

The work volunteer counsellors do with their clients is at the heart of Network's mission, and we are indebted to their generosity and commitment to helping those who come to us in need.

- **Offering affordable counselling to residents in the local community in Filton, Patchway, Southmead and Lockleaze, as well as clients on low incomes from across Bristol.**
61% of our clients since January 2020 (when relevant recording was introduced) were from low income backgrounds. We were able to promote our counselling services to 200 vulnerable local households with limited digital access to information and support, as part of FACE (Foundation for Active Community Engagement) Filton's Covid-19 Wellbeing boxes.
- **Developing our first youth counselling qualification.**
The Introduction to Counselling Children and Young People, Stage 1 course was being advertised to begin in the Summer term. A positive level of interest was unfortunately unable to be taken up as the Training team dealt with the immediate impacts of Covid-19.
- **Improving our core systems and processes.**
Work began on improving our systems and planning to implement a database. The Covid-19 crisis accelerated changes already underway, and in April the team rose to the challenge of

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adapting, streamlining and digitising our existing systems in a very short space of time, enabling counselling, training and the wider team to remain functional and data protection compliant whilst working remotely. Work has continued to consolidate and build upon this progress.

- In response to the Covid-19 crisis and the impact this had on counselling enquiries and take up for the first couple of months, Network launched an emotional wellbeing needs survey. The survey asked how able people were to deal with emotional issues, what kind of support would best meet their needs during lockdown, and how people felt about accessing counselling remotely. The findings were published on our website in July and continue to feed into our planning for the year 2020/21.
- Network continues to work hard to develop and maintain quality counselling and training services. The impact of Covid-19 on income is expanded upon in the Financial Review. During the year the charity has received funding from:
 - The Heart of the Community Fund at St Michael's Church, Stoke Bishop
 - Zion United Church
 - Redland Quaker Meeting
 - Westbury Baptist Church
 - Stapleton Parochial Church
 - Philanthropic Trusts and Foundations
 - Our individual supporters who responded with extraordinary generosity during the Covid-19 Crisis Appeal during April to May, giving of what they have to enable Network to continue to provide services to people in deep distress.

The main areas of charitable activity are the provision of individual counselling and quality, accredited professional counselling training.

Counselling

Network offers affordable counselling by qualified counsellors and by counsellors who are in training at Diploma level or above. Our counselling service is based on a Person Centred approach, though we do have counsellors who use other therapeutic approaches. Counselling at Network works with the whole person, physical, emotional and spiritual. Christian counsellors are able to work with clients in a way that specifically incorporates their beliefs, should they wish, and all counsellors are comfortable working with spirituality of any form, or none, as directed by the client.

As a result of the Covid-19 restrictions on movement, our counselling service has moved almost entirely to online or telephone working. Volunteer counsellors received training in counselling online or by phone during the early part of the lockdown period, and whilst some clients and counsellors chose to pause their work initially, by July slightly more counselling sessions were taking place than the comparable period in the previous year.

Clients are able to access up to 40 sessions, with clients receiving an average of 15 sessions. On the rare occasions when it is therapeutically indicated, clients can receive more than 40 sessions. A total number of 405 clients received initial assessments or weekly counselling during the year, with a total of 3188 sessions provided. This is 9% less than the target number for the year, impacted by a significant slowdown during the early part of the Covid-19 crisis as people prioritised adjusting to lockdown. It still represents a 10% increase on the previous year 2018-19. In November we introduced the Network Outcome Scale, a quantitative measure of clients' report of their well-being at the beginning and the end of counselling, this is in addition to the qualitative

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evaluation. It is too early to produce meaningful results from the Outcome Scale. We received 49 completed qualitative feedback forms during the year, of which 73% rated the overall experience of Network as 'excellent' and the remaining 27% as 'very good' with no self-reported dissatisfied clients. 53% of these clients self-reported 'a great deal of change for the better' as a result of their counselling and 43% self-reported 'some change for the better', accounting for 96% of responses. 2% self-reported 'no change' and 2% did not complete this section.

Finally, here are a couple of quotes from clients' evaluation forms received during the past six months:

"I was so grateful for a space to reflect, process and grow without the rush or pressure of limited sessions. I'm in a much healthier and more stable place and better equipped to deal with struggles and problems. [Network] was both very professional and welcoming - completely different than the NHS services which could often feel clinical."

"I am really grateful to Network ... I felt like I didn't deserve the help that I was seeking, but I'm really glad that I came and spoke through these issues with my counsellor. The staff were so warm and welcoming, creating a safe space within Bristol that I had been looking for for three years, and making me feel more comfortable as myself and here. Counselling has really helped me to see differently and I would hugely recommend Network to anyone in need."

Training

Network offers training in listening and counselling skills from introductory level to Advanced Diploma and beyond.

During the year 31 students joined our two introductory courses, Being There and A Way of Being, developing listening and introductory counselling skills for use in their communities, faith groups and in caring roles. Our new, third introductory course On Becoming A Person was due to run in the Summer term but was not able to take place because of the Covid-19 situation.

We made online booking and payment of our CPD events available, resulting in improved numbers for the CPD courses. 58 qualified counsellors joined us during the year to improve their skills in "Mental Illness Diagnosis", "Childhood Complexities into Adulthood" and "Meaning Matters". Sadly, due to Covid-19 our final 2 CPD events were cancelled.

Our Advanced Certificate and Advanced Diploma Tutors and students adapted rapidly and with great flexibility to the rapid move online necessitated by the Covid-19 lockdown. The Training team handled the move with professionalism and care, and after some inevitable disruption, learning has been able to progress and to reflect the new ways of working facing the Advanced Diploma students upon their qualification to practice. Throughout, the Training team have remained up to date with the requirements of the Professional bodies, the National Counselling Society (NCS) who offer Quality Assurance for our Advanced Certificate and the British Association for Counselling and Psychotherapy (BACP), who accredit our Advanced Diploma course.

Our courses and teaching is of an excellent quality, often reflected in student feedback:

"I feel very fortunate to have studied this course. It took me from wanting to be a counsellor to believing that I can be one."

"I will carry what I learnt with you throughout my counselling life."

"I am so pleased I decided to study for the counselling diploma at Network. The care, support and academic teaching have been consistently excellent!"

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We were able to support external organisations with training during the earlier part of the year. We delivered a Bereavement workshop with staff from the North Bristol Advice Centre, to support them in their work with their clients, and we ran a series of Managing Anxiety workshops for the clients of Southern Brooks in Patchway.

The organisation continues to adhere to the ethical guidelines and standards set by the BACP, of which it is a member.

The Trustees have had due regard to the public benefit guidance published by the Charity Commission in deciding what activities Network should undertake, and are satisfied that the Company's objectives and practice continue to satisfy the public benefit test.

Financial review

The 2019/20 financial year was one of challenge and, unexpectedly, also optimism. Prior to the Covid-19 crisis and at the mid-point of our financial year, the finances were positive and in line with business plans and expectations as a result of successful fundraising, strong training income, healthy client contributions and initial capital repayments made against one of the short term loans.

During the initial months of the Covid-19 crisis income was severely affected, whilst costs remained fixed. An urgent appeal for funds was launched, with forecasts stating that we needed to raise £50,000 by mid-May to enable the charity to avoid closure. The response to the appeal reflected the commitment and value which Network's supporters have for the charity's work. The appeal raised a truly remarkable £59,171, most of which was given by individuals. On behalf of clients and students, the Trustees are deeply grateful for this support.

During the same period, a twelve month capital repayment holiday was accepted from Triodos Bank, and the two other loan providers generously agreed to extend terms of their loans and accept a repayment holiday for the remainder of 2019/20 and for the following financial year. Deposits from full cohorts of Diploma and Certificate students, client contributions that have recovered to levels slightly higher than expected, support from Trust funders and a grant from the Government's emergency funding for charities has meant that the year closes in a positive financial position.

Results and State of Company Affairs

The state of the Company's affairs is shown in the financial statements and notes.

Plans for 2020/21

Network strategy 2019-23

Much changed during the year 2019/20, and 2020/21 promises uncertainty and further change, bringing both challenge and opportunity. Core work planned for the year is:

- Supporting and recruiting volunteer counsellors, including where appropriate counsellors in training with other educational establishments
- A feasibility review and detailed planning in support of the aim to roll out an annual Diploma course, (it is currently run every two years), beginning in the academic year 2021/22
- Delivery of Stage 1 qualification in Counselling Children and Young People
- Working with the local secular and Christian communities in Bristol to ensure our services are well known, used and supported

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- Continued improvement of our core systems and processes, including communications
- Managing resources carefully to support the delivery of strategic and charitable objectives, in the context of shifting and unpredictable social, financial and mental health landscapes.

A strategic review is planned in the early part of the year to consider the various impacts of the Covid-19 situation, and whether the charity's medium term strategic aims need to change as a result.

Risk Management

The Trustees met regularly throughout the Covid crisis and received regular financial and operational reports to inform their risk assessments and mitigating actions. They continue to review the major risks to which the charity is exposed, and measures are in place to mitigate these risks.

Reserves Policy

The Board of Trustees' approved reserve policy follows new guidance published by the Charity Commission in January 2016. The policy is reviewed annually.

As at 31 July 2020, the unrestricted cash reserves were £100,247 which is well above the current policy of £30,000. This is regarded as a temporary situation as the result of an emergency fundraising appeal that exceeded expectations, and a significant reduction in outgoing loan repayments. The Trustees note that financial forecasts for the coming year 2020/21 show a stable outlook, but the unusual circumstances creating the current surplus reserves will not be repeated. The Trustees plan to prioritise repayment of loans during the coming year, whilst maintaining a level of cash reserves slightly higher than policy, given the uncertain climate likely to characterise the year 2020/21.

DECLARATION

The annual report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and was approved by the Board of Trustees on

25th November 2020.

Signed on its behalf by:



Eileen Cahill, Chair of Trustees

NETWORK COUNSELLING AND TRAINING LIMITED

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES

YEAR ENDED 31 JULY 2020

Independent examiner's report to the trustees of Network Counselling and Training Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

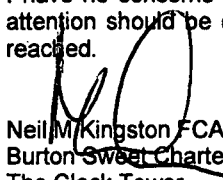
Independent examiner's statement

Since the Company'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 matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. 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
4. 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.


Neil M Kingston FCA
Burton Sweet Chartered Accountants
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Date: 25.11.2020

NETWORK COUNSELLING AND TRAINING LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)

YEAR ENDED 31 JULY 2020

	Note	Unrestricted General £	Designated £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Income from:						
Donations and legacies	2	157,108	-	30,739	187,847	100,588
Other trading activities	3	12,858	-	-	12,858	16,714
Investment income		-	-	-	-	40
Charitable activities	4	105,763	-	-	105,763	120,111
Total income		<u>275,729</u>	<u>-</u>	<u>30,739</u>	<u>306,468</u>	<u>237,453</u>
Expenditure on:						
Raising funds	5	3,405	-	250.00	3,655	4,417
Charitable activities	6,7	219,640	-	18,495	238,135	236,158
Total expenditure		<u>223,045</u>	<u>-</u>	<u>18,745</u>	<u>241,790</u>	<u>240,575</u>
Net income/(expenditure)		52,684	-	11,994	64,678	(3,122)
Transfers between funds	19	454,549	(454,549)	-	-	-
Total funds at 1 August 2019		3,770	454,549	39,383	497,702	500,824
Total funds at 31 July 2020	19	<u>511,003</u>	<u>-</u>	<u>51,377</u>	<u>562,380</u>	<u>497,702</u>

The charity has no recognised gains or losses other than the results for the year as set out above

All of the activities of the charity are classed as continuing

Prior year fund comparatives are shown in note 14

The notes on pages 13 to 24 form part of these financial statements

NETWORK COUNSELLING AND TRAINING LIMITED

BALANCE SHEET

AS AT 31 JULY 2020

Company No. 01951370

	Note	2020 £	2019 £
Fixed Assets			
Tangible assets	15	928,912	949,695
Current Assets			
Debtors	16	1,667	3,343
Cash at bank and in hand		100,247	20,808
		<u>101,914</u>	<u>24,151</u>
Creditors : Amounts falling due within one year	17	<u>(104,687)</u>	<u>(92,385)</u>
Current Assets Less Current Liabilities		(2,773)	(68,234)
Creditors : Amounts falling due after more than one year	18	(363,759)	(383,759)
Net assets		<u>562,380</u>	<u>497,702</u>
Funds			
Unrestricted funds	19	511,003	3,770
Designated funds	19	-	454,549
Restricted funds	19	51,377	39,383
		<u>562,380</u>	<u>497,702</u>

For the year in question, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities;

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved by the trustees on 25th Nov. 2020 and are signed on their behalf by:


Eileen Cahill
Chair of Trustees

The notes on pages 13 to 24 form part of these financial statements

NETWORK COUNSELLING AND TRAINING LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

1 Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard 102, the Companies Act 2006, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities (FRS 102).

The charity is a public benefit entity as defined under FRS102.

The trustees consider that there are no material uncertainties affecting the ability of the charity to continue as a going concern, despite the impact of Covid-19, and therefore the financial statements are prepared on the going concern basis. Please see going concern comments in the Financial Review section of the Trustee's Report for more details of this justification.

- b) All income is included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.
- c) Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of donation.
- d) Legacies are recognised when the charity is legally entitled to the legacy and the amount can be quantified with reasonable accuracy. Entitlement is regarded as the earlier of the charity being notified of an impending distribution or the legacy being received.
- e) Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.
- f) Raising funds costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.
- f) Expenditure on tangible assets is capitalised if the cost of any item exceeds £1,000.
- g) Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:
- | | |
|---------------------|-------------------|
| Freehold Property | 2% straight |
| Leasehold Property | 123 years |
| Plant & Machinery | 4% straight line |
| Fixtures & fittings | 25% straight line |
- h) Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds, unless designated by the Trustees.
- i) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.
- j) The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

NETWORK COUNSELLING AND TRAINING LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

2 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Counselling client donations	53,648	-	53,648
Charitable donations and grants	103,315	30,739	134,054
Subscriptions	145	-	145
	<u>157,108</u>	<u>30,739</u>	<u>187,847</u>

Prior year comparative

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Counselling client donations	53,108	-	53,108
Charitable donations and grants	47,235	-	47,235
Subscriptions	245	-	245
	<u>100,588</u>	<u>-</u>	<u>100,588</u>

3 Other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Room hire	11,861	-	11,861	15,461
Fundraising events and activities	997	-	997	1,253
	<u>12,858</u>	<u>-</u>	<u>12,858</u>	<u>16,714</u>

All income from other trading activities in 2019 was unrestricted.

4 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Training	105,763	-	105,763	120,111
	<u>105,763</u>	<u>-</u>	<u>105,763</u>	<u>120,111</u>

All income from charitable activities in 2019 was unrestricted.

NETWORK COUNSELLING AND TRAINING LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

5 Expenditure on raising funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Fundraising costs	3,405	250	3,655
	<u>3,405</u>	<u>250</u>	<u>3,655</u>

Prior year comparative

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Fundraising costs	4,417	-	4,417
	<u>4,417</u>	<u>-</u>	<u>4,417</u>

6 Charitable activities expenditure by fund

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Counselling	121,796	13,878	135,674
Training	97,844	4,617	102,461
	<u>219,640</u>	<u>18,495</u>	<u>238,135</u>

Prior year comparative

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Counselling	136,391	1,544	137,935
Training	97,562	661	98,223
	<u>233,953</u>	<u>2,205</u>	<u>236,158</u>

NETWORK COUNSELLING AND TRAINING LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

7 Charitable activities expenditure by type

	Activities undertaken directly (see note 8) £	Support costs (see note 9) £	Total Funds 2020 £
Counselling	38,589	97,085	135,674
Training	60,860	41,601	102,461
	<u>99,449</u>	<u>138,686</u>	<u>238,135</u>

Prior year comparative

	Activities undertaken directly (see note 8) £	Support costs (see note 9) £	Total Funds 2019 £
Counselling	43,056	94,879	137,935
Training	66,675	31,548	98,223
	<u>109,731</u>	<u>126,427</u>	<u>236,158</u>

8 Direct costs

	Counselling £	Training £	Total Funds 2020 £
Premises costs	125	-	125
Training courses and CPD costs	-	9,431	9,431
Sundry counselling costs	1,731	-	1,731
Counsellor supervision	18,564	-	18,564
Wages and salaries	18,169	51,429	69,598
	<u>38,589</u>	<u>60,860</u>	<u>99,449</u>

NETWORK COUNSELLING AND TRAINING LIMITED

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YEAR ENDED 31 JULY 2020

8 Direct costs (continued...)

Prior year comparative

	Counselling	Training	Total Funds
	£	£	2019
			£
Premises costs	175		175
Training courses and CPD costs	-	6,419	6,419
Sundry counselling costs	940	-	940
Counsellor supervision	21,288	-	21,288
Wages and salaries	20,653	60,256	80,909
	<u>43,056</u>	<u>66,675</u>	<u>109,731</u>

9 Support costs

	Counselling	Training	Total Funds
	£	£	2020
			£
Rent and rates	6,979	2,990	9,969
Repairs and maintenance	1,657	710	2,367
Cleaning	2,635	1,129	3,764
Utilities	3,662	1,570	5,232
Printing, postage & stationery	1,233	530	1,763
Telephone	542	232	774
Insurance	1,848	792	2,640
Legal & professional fees	1,134	486	1,620
Sundry support costs	1,419	603	2,022
Household costs	209	89	298
IT	3,481	1,492	4,973
Wages & salaries	44,325	18,995	63,320
Other staff costs	248	106	354
Depreciation	14,548	6,235	20,783
Governance costs (note 10)	1,438	616	2,054
Loan interest	11,727	5,026	16,753
	<u>97,085</u>	<u>41,601</u>	<u>138,686</u>

NETWORK COUNSELLING AND TRAINING LIMITED

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YEAR ENDED 31 JULY 2020

9 Support costs (continued...)

Prior year comparative

	Counselling	Training	Total Funds
	£	£	2019
			£
Rent and rates	1,562	669	2,231
Repairs and maintenance	2,237	959	3,196
Cleaning	2,628	1,126	3,754
Utilities	3,726	1,597	5,323
Printing, postage & stationery	2,272	974	3,246
Telephone	526	226	752
Insurance	2,241	961	3,202
Sundry support costs	1,195	511	1,706
Household costs	402	173	576
IT	3,218	1,378	4,596
Wages & salaries	37,420	16,037	53,457
Other staff costs	356	153	509
Depreciation	14,548	6,235	20,783
Governance costs (note 10)	1,281	549	1,830
Loan interest	21,266	-	21,266
	94,879	31,548	126,427

Support costs relating to both Counselling and Training are allocated on the basis of floor space used by each activity.

10 Governance Costs

	Unrestricted	Restricted	Total Funds
	Funds	Funds	2020
	£	£	£
Independent examiner's fee:			
For current independent examination	1,050	-	1,050
For current year accounts preparation	1,004	-	1,004
	2,054	-	2,054

NETWORK COUNSELLING AND TRAINING LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

10 Governance Costs (continued...)

Prior year comparative

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Independent examiner's fee:			
For current independent examination	950	-	950
For current year accounts preparation	880	-	880
	<u>1,830</u>	<u>-</u>	<u>1,830</u>

11 Net Income/expenditure for the year

This is stated after charging:

	Total Funds 2020 £	Total Funds 2019 £
Operating lease payments	1,056	1,056
Depreciation	20,783	20,783
Independent examiner's fee	<u>2,054</u>	<u>1,830</u>

No Trustees received any remuneration or reimbursement for expenses during the year or the previous year.

Aggregate donations from Trustees, key management personnel and related parties were £5,016 (2019: £Nil).

12 Staff costs and numbers

The aggregate payroll costs were:

	Total Funds 2020 £	Total Funds 2019 £
Wages and salaries	119,980	130,032
Social security costs	822	2,484
Employer's pension contributions	3,292	2,030
	<u>124,094</u>	<u>134,546</u>

NETWORK COUNSELLING AND TRAINING LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

12 Staff costs and numbers (continued...)

No employee received emoluments of more than £60,000.

The Trustees consider themselves, along with the Chief Executive and Heads of Counselling and Training to be the key management personnel of the charity. During the year, the Chief Executive and Heads of Counselling and Training were paid total benefits of £17,884 (2019: £37,797).

The average number of employees during the year was as follows:

	Total 2020 No.	Total 2019 No.
Average headcount of employees	<u>14</u>	<u>14</u>

13 Taxation

The charity is exempt from corporation tax on its charitable activities.

14 Prior year fund comparatives

	Unrestricted funds		Restricted Funds	Total Funds 2019
	General £	Designated £	£	£
Income from:				
Donations and legacies	100,588	-	-	100,588
Other trading activities	16,714	-	-	16,714
Investment income	40	-	-	40
Charitable activities	120,111	-	-	120,111
Total income	<u>237,453</u>	<u>-</u>	<u>-</u>	<u>237,453</u>
Expenditure on:				
Raising funds	4,417	-	-	4,417
Charitable activities	233,953	-	2,205	236,158
Total expenditure	<u>238,370</u>	<u>-</u>	<u>2,205</u>	<u>240,575</u>
Net expenditure	(917)	-	(2,205)	(3,122)
Transfers between funds	(22,726)	22,726	-	-
Total funds at 1 August 2018	27,413	431,823	41,588	500,824
Total funds at 31 July 2019	<u>3,770</u>	<u>454,549</u>	<u>39,383</u>	<u>497,702</u>

NETWORK COUNSELLING AND TRAINING LIMITED

NOTES TO THE FINANCIAL STATEMENTS

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15 Tangible fixed assets

	Freehold Property	Leasehold Property	Plant & Machinery £	Fixtures & Fittings £	Total £
Cost					
At 1 August 2019	928,889	43,361	46,290	42,093	1,060,633
At 31 July 2020	<u>928,889</u>	<u>43,361</u>	<u>46,290</u>	<u>42,093</u>	<u>1,060,633</u>
Depreciation					
At 1 August 2019	18,578	8,116	42,152	42,092	110,938
Charge for the year	18,578	353	1,852	-	20,783
At 31 July 2020	<u>37,156</u>	<u>8,469</u>	<u>44,004</u>	<u>42,092</u>	<u>131,721</u>
Net book value					
At 31 July 2020	<u>891,733</u>	<u>34,892</u>	<u>2,286</u>	<u>1</u>	<u>928,912</u>
At 31 July 2019	<u>910,311</u>	<u>35,245</u>	<u>4,138</u>	<u>1</u>	<u>949,695</u>

The leasehold property, leasehold improvements and certain other assets are situated in Knowle, Bristol and are used by our partner charity, Filwood Hope (see note 18).

The trustees have chosen to carry the above freehold property at cost less depreciation. At the year end the net book value of £891,773 (2019: £910,311) was substantially in excess of the market value, which was considered to be £500,000.

16 Debtors

	2020 £	2019 £
Other debtors	145	2,593
Tax recoverable	1,522	750
	<u>1,667</u>	<u>3,343</u>

17 Creditors: amounts falling due within one year

	2020 £	2019 £
Social security and other taxes	487	1,020
Accruals and deferred income	40,149	19,362
Other creditors	64,051	72,003
	<u>104,687</u>	<u>92,385</u>

NETWORK COUNSELLING AND TRAINING LIMITED

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YEAR ENDED 31 JULY 2020

18 Creditors: amounts falling due after more than one year

	2020 £	2019 £
Other creditors	363,759	383,759
	<u>363,759</u>	<u>383,759</u>

Included within other creditors due within 1 year and after more than 1 year is a loan from Triodos Bank. The Bank holds a fixed and floating charge over the land at Elm Park, Filton, Bristol as security for repayment of the loan.

19 Movement in funds

	At 01 Aug 2019 £	Income £	Expenditure £	Transfers £	At 31 Jul 2020 £
Unrestricted funds					
General reserve	3,770	275,729	(223,045)	454,549	511,003
Designated funds					
St Andrews	454,549	-		(454,549)	-
	<u>458,319</u>	<u>275,729</u>	<u>(223,045)</u>	<u>-</u>	<u>511,003</u>
Restricted funds					
Filwood Hope	39,383	30,739	(18,745)	-	51,377
	<u>39,383</u>	<u>30,739</u>	<u>(18,745)</u>	<u>-</u>	<u>51,377</u>
Total funds	<u>497,702</u>	<u>306,468</u>	<u>(241,790)</u>	<u>-</u>	<u>562,380</u>

The Filwood Hope fund was set up during the year ended 30 June 1994 when the company received a gift of £60,000 from the Mervyn Scott-Lindsey Trust to enable the setting up of a drop-in centre in the Knowle West district of Bristol. The company purchased a leasehold property in Knowle West with a term of 123 years for the use of Filwood Hope Project. Substantial improvements were made to the property using funds designated for the purpose. The Filwood Hope Project now operates as a separate charity with its own trustees. The movements above represent the depreciation of the original investment in the property and the subsequent improvements. The fund has this year been reclassified as a restricted fund as the trustees consider this best represents the nature of the amounts held.

The contingency reserves are designated reserves to comply with the reserves policy.

The St Andrews fund represents the value of the property at Elm Park in Filton, less the balances on loans taken out for the purpose of acquiring the property and work required to bring it into use.

NETWORK COUNSELLING AND TRAINING LIMITED

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YEAR ENDED 31 JULY 2020

19 Movement in funds (continued...)

Movement in funds - prior year

	At 01 Aug 2018 £	Income £	Expenditure £	Transfers £	At 31 Jul 2019 £
Unrestricted funds					
General reserve	27,413	237,453	(238,370)	(22,726)	3,770
<i>Designated funds</i>					
St Andrews	431,823	-	-	22,726	454,549
	<u>459,236</u>	<u>237,453</u>	<u>(238,370)</u>	<u>-</u>	<u>458,319</u>
Restricted funds					
Filwood Hope	41,588	-	(2,205)	-	39,383
	<u>41,588</u>	<u>-</u>	<u>(2,205)</u>	<u>-</u>	<u>39,383</u>
Total funds	<u>500,824</u>	<u>237,453</u>	<u>(240,575)</u>	<u>-</u>	<u>497,702</u>

20 Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Tangible fixed assets	891,734	-	37,178	928,912	949,695
Current assets	87,715	-	14,199	101,914	24,151
Creditors due within one year	(104,687)	-	-	(104,687)	(92,385)
Creditors due after more than one year	(363,759)	-	-	(363,759)	(383,759)
	<u>511,003</u>	<u>-</u>	<u>51,377</u>	<u>562,380</u>	<u>497,702</u>

Analysis of net assets between funds - prior year

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Tangible fixed assets	1	910,311	39,383	949,695	941,225
Current assets	24,151	-	-	24,151	42,209
Creditors due within one year	(20,382)	(72,003)	-	(92,385)	(126,093)
Creditors due after more than one year	-	(383,759)	-	(383,759)	(356,517)
	<u>3,770</u>	<u>454,549</u>	<u>39,383</u>	<u>497,702</u>	<u>500,824</u>

NETWORK COUNSELLING AND TRAINING LIMITED

NOTES TO THE FINANCIAL STATEMENTS

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21 Operating Leases

At 31 July the company had aggregate annual commitments under non-cancellable operating leases as set out below:

	Land & buildings	
	2020	2019
	£	£
Operating leases which expire:		
Less than 1 year	1,056	1,056
Within 2 to 5 years	<u>1,056</u>	<u>2,112</u>

22 Company limited by guarantee

The company is limited by guarantee and as such has no issued share capital. In the event of the company being wound up the liability of the members is limited to £10 each.