

TUNBRIDGE WELLS COUNSELLING CENTRE
(A company limited by guarantee)

CHARITY NO: 1039911
COMPANY NO: 2757675

REPORT AND FINANCIAL STATEMENTS
For the year ended 31st July 2005



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LEGAL AND ADMINISTRATIVE INFORMATION

CONSTITUTION

Tunbridge Wells Counselling Centre is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. Charity number 1039911, company number 2757675.

DIRECTORS AND TRUSTEES

The directors and trustees serving during the year and since the year end were as follows:

W Man (Chairman)
K Balaam
C H Marshall

Mrs M Taylor
Mrs S Barter (Resigned 1.11.04)

The secretary who served during the year and since the year end was Mrs A M Foster.

REGISTERED OFFICE

St George's Centre
7 Chilston Road
Tunbridge Wells
Kent
TN4 9LP

REPORTING ACCOUNTANTS

Brebner Allen & Trapp
Royal Victoria House
51-55 The Pantiles
Tunbridge Wells
Kent
TN2 5TD

REPORT OF THE TRUSTEES
For the year ended 31st July 2005

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st July 2005.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Object of the charity

The object of the charity is that of counselling individuals experiencing emotional distress.

Organisation

A board of trustees, made up of four members who meet every two months, administers the charity. A centre management team, led by the head of the centre, are responsible for its day to day running. The head of the centre is responsible to the trustees.

Investment powers

Under the memorandum and articles of association, the charity has the power to make any investment which the trustees see fit.

Related parties

The counselling centre is a member of the WPF Network of Counselling Centres.

Review of the activities and future developments

A further year of change for the Charity, starting with Shirley Barter, our Chairperson of the Board for the past five years, stepping down and the position being taken by William Man. Shirley has guided the Charity through some interesting and challenging times and hands over to William an organisation in good heart and sound finances.

One of the key achievements of the past year was the Charity receiving its Service Accreditation from the British Association for Counselling and Psychotherapy. This added to last year's Accreditation of the Diploma Course ensures that we maintain the highest degree of professionalism in all we undertake. It is also pleasing to note the increased number of individual counsellors that have received their BACP Accreditation.

REPORT OF THE TRUSTEES (continued)
For the year ended 31st July 2005

Review of the activities and future developments (continued)

We continue to offer counselling for individuals, couples and groups and have around 45 counsellors providing these services. Our Low Cost scheme, which provides time limited counselling for those in our community that are not well off, did have a low down mid-year, but is now back up to previous numbers. This scheme does attract support from a number of Charities to whom we are very grateful.

We launched our website during the year and this is proving a useful tool for those wishing to know more about the Charity and as a way of contacting us. We also updated and re-launched our brochures which helped in raising the Charity's profile in the community.

Our Certificate and Diploma courses remain popular and ensure that we have a steady stream of new counsellors ready to take the place of those that move on with their careers.

We ran a Development Day to which all associated with the Charity were invited and the way forward was discussed and priorities for the future agreed upon. This is something we will run annually to keep everyone aware of progress, the challenges we face and to instill a feeling of ownership by all.

Reserves policy and risk management

The trustees review annually the risks faced by the charity and implement procedures to minimise any impact on the charity should those risks materialise. The systems and procedures established within the organisation are in place to ensure risk to the charity is minimal.

The trustees have forecast the level of free reserves the charity requires to sustain its operations at any time is the equivalent of the 3 months expenditure, approximately £20,000. The trustees are confident that this level of free reserves can be achieved.

Trustees' responsibilities in relation to the financial statements

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial period. In doing so the trustees are required to:

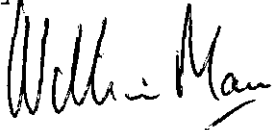
- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

REPORT OF THE TRUSTEES (continued)
For the year ended 31st July 2005

**Trustees' responsibilities in relation to the financial statements
(continued)**

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the trustees:



W Man
(Trustee)



C Marshall
(Trustee)

23 Dec 2015

STATEMENT OF FINANCIAL ACTIVITIES [INCLUDING INCOME & EXPENDITURE ACCOUNT]
For the year ended 31st July 2005

	2005			2004
	<u>Unres- tricted Funds</u>	<u>Restr- icted Funds</u>	<u>Total</u>	<u>Total</u>
INCOMING RESOURCES				
Income from trading activities	124748	660	125408	122419
Donations and grants	6533	1000	7533	8769
Investment income				
- bank deposit interest	2315	-	2315	1348
Sundry income	2775	-	2775	1830
TOTAL INCOME RESOURCES	136371	1660	138031	134366
CHARITABLE EXPENDITURE				
Direct charitable expenditure				
Staff costs	45491	520	46011	40663
Workshop fees	1480	-	1480	45
Supervision costs	21716	1770	23486	17328
Intake costs	1897	430	2327	3109
Counsellor costs	4508	1320	5828	5936
Seminar tutor costs	18545	-	18545	17026
Interview costs	415	-	415	385
Training printing & stationery	1262	-	1262	642
Room hire	93	660	753	1184
BAC & Westminster Pastoral Foundation capitation & affiliation fees	3338	-	3338	4845
	98745	4700	103445	91163
Fundraising and publicity expenses				
Fundraising	45	-	45	666
Advertising	2349	-	2349	1732
	2394	-	2394	2398
Administration and management expenses				
Rent	17614	-	17614	17090
Telephone	1245	-	1245	1158
Repairs and replacements	898	-	898	822
Printing, stationery & postage	2188	-	2188	2082
Accounting	1457	-	1457	1403
Legal and professional	15	-	15	15
Depreciation	1070	-	1070	566
General expenses	5733	-	5733	3853
	30220	-	30220	26989
TOTAL RESOURCES EXPENDED	131359	4700	136059	120550

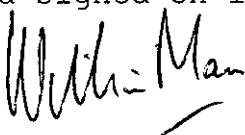

STATEMENT OF FINANCIAL ACTIVITIES (continued)
For the year ended 31st July 2005

	<u>2005</u>			<u>2004</u>
	<u>Unres- tricted Funds</u>	<u>Restr- icted Funds</u>	<u>Total</u>	<u>Total</u>
NET INCOME/EXPENDITURE FOR THE FINANCIAL YEAR	5012	(3040)	1972	13816
Balance b/fwd at 1st August 2004	30939	17466	48405	34589
TOTAL FUNDS CARRIED FORWARD AT 31ST JULY 2005	£ 35951	14426	50377	£ 48405

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

BALANCE SHEET
As at 31st July 2005

	<u>Notes</u>		<u>2004</u>
FIXED ASSETS			
Tangible assets	7	3204	1701
CURRENT ASSETS			
Debtors and prepayments	8	1570	900
Cash at bank and in hand		48065	48443
		<u>49635</u>	<u>49343</u>
CREDITORS : Amounts falling due within one year	9	(2462)	(2639)
NET CURRENT ASSETS		47173	46704
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>£ 50377</u>	<u>£ 48405</u>
Unrestricted funds		35951	30939
Restricted funds	11	14426	17466
		<u>£ 50377</u>	<u>£ 48405</u>
In the directors' opinion the company was entitled under Section 249A(2) of the Companies Act 1985 to exemption from the audit of its accounts for the year ended 31st July 2005. No notice from members requiring an audit has been deposited under Section 249B(2) of the Companies Act 1985 in relation to its accounts for the financial year.			
The directors acknowledge their responsibility for ensuring that the company keeps accounting records which comply with Section 221 and for preparing accounts which give a true and fair view of the state of affairs of the company as at 31st July 2005 and of its profit for the year then ended in accordance with the requirements of Section 226, and which otherwise comply with the requirements of the Companies Act 1985 relating to accounts, so far as applicable to the company.			
Approved by the trustees on and signed on its behalf by			
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  W Man Trustee </div> <div style="text-align: center;">  C H Marshall Trustee </div> </div>			

NOTES FORMING PART OF THE FINANCIAL STATEMENTS
For the year ended 31st July 2005

1. ACCOUNTING POLICIES

1.1 Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000) issued in October 2000, applicable accounting standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of financial statements are as follows.

1.2 Income

Income is accounted for when received with the exception of fees for counselling and fees for courses which are accounted for when due.

1.3 Depreciation

Depreciation is calculated to write down the cost, less estimated residual value, of all tangible fixed assets, other than freehold land, over their expected useful lives. The rates generally applicable are:

Office equipment	-	25% per annum on book value
Leasehold improvements	-	equally over the remaining period of the lease

2. LEGAL STATUS OF CHARITY

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £1.

3. TURNOVER

The turnover analysed by class of activities of Unrestricted Funds was:

	<u>2005</u> %	<u>2004</u> %
Counselling	65.3	62.2
Courses	34.7	37.8
	<u>100.0</u>	<u>100.0</u>

All activities were carried out in the United Kingdom.

4. OPERATING SURPLUS

The operating surplus is stated after charging:	£	£
Depreciation	1070	566
Reporting accountants fee	1457	1403
	<u> </u>	<u> </u>

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)
For the year ended 31st July 2005

5. STAFF COSTS AND TRUSTEES' REMUNERATION

	<u>2005</u>	<u>2004</u>
Wages and salaries	29488	20415
Social security costs	1248	544
	<u>£ 30736</u>	<u>£ 20959</u>

The trustees were not paid or reimbursed for expenses during the year.

The average number of full time equivalent employees (including part time and casual staff but excluding trustees) during the year was made up as follows:

Administration and counselling	<u>5</u>	<u>4</u>
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6. TAXATION

The charitable company is exempted from corporation tax on its charitable activities.

7. TANGIBLE ASSETS

	<u>Leasehold improvements</u>	<u>Office equipt</u>	<u>Total</u>
COST			
At 1st August 2004	303	7129	7432
Additions	-	2573	2573
As at 31st July 2005	<u>£ 303</u>	<u>9702</u>	<u>10005</u>
DEPRECIATION			
At 1st August 2004	302	5429	5731
Charge for the year	-	1070	1070
As at 31st July 2005	<u>£ 302</u>	<u>6499</u>	<u>6801</u>
NET BOOK VALUE			
As at 31st July 2005	<u>£ 1</u>	<u>3203</u>	<u>3204</u>
As at 31st July 2004	<u>£ 1</u>	<u>1700</u>	<u>1701</u>

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)
For the year ended 31st July 2005

	<u>2005</u>	<u>2004</u>
8. DEBTORS		
Sundry debtors	370	-
Prepayments	1200	900
	<u>£ 1570</u>	<u>£ 900</u>

9. CREDITORS		
Taxes and social security costs	625	135
Other creditors	1837	2504
	<u>£ 2462</u>	<u>£ 2639</u>

10. SHARE CAPITAL

The company is limited by guarantee and has no share capital.

11. RESTRICTED FUNDS

The amount held to Restricted Funds represents monies donated and counselling fees received by the company for the low cost counselling programme. The programme started on 1st August 2002.

12. ANALYSIS OF NET ASSETS BY FUNDS

	<u>2005</u>			<u>2004</u>
	<u>Unres- tricted Funds</u>	<u>Restr- icted Funds</u>	<u>Total</u>	<u>Total</u>
Fixed assets	3204	-	3204	1701
Current assets	35209	14426	49635	49343
Current liabilities	(2462)	-	(2462)	(2639)
	<u>£ 35951</u>	<u>14426</u>	<u>50377</u>	<u>£ 48405</u>

13. RELATED PARTY TRANSACTIONS

The following disclosure is given in accordance with Financial Reporting Standard 8 (FRS 8) "Related Party Disclosure".

Control

Control of the charity rests with the trustees.

Related Party Transactions

There were no related party transactions requiring disclosure under FRS 8.

ACCOUNTANTS' REPORT ON THE UNAUDITED ACCOUNTS
OF TUNBRIDGE WELLS COUNSELLING CENTRE
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)

We report on the accounts for the year ended 31st July 2005 set out on pages 5 to 10.

This report is made solely to the charity's members, as a body, in accordance with Section 249C of the Companies Act 1985. Our work has been undertaken so that we might state to the charity's members those matters we are required to state to them in a reporting accountants' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and reporting accountants

As described on page 3, the directors and trustees are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

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

Opinion

In our 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 satisfied the conditions for exemption from an audit of the accounts for the period specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that period, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1) (a) to (f).

3rd January 2006
Brebner Allen & Trapp
Reporting Accountants

Brebner Allen & Trapp
Royal Victoria House
51-55 The Pantiles
Tunbridge Wells
Kent TN2 5TD