

# Brandon Accountancy

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## ABACUS COUNSELLING SERVICES LIMITED

(A Company Limited by Guarantee with no share capital)

### Financial Statement for the Year Ended 31st March 2014

Registered Company No: 03690653

Registered Charity No. 1076767

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**ABACUS COUNSELLING SERVICES LIMITED**  
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**Legal and Administrative Information for the Year Ended 31st March 2014**

<b>Directors/Trustees</b>	Mervyn Lewis - Chairperson Stella Roberts Justine Lovell - resigned
<b>Secretary</b>	Stella Roberts
<b>Registered Office</b>	4 Queen Victoria Road Coventry CV1 3JH
<b>Registered Company Number</b>	03690653 (England and Wales)
<b>Registered Charity Number</b>	1076767 (England and Wales)
<b>Independent Examiner</b>	Brandon Accountancy Suite 2 The Koco Building The Arches Spon End Coventry CV1 3JQ
<b>Bankers</b>	Lloyds TSB Bank plc Hertford Street Coventry

## **ABACUS COUNSELLING SERVICES LIMITED**

(A company limited by guarantee with no share capital)

### **Trustees / Directors Report for the Year Ended 31st March 2014**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their annual report along with the financial statements of the charity for the year ended 31st March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005, in preparing the annual report and financial statements. This report has also been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006, relating to small companies and with the Financial Reporting Standards for Smaller Entities, also with the accounting policies set out on page 7 and comply with all other applicable accounting standards.

The company is a Limited Company By Guarantee with no share capital, and is governed by a Memorandum and Articles of Association.

Abacus Counselling Services Limited became incorporated in England and Wales under the registered number of 03690653 on 31st December 1998 and was amended by special resolution on 7th July 1999. The company became a registered charity under number 1076767 on 28th July 1999.

#### **Objects**

- To educate the public with particular reference to emotional, physical and sexual relationships and with a view to developing personal responsibilities and enriching personal and family life.
- To safeguard and protect the good health, both mental and physical of adults and children and to relieve poverty, hardship and distress caused by the break-up of family and personal relationships.

#### **Achievements and Performance**

The statement of financial activities for the year is set out on page 5 of the accounts. In summary, the incoming resources for the year amounted to £159,665 (2014 - £109,937) with the major portions coming from the Lottery Reaching Communities and School Cluster grants. The expenditure was £159,230 (2013 - £124,454), with the main expense being salaries.

#### **Organisation**

The trustees who have served during the year and since the year end are set out on page 1, and meet on a regular basis. The trustees have ultimate control over all the affairs of the charitable company.

#### **Risk management**

The trustees conduct its own review of major risks to which the charitable company is exposed. These procedures are periodically reviewed to ensure that they meet the needs of the company and are as follows:

- an annual review of the risks which the company may face;
- the establishment of systems and procedures to mitigate those risks identified;
- the implementation of procedures designed to minimise any potential impact on the charitable company should any of the risks materialise.

**ABACUS COUNSELLING SERVICES LIMITED**  
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**Trustees / Directors Report for the Year Ended 31st March 2014**  
(continued)

**Trustees responsibilities**

The law applicable to companies and charities in England and Wales requires the directors to prepare financial statements for each financial year which give a true and fair view of the financial activities carried out during the year and its financial position at the end of the year. In preparing financial statement, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgement and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statement on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charitable company and which enable them to ensure that the financial statements comply with the applicable accounting standards. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Independent Examiner**

Brandon Accountancy have expressed their willingness to continue in examiners and a resolution for their re-appointment will be proposed at the forthcoming Annual General Meeting.

Approved by the Directors and signed on its behalf by:

Chairperson: ..... *M. T. Lewis* ..... Date: ..... *4/11/14* .....

Print Name ..... *M. T. Lewis* .....

**ABACUS COUNSELLING SERVICES LIMITED**  
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**Independent Examiners' report to the Directors of Abacus Counselling Services Limited  
in respect of the year ended 31st March 2014**

I report on the accounts for the year ended 31st March 2014 set out on pages 5 to 9.

**Respective responsibilities of directors/trustees and examiners'**

The charity's trustees (who are also directors for the purposes of company law) are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for the year (under Section 144(2) of the Charities Act 2011) and that an independent examination is required.

Having checked that the charity is eligible for an independent examination, it is my responsibility to:

examine the accounts under Section 145 of the Charities Act 2011

to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the Charities Act 2011; and

to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable 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 in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

**Independent examiner's statement**

In connection with our examination, no matter has come to our attention:

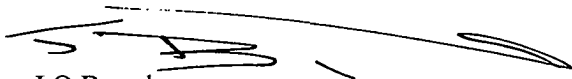
(1) which gives us reasonable cause to believe that, in any material respect, the requirements;

to keep accounting records in accordance with Sections 386 and 387 of the Companies Act 2006 and section 41 of the Charities Act; and

to prepare accounts which accord with the accounting records and to comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



J O Brandon  
Brandon Accountancy  
Suite 2, The Koco Building  
The Arches, Spon End  
Coventry CV1 3JQ  
8th September 2014

**ABACUS COUNSELLING SERVICES LIMITED**  
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**Statement of Financial Activities for the Year Ended 31st March 2014**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2014 £	2013 £
<b>Income &amp; Expenditure</b>					
<b>Incoming Resources:</b>					
Primary Care Trust		9,720	0	9,720	8,050
Big Lottery - Reaching Communities		0	99,265	99,265	74,339
School Cluster Grant		0	48,574	48,574	26,487
Donations		2,107	0	2,107	1,035
Other Income		0	0	0	27
<b>Total Incoming Resources</b>		<b>11,827</b>	<b>147,839</b>	<b>159,665</b>	<b>109,937</b>
<b>Resources Expended:</b>					
Direct Charitable Expenditure	3	20,362	131,621	151,983	115,987
Management and Administration	4	4,681	518	5,198	7,473
Information, Web and Publicity		2,048	0	2,048	993
General Running Costs		(-16,554)	16,554	0	0
<b>Total Resources Expended</b>		<b>10,537</b>	<b>148,693</b>	<b>159,230</b>	<b>124,454</b>
<b>Net Movement in Funds</b>		<b>1,289</b>	<b>(-854)</b>	<b>(435)</b>	<b>(-14,517)</b>
<b>Fund balance brought forward</b>		<b>6,985</b>	<b>6,694</b>	<b>13,679</b>	<b>28,196</b>
<b>Fund Balance carried forward</b>		<b>8,275</b>	<b>5,840</b>	<b>14,115</b>	<b>13,679</b>

The notes on page 7 and 9 form part of this financial statement

**ABACUS COUNSELLING SERVICES LIMITED**  
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**Balance Sheet for the Year Ended 31st March 2014**

	Notes	£	2014 £	2013 £
<b>Fixed Assets</b>				
Tangible Assets	7		716	1,041
<b>Current Assets</b>				
Debtors	6	0		0
Bank Account		15,574		15,024
Cash In Hand		10		34
		15,584		15,058
<b>Current Liabilities</b>				
Creditors	5	2,185		2,419
			13,398	12,639
<b>Net Assets</b>			<b>14,115</b>	<b>13,679</b>
Represent by:				
Unrestricted Income Funds			8,275	6,985
Restricted Income Funds:			5,840	6,694
<b>Total Funds</b>	8		<b>14,115</b>	<b>13,679</b>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2014.

The directors have not required the company to obtain an audit of its financial statements for the year ended 31st March 2014 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standards for Smaller Entities. (effective April 2008)

The financial statements were approved by the Board of Directors on ..... and were signed on its behalf by:

Director: M. T. Lewis

Print Name M. T. LEWIS

The notes on page 7 and 9 form part of this financial statement

**ABACUS COUNSELLING SERVICES LIMITED**  
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**Notes to the Financial Statement for the Year Ended 31st March 2014**

**Note 1    Accounting policies**

- (a) The financial statements have been prepared under the going concern basis and the special provision of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standards for Small Entities (effective April 2008). The financial statements have also been prepared in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published in the Charities Act in March 2005 and other applicable accounting standards.
- (b) The charity is a Company Limited by Guarantee. The directors of the company are also trustees and are named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per director of the charity.
- (c) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- (d) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Activities in the year in which they are receivable.
- (e) Incoming resources from investments is included when receivable.
- (f) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- (g) Resources expended are allocated to the particular activity where the cost relates directly to the activity.
- (h) Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which is estimated at 3 years for computers and 5 years for door entry system and furniture.
- (i) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further purpose and are available as general funds.
- (j) Designated funds are unrestricted funds earmarked by the management committee for particular purposes.
- (k) 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, together with a fair allocation of management and support costs.

**Note 2    Taxation**

As a charity, Abacus Counselling Services is exempt from Corporation Tax on income and gains falling within section 505 of the Taxation and Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.



**ABACUS COUNSELLING SERVICES LIMITED**  
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**Notes to the Financial Statement for the Year Ended 31st March 2014**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2014 £</b>	<b>2013 £</b>
<b>Note 3 Direct Charitable Expenditure</b>				
Salaries and NIC	0	82,771	82,771	60,312
Counselling Fees	15,993	36,658	52,651	35,502
Heat and Light	644	0	644	853
Rent	0	7,896	7,896	5,798
Business Rates	0	584	584	1,006
Water Rates	133	0	133	79
Waste & Rubbish	78	0	78	40
Telephone and Internet	398	0	398	590
Post, Print and Stationery	341	0	341	800
Hospitality and Refreshments	2,509	0	2,509	1,749
Supporting Change	0	0	0	6,920
Training	0	3,156	3,156	296
Equipment	150	0	150	1,487
Depreciation	116	557	673	557
	<b>20,362</b>	<b>131,621</b>	<b>151,983</b>	<b>115,987</b>
<b>Note 4 Management and Administration</b>				
Insurance	464	0	464	478
Travel Expenses	0	518	518	425
Health Care	1,349	0	1,349	1,910
Criminal Records Board	0	0	0	98
Payroll Administration	430	0	430	460
Premises and Maintenance	933	0	933	1,184
Subscriptions and Licences	281	0	281	519
Supervision	0	0	0	1,060
Cleaning Costs	584	0	584	572
Year End Accounts	600	0	600	600
Bank Charges	0	0	0	167
Miscellaneous	40	0	40	0
	<b>4,681</b>	<b>518</b>	<b>5,198</b>	<b>7,473</b>
<b>Note 5 Creditors</b>				
Salaries and NIC	0	1,550	1,550	1,774
Payroll Administration	35	0	35	45
Year End Accounts	600	0	600	600
	<b>635</b>	<b>1,550</b>	<b>2,185</b>	<b>2,419</b>

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**Notes to the Financial Statement for the Year Ended 31st March 2014**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2014 £</b>	<b>2013 £</b>
<b>Note 6 Debtors</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Note 7 Tangible Fixed Assets**

	<b>Door Entry System £</b>	<b>Furniture £</b>	<b>Computer Equipment £</b>	<b>Total £</b>
<b>Cost</b>				
As at 1st April 2013	958	265	1,877	3,101
Additions	0	0	349	349
Disposals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>As at 31st March 2014</b>	<u><b>958</b></u>	<u><b>265</b></u>	<u><b>2,226</b></u>	<u><b>3,450</b></u>
<b>Depreciation</b>				
As at 1st April 2013	575	53	1,432	2,060
Charges for year	192	53	429	673
Disposals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>As at 31st March 2014</b>	<u><b>767</b></u>	<u><b>106</b></u>	<u><b>1,861</b></u>	<u><b>2,733</b></u>
<b>Net Book Value at 31st March 2014</b>	<b>192</b>	<b>159</b>	<b>366</b>	<b>716</b>
<b>at 31st March 2013</b>	383	212	445	1,041

**Note 8 Total Funds Breakdown**

	<b>2014</b>	<b>2013</b>
<b>Unrestricted Income Funds</b>		
Capital to be Depreciated	233	0
General Purposes Fund	<u>8,042</u>	<u>6,985</u>
	<u><b>8,275</b></u>	<u><b>6,985</b></u>
<b>Restricted Income Funds:</b>		
Capital to be Depreciated	483	1,041
Lottery Reaching Communities	<u>5,357</u>	<u>5,653</u>
	<u><b>5,840</b></u>	<u><b>6,694</b></u>
<b>Total Funds</b>	<u><b>14,115</b></u>	<u><b>13,679</b></u>