

5785768

## **FAMILY CARE COUNSELLING SERVICE EPPING FOREST**

### **ANNUAL REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2011**

#### **Administrative Information**

Family Care Counselling Service Epping Forest is situated in Waltham Abbey in the County of Essex  
The Registered Office is 5a Greenyard, Waltham Abbey, Essex EN9 1RD

The service is a Private Limited Company incorporated under the Companies Act 1985 (Company number 5785768) and a Registered Charity registered with the Charity Commission (Charity number 1118296).

The correspondence address is 5a Greenyard, Waltham Abbey, Essex EN9 1RD

Trustees who have served from 1 April 2010 until the date of this report was approved are -

Company Chairman	Rev. Geoffrey Connor
Deputy Chairman	Dr. Davnett Barker
Company Secretary	Mr. Martin Charlesworth
Trustees	Miss Jean Moon, Mrs. Mary Moore, Mr. Basil Smith, Mrs. Mary Smith, Mrs. Jane Walters.
Bankers	HSBC plc and COIF
Honorary Independent Examiner	Mr. Neil Taylor

#### **Structure, Governance and Management**

The organisation is a charitable company limited by guarantee incorporated on 19<sup>th</sup> April 2006 and registered as a charity on 8<sup>th</sup> March 2007. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed by its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1 each.

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the trustees are re-elected annually at the Annual General Meeting.

#### **Objectives and Activities**

These are the preservation and protection of the good mental and physical health of families and individuals through the provision of support and counselling services in accordance with Christian principles.



## **Public Benefit**

The trustees have a statutory duty under the Charities Act 2006 (s 4(6) c50) to have regard to the guidance issued from time to time by the Charity Commission. This includes the requirement to demonstrate that the charity's work represents a benefit to the public.

The trustees believe that this report taken as a whole provides evidence of the public benefit of the charity's work in 2010/11

The principal public benefits of the Company include –

- the provision of support and counselling to families and individuals

## **Achievements and Performance**

During the year our counsellors provided 628 counselling sessions and we received 94 enquiries which resulted in 25 cases

## **Financial Review**

Details of the company's finances are shown in the Financial Accounts. A deficit of £21,434 was incurred on the General account, leaving balances of £76,604 on unrestricted funds which represents just under two years normal expenditure. The balance on endowment funds amounts to £178,771

The accounts are in a healthy position at the present time.

It is our policy to keep in reserve at least a sum required to meet the annual expenditure of the Company

With regard to Investments, it is our policy to keep the bulk of them with COIF and take the advice of the Finance Committee of the Diocese of Chelmsford with regard to any movement of funds.

## **General Review**

This is incorporated in the Chairman's Report and which is attached hereto.



Rev. G. Connor  
Chairman of the Trustees

## **FAMILY CARE COUNSELLING SERVICE - CHAIRMAN'S REPORT 2010-11**

The biggest change to report for the year is that in the early autumn, Anne Wright left Family Care to concentrate on Counselling work with young people. Anne was replaced as Manager by Alex Daziel who came to us with proven counselling and administration skills. Within a couple of months he had set up an informative website, presented the trustees with a Business Plan and re-vamped our publicity. The Trustees welcome him warmly and look forward to working with him as the Plan is implemented and no doubt refined.

Everyone at Family Care is dedicated to providing an affordable and professional Counselling Service for those who come to us with a variety of needs. This would not, of course, be possible without a dedicated and highly qualified group of Counsellors. The Trustees are pleased that, during this year, we have strengthened our links with those who are at the focus point of our work. We have welcomed at our meetings a Counsellor representative, chosen by the Counsellors not simply to represent them but also, importantly, to help the Trustees to understand more fully the complexities of counselling. The professional advice and insight this brings to our work is of immense value. An essential part of the work of Trustees is to support and help the Service to develop. I am pleased that we have been able to do this during the year. I am conscious, however, that the body of Trustees needs strengthening and it must become a priority in the year ahead to seek and appoint new Trustees to join us in our work. I would be grateful for any suggestions of such suitable people whom we might approach.

One of our Trustees, Martin Charlesworth, has acted as our Treasurer for many years. He steered us through the complexities of becoming a limited company and in our move to Waltham Abbey. Martin has been an invaluable, loyal and dedicated friend to the FC Service. At our Annual meeting he will be relinquishing this post though he will remain a Trustee. As yet we have not found anyone to replace him as Treasurer.

I wish to put on record my thanks to Martin and to all our Trustees who have met and deliberated and served with unstinting generosity. I also thank our Counsellors and all who support them in their work, especially our receptionists and, of course, Vivien who is a great treasure! She steered the office through the transitional period from Anne to Alex and is a constant on whom we can rely.

Waltham Abbey Church and PCC have been supportive of our work, for which we are very grateful. The Church is not only our Landlord but also is our praying friend and a tangible reminder that our roots as a Care Service are in the local Christian Communities of Epping Forest Area. During the year, the new Rector, the Revd. Peter Smith, took up office and we are already grateful to him for his interest in us and his care for our well being.

Family Care owes a great deal to the dedicated work of Anne Wright who, building on the foundations of her predecessor, led us to new experiences of sharing our care with the vulnerable and needy in our society. We wish her well in her new work which is her vocation.

We look forward to our future with Alex at the helm. Already he has made his mark and we are grateful for his expertise. The Trustees are happy to share his vision and to work to make it come true.

After the upheaval of the move to Waltham Abbey we believe we are now firmly established in our new home. Alex's report gives us a professional picture of where we are at. I pray that God will guide us all into an exciting and fulfilling future.

Geoffrey Connor  
June 2011

A handwritten signature in black ink, reading "Geoffrey Connor". The signature is written in a cursive, flowing style. The first name "Geoffrey" is written in a larger, more prominent script, while "Connor" is written in a slightly smaller, more compact script. The signature is positioned below the printed name and date.

## FAMILY CARE COUNSELLING SERVICE EPPING FOREST

### Statement of Financial Activities (including Income & Expenditure Account) for the year ended 31 March 2011

	Notes	Unrestricted Funds 2011 £	Endowment Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds:</b>				0	
<i>Voluntary income</i>					
Donations and grants	2	3,299		3,299	1,789
<i>Activities for generating funds</i>					
Clients contributions		10,578		10,578	12,726
Investment income	3	9,336		9,336	9,602
<b>Incoming resources from charitable activities:</b>					
Fundraising		225		225	175
Sundries		139		139	56
Tax recovery		31		31	64
<b>Total incoming resources</b>		<u>23,608</u>	<u>0</u>	<u>23,608</u>	<u>24,412</u>
<b>Resources expended</b>					
<b>Charitable Activities</b>	4	45,042		45,042	46,027
<b>Total resources expended</b>		<u>45,042</u>	<u>0</u>	<u>45,042</u>	<u>46,027</u>
<b>Net incoming resources before other recognised gains</b>		-21,434	0	-21,434	-21,615
<b>Other recognised gains</b>					
Gain on revaluation of investments	7		3,652	3,652	13,914
<b>Net movement in funds</b>		-21,434	3,652	-17,782	-7,701
<b>Reconciliation of funds</b>					
Total funds brought forward		98,038	175,119	273,157	280,858
<b>Total funds carried forward</b>		<u>76,604</u>	<u>178,771</u>	<u>255,375</u>	<u>273,157</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities

# FAMILY CARE COUNSELLING SERVICE EPPING FOREST

**Balance Sheet as at 31 March 2011**

	Notes	£	2011 £	£	2010 £
<b>Fixed Assets</b>					
Investments	7				175,119
<b>Current Assets</b>					
Debtors		0		0	
Cash at bank and in hand		<u>76,604</u>		<u>98,038</u>	
		76,604		98,038	
Creditors		0		0	
<b>Net Current Assets</b>			76,604		98,038
<b>Net Assets</b>	9		<u>76,604</u>		<u>273,157</u>
<b>Represented by:</b>					
<b>Unrestricted funds</b>					
Pamela Lewis Fund		75,349		95,349	
General Fund		<u>1,255</u>		<u>2,689</u>	
			76,604		98,038
<b>Endowment Funds</b>	9	178,771	178,771		175,119
<b>Total Funds</b>			<u>255,375</u>		<u>273,157</u>

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

For the year ending 31/3/11 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The director's acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Approved by the Board of Directors



Mr. M. Charlesworth

Director and Company Secretary

## **Notes forming part of the Financial Statements for the year ended 31 March 2011**

### **1. Accounting Policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

#### **(a) Basis of accounting**

The financial statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value, and in accordance with the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

#### **(b) Fund accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### **(c) Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

#### **(d) Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT which is not recoverable, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

**(e) Fixed assets**

Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities

The trustees have agreed to the wishes of the donor of funds representing the Pamela Lewis Fund to show the total relocation costs as a charge in the current years and not to capitalise the sum relating to the leasehold improvements.

**2. Donations and Grants**

	Unrestricted	Endowment	2011 Total	2010 Total
	£	£	£	£
Chelmsford Diocese	643		643	643
Epping Forest Churches	1,146		1,146	1,146
	<u>1,789</u>		<u>1,789</u>	<u>1,789</u>

**2a Epping Forest Churches' donations**

	2011	2010 £
Chigwell St. Winifred	300	100
Epping Immaculate Conception		260
Epping Upland All Saints		100
Loughton Methodist	275	
Loughton Parochial Charities		150
Loughton St. John	94	83
Loughton St. Michael		53
Ninefields St. Lawrence	50	50
Theydon Bois St. Mary	100	125
Upshire St. Thomas		100
Waltham Abbey	169	125
	<u>988</u>	<u>1,146</u>

**3. Investment Income**

	Unrestricted	Endowment	2011 Total	2010 Total
	£	£	£	£
Bank interest			0	1
COIF Deposit fund	472		472	866
COIF Fixed Interest fund	5,445		5,445	5,445
COIF Investment fund	3,003		3,003	2,916
Stocks and Shares	416		416	374
	<u>9,336</u>		<u>9,336</u>	<u>9,602</u>



#### 4. Resources expended

	Unrestricted	Endowment	2011 Total	2010 Total
	£	£	£	£
<b>Charitable Activities</b>				
Counsellors fees	11,265		11,265	11,992
Counsellors travelling	2,934		2,934	3,610
Receptionists	3,236		3,236	3,377
Insurance	657		657	610
Internet fees	108		108	216
Printing and copying	32		32	49
Gifts	120		120	0
Postage	90		90	110
Refreshments	52		52	83
Rent	3,168		3,168	3,124
Salaries	20,640		20,640	20,416
Stationery	248		248	282
Telephone	762		762	682
Training	120		120	140
Xmas party	0		0	120
Sundries	209		209	312
BACP costs	275		275	268
Office costs	568		568	550
Travelling costs	65		65	86
Fundraising costs	135		135	
Advertising	358		358	
	<u>45,042</u>		<u>45,042</u>	<u>46,027</u>

#### 5. Trustees Remuneration

No members of the management committee received any remuneration during the year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

#### 6. Taxation

As a charity, Family Care Counselling Service Epping Forest is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

#### 7. Investments

All investments valued at mid-market prices on 31 March

	2010 £	Unrealised gain £	2011 £
COIF Fixed Interest units	95,415	499	95,914
COIF Investment units	66,208	2,498	68,706
JP Morgan Investment units	5,280	474	5,754
COIF Deposit	<u>8,216</u>	<u>181</u>	<u>8,397</u>
	175,119	3,652	178,771

## 8. Staff Costs

Gross salaries	£19,415
Employers National Insurance contributions	<u>£ 1,225</u>
Total costs	£20,640

There are no pension costs

The company employs two staff on a part time basis, equating to 1.5 full time equivalent staff.

In addition the company uses volunteer receptionists.

## 9. Analysis of Net Assets between funds

	General Funds	Endowment Funds	Total Funds
Investments		£178,771	£178,771
Current Assets	£76,604		<u>£ 76,604</u>
			£255,375

## 10. Movement in Funds

	As at 01/04/10	Incoming resources (incl. Gains)	Outgoing resources	Transfers	As at 31/03/11
Endowment Funds	£175,119	£ 3,652	-	-	£178,771
General Funds	£ 2,689	£23,608	£45,042	£20,000	£ 1,255
Pamela Lewis Fund	£ 95,349			(£20,000)	£ 75,349

The Endowment funds are to be invested on behalf of the Company by the Diocese of Chelmsford for the direct purpose of providing counselling in a safe environment, with the income from them to be used for the general activities of the Company.

The Pamela Lewis Fund is the proceeds of a legacy from the estate of the late Miss Pamela Lewis who was a much respected former trustee of the counselling service, after whom the premises at Waltham Abbey have been named.

## 11. Future Obligations

In the current year £3,168 was paid in respect of rent in accordance with the Lease of 5a Greenyard and the amount to be paid in the next financial year is £3,350. The term of the lease is ten years from December 2007.