

5785768

# **FAMILY CARE COUNSELLING SERVICE EPPING FOREST**

## **ANNUAL REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010**

### **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 2009 until the date of this report was approved are.-

Company Chairman  
Deputy Chairman  
Company Secretary  
Trustees

Rev Geoffrey Connor  
Dr. Davnett Barker  
Mr. Martin Charlesworth  
Miss Jean Moon, Mrs Mary Moore, Mr. Basil Smith,  
Mrs. Mary Smith, Mrs Jane Walters.

Bankers  
Honorary Independent Examiner

HSBC plc and COIF  
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 2009/10.

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 679 counselling sessions and we received 92 enquiries which resulted in 45 cases

## **Financial Review**

Details of the company's finances are shown in the Financial Accounts. A deficit of £21,615 was incurred on the General account, leaving balances of £98,038 on unrestricted funds which represents just under three years normal expenditure. The balance on endowment funds amounts to £175,119.

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 CHAIRMAN'S REPORT 2009-2010**

Once again, Family Care has fulfilled our aims and objectives during the past year and our client base is now reasonable after the dip when we moved from Loughton to Waltham Abbey. We are slowly building up our links with the local community and we enjoy a good relationship with Waltham Abbey Church from whom we lease our premises.

As ever our Counsellors have given us dedicated service and it is good to know that at its cutting edge we are able to offer a professional service of counselling with highly qualified counsellors. We have also received BACP approval once again so we know our service is validated by the national body overseeing counselling standards.

The most important news I must report is that after a period of over 5 years our Manager, Anne Wright, has tendered her resignation. This will take effect from September and we are now actively seeking a successor. Anne's departure is a sadness to the Trustees with whom she has related exceptionally well. She wishes to pursue other Counselling work, particularly with young people for whom she has a special concern and interest. This is vital work which calls for a particular expertise which Anne has. Whilst reluctantly accepting her resignation I also recognised that she was being called to a deeper commitment in this area. We have been extremely fortunate to have her Managerial skills and her profound knowledge of Counselling as she has guided us through the past five years. A time, I believe, when we have developed as a Counselling service. Anne has ensured that our policies are up-to-date and relevant. Particularly she was an enormous help when we had to prepare our documentation for our becoming a limited Company. Of course, she was highly involved in our move to Waltham Abbey and it fell to her to shoulder much of the burden involved in that move. We wish her every blessing for her new sphere of work and thank her for all that she has achieved with and for us.

It is appropriate at this stage, also, to give special thank you to Vivien who has been a superb colleague to Anne. Together they have provided us with a first class service. Vivien remains at Family Care – thank God – and her abilities and dedication will continue to be available to us.

An area of concern this year has been our finances. Martin Charlesworth, our treasurer and fellow trustee has guided us through what has been a financially challenging year and for that we are very grateful. We have some reserves, thanks to Pamela Lewis' legacy, but we must remain alert that this is not a bottomless pit and we need to generate new sources of revenue if we are to remain comfortable and risk free. Of course, the current economic climate with its low interest rates on investments is working against us as it is for many similar organisations. The Trustees are fully aware of the matter and are seeking ways in which it might be addressed.

Once again, we have been served by a competent and dedicated secretary in Mary Moore and we are grateful to her, especially as there have been difficult personal circumstances for her. That she remains cheerful and eager to serve is a special delight to me.

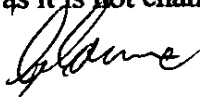
My fellow trustees have again served us well and I am grateful to them for their wisdom, perseverance and commitment to our aims as a Counselling Service. We all agree that it would be good to extend our membership and bring in people with new expertise to help us.

So many people help us to run this service and a special thank you is deserved by our volunteer receptionists who receive our clients with courtesy and warmth.

2010-11 will be a year of change for us and after the recent upheaval of our move we might have welcomed a more stable period. However, I take comfort from a saying of John Henry Newton, an Anglican priest and scholar of the 19<sup>th</sup> century who presided over and stimulated a great change in the Church of England. He said:

*"To live is to change and to be perfect is to change often"*

We aim for perfection as a Counselling Service so we must welcome change as long as it is not change for change sake.



Geoffrey Connor  
Chair of the Trustees  
June 2010

# FAMILY CARE COUNSELLING SERVICE EPPING FOREST

## Statement of Financial Activities (including Income & Expenditure Account) for the year ended 31 March 2010

	Notes	Unrestricted Funds 2010 £	Endowment Funds 2010 £	Total Funds 2010 £	Total Funds 2009 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds:</b>					
<i>Voluntary income</i>					
<b>Donations and grants</b>	2	1,789		1,789	7,591
<i>Activities for generating funds</i>					
Clients contributions		12,726		12,726	11,773
Investment income	3	9,602		9,602	14,354
<b>Incoming resources from charitable activities:</b>					
Fundraising		175		175	140
Sundries		56		56	52
Tax recovery		64		64	
<b>Total incoming resources</b>		<b>24,412</b>	<b>0</b>	<b>24,412</b>	<b>33,910</b>
<b>Resources expended</b>					
<b>Charitable Activities</b>	4	46,027		46,027	43,657
<b>Total resources expended</b>		<b>46,027</b>	<b>0</b>	<b>46,027</b>	<b>43,657</b>
<b>Net incoming resources before other recognised gains</b>		<b>-21,615</b>	<b>0</b>	<b>-21,615</b>	<b>-9,747</b>
<b>Other recognised gains</b>					
Gain on revaluation of investments	8		13,914	13,914	-56,937
<b>Net movement in funds</b>		<b>-21,615</b>	<b>13,914</b>	<b>-7,701</b>	<b>-66,684</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		119,653	161,205	280,858	347,542
<b>Total funds carried forward</b>		<b>98,038</b>	<b>175,119</b>	<b>273,157</b>	<b>280,858</b>

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 2010

	Notes	£	2010 £	£	2009 £
<b>Fixed Assets</b>					
Investments	8		175,119		161,205
<b>Current Assets</b>					
Debtors		0		0	
Cash at bank and in hand		98,038		119,653	
		<u>98,038</u>		<u>119,653</u>	119,653
Creditors		0		0	
		<u>0</u>		<u>0</u>	
<b>Net Current Assets</b>			98,038		119,653
<b>Net Assets</b>	10		<u>273,157</u>		<u>280,858</u>
<b>Represented by:</b>					
<b>Unrestricted funds</b>					
Pamela Lewis Fund		95,349		105,349	
General Fund		<u>2,689</u>		<u>14,304</u>	
			98,038		119,653
<b>Endowment Funds</b>			175,119		161,205
<b>Total Funds</b>			<u>273,157</u>		<u>280,858</u>

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

For the year ending 31/03/10 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 at its meeting on

14 April 2010



Mr M Charlesworth

Director and Company Secretary

## **Notes forming part of the Financial Statements for the year ended 31 March 2010**

### **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	Restricted	2010 Total	2009 Total
	£	£	£	£
Chelmsford Diocese	643		643	3,397
Epping Forest Churches	1,146		1,146	1,694
Loughton Men's Club				2,500
	1,789		1,789	7,591

2a Epping Forest Churches' donations

	2010 £	2009 £
Chigwell St. Winifred	100	300
St. Lawrence Ninefields	50	50
Epping Upland All Saints	100	100
Loughton St. Michael	53	
Loughton Methodist		550
Loughton Parochial Charities	150	150
Loughton St. John	83	68
Upshire St. Thomas	100	100
Theydon Bois St. Mary	125	
Waltham Abbey	125	256
Epping St. John		120
Epping Immaculate Conception	260	
	1,146	1,694

3. Investment Income

	Unrestricted	Restricted	2010 Total	2009 Total
	£	£	£	£
Bank interest	1			22
COIF Deposit fund	866			5,579
COIF Fixed Interest fund	5,445			5,445
COIF Investment fund	2,916			2,828
Stocks and Shares	374			480
	9,602			14,354



#### 4. Resources expended

	Unrestricted	Restricted	2010 Total	2009 Total
	£	£	£	£
<b>Charitable Activities</b>				
Counsellors fees	11,992		11,992	9,894
Counsellors travelling	3,610		3,610	3,540
Receptionists	3,460		3,460	3,484
Insurance	610		610	798
Internet fees	216		216	216
Printing and copying	49		49	26
Gifts				65
Postage	110		110	118
Refreshments	97		97	88
Rent	3,124		3,124	3,138
Salaries	20,416		20,416	20,214
Stationery	257		257	162
Telephone	682		682	640
Training	140		140	40
Xmas party	120		120	240
Sundries	240		240	251
BACP costs	268		268	511
Office costs	550		550	232
Travelling costs	86		86	
	<b>46,027</b>		<b>46,027</b>	<b>43,657</b>

#### 6. 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.

#### 7. 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.

#### 8. Investments

All investments valued at mid-market prices on 31 March

	2009 £	Unrealised gain £	2010 £
COIF Fixed Interest units	95,551	(136)	95,415
COIF Investment units	52,238	13,970	66,208
JP Morgan Investment units	5,200	80	5,280
COIF Deposit	8,216		8,216
	<b>161,205</b>	<b>13,914</b>	<b>175,119</b>

## 9. Staff Costs

Gross salaries	£19,223
Employers National Insurance contributions	<u>£ 1,118</u>
	£20,341
less rebate for electronic returns	<u>£ 75</u>
Total costs	£20,416

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 volunteer receptionists are used by the company

## 10. Analysis of Net Assets between funds

	General Funds	Endowment Funds	Total Funds
Investments		£175,119	£175,119
Current Assets	£98,038		<u>£ 98,038</u>
			£273,157

## 11. Movement in Funds

	As at 01/04/09	Incoming resources (incl. Gains)	Outgoing resources	Transfers	As at 31/03/10
Restricted Funds	£161,205	£13,914	-	-	£175,119
General Funds	£ 14,304	£24,412	£46,027	£10,000	£ 2,689
Pamela Lewis Fund	£105,349			(£10,000)	£ 95,349

The Restricted 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.

## 12. Future Obligations

In the current year £3,124 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 £3,200. The term of the lease is ten years from December 2007.