

SIMEON CENTRE COUNSELLING SERVICE

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2020

Registered Charity Number: 1098428

**RP SMITH & CO LIMITED
T/A JOHN GOULDING & CO
Chartered Accountants
& Registered Auditors
2 Southport Road
CHORLEY**

SIMEON CENTRE COUNSELLING SERVICE

TRUSTEES ANNUAL REPORT FOR THE YEAR TO 31 MARCH 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number 1098428

Principal Address

Victoria Hall
Knowsley Street
Bolton
Lancashire
BL1 2AS

Trustees

Mr R Bradley
Mr P Green
Ms J Orrell
Ms M Turner
Ms N Thompson
Ms E Lewis
Rev Dr B Tomkins

Independent Examiner

RP Smith & Co Limited
T/A John Goulding & Co
Chartered Accountants
2 Southport Road
Chorley
Lancashire
PR7 1LB

STRUCTURE, GOVERNANCE & MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust dated 27 March 2003, and constitutes an unincorporated charity. It is a non-profit making organisation and its trustees are volunteers. The Charity was registered on 8 July 2003.

Recruitment and Training of Trustees

The trustees are appointed by the members of the organisation at the Annual General Meeting and the trustees have the power under the governing documents to co-opt individuals who support the objects of the organisation to fill vacancies on the Board of Management.

As part of their induction, new trustees are provided with information about the charity, the management structure, its history and working practices. In addition, they are also provided with extracts of the Memorandum and Articles of Association plus information from the Charity Commission regarding the duties and responsibilities of trustees.

OBJECTIVES AND ACTIVITIES

The objectives and activities of the Charity are to offer confidential counselling in a safe accepting environment to all members of the community irrespective of race, religion or gender. We offer a generic counselling service that is free at point of need. The charity aims to provide a one to one counselling service in a peaceful, safe and accepting environment where people can take time out to talk freely without fear of being judged.

Public Benefit

We have referred to and have complied with the guidance in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future events. In particular the trustees consider how planned activities will contribute to the aims and objectives they have set, both through the use of unrestricted and restricted funds where appropriate.

ACHIEVEMENTS AND PERFORMANCE

2020 is proving to be a difficult year for many of us and everyone at the Simon Centre is doing their best to adapt to the 'new normal'. After suspending our face-to-face service mid-March due to the Coronavirus outbreak, we embarked on creating a brand new 'remote' counselling service where our clients and other local people could still have access to a therapist online or by telephone. This involves a lot of work including re-designing our back-end systems, policies, procedures and re-training all our volunteers to work in these media. We started this service in May 2020 and the Simeon Centre will operate in this manner until we are able to reopen our face-to-face service once again. Looking forward, there have been additional costs associated with setting up a new remote service but the income generated from work done on behalf of 1point (north west) means we are well placed to continue to operate effectively in the short to medium term with robust reserves.

At the end of this year we had 40 volunteer therapists including 18 students who were working towards a professional qualification. Throughout this period our service was accessed by 517 local people and in total we scheduled 3,518 therapeutic hours which equates to an average of 70 sessions for each week of operation. Further details and analysis are available to download from our website in our Annual Review of 2019-20.

FINANCIAL REVIEW

Summary of the Year

The financial results for the year and the position at the year-end are set out in the following Receipts and Payments account and Statement of Assets and Liabilities.

Risk

The trustees recognise that the most significant risk of the charity is that of loss of external funding. Contracts between 1point and the NHS are reviewed on a regular basis, usually covering a three-year period. Each renegotiation period represents a risk for 1point and hence for the Simeon Centre. Due to the nature of our work, a sudden cessation of service is likely to have detrimental impact on our clients. Furthermore, should current funding cease, the most likely source of alternative income would be via a grant. Application procedures for grants tend to be lengthy and drawn out, further impacting on the ability of the charity to continue providing services.

Reserves Policy

To effectively manage the risk described above, the trustees have reviewed the reserves policy this year and decided that reserves equal to one year's running costs should be set aside. The amount will be reviewed regularly.

Investment Policy

Investment decisions are made by the management committee. Currently, surplus funds are held in a high interest savings account. Surplus funds are held for the purposes of maintaining reserves as described above.

DECLARATION

The trustees declare that they have approved the Trustee's Report above.

Signed on behalf of the charity's trustees

Signature:

Full Name: Mr P Green
Position: Chair

Date:

**INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS TO THE TRUSTEES
OF SIMEON CENTRE COUNSELLING SERVICE**

I report to the trustees on my examination of the accounts of Simeon Centre Counselling Service for the year ended 31 March 2020, which are set out on the following pages.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (“the Act”). The charity’s trustees consider that an audit is not required for this year under section 144 (2) of the Act and that an independent examination is needed.

I report in respect of my examination of the Trustees’ accounts carried out under s.145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act.

Independent examiners’ statement

My examination was carried out in accordance with the applicable Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 trustees 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 statement below.

Independent examiner’s statement

I have completed the examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Trust as required by s. 130 of the Act;
- (2) the accounts do not accord with those records; or

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.

**Stephen Gardiner ACA CTA
Chartered Accountant
R.P. SMITH & CO LTD
2 Southport Road
CHORLEY
Lancashire PR7 1LB**

Dated:

SIMEON CENTRE COUNSELLING SERVICE

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 MARCH 2020

	Unrestricted funds	Restricted funds	Total	2019
Monetary assets				
Cash at bank - current account	22,792	-	22,792	25,924
Cash at bank - deposit account	72,390	-	72,390	61,164
Cash in hand	121	-	121	31
	<u>95,303</u>	<u>-</u>	<u>95,303</u>	<u>87,119</u>
Non-monetary assets				
Fixed assets				
The Charity's fixed assets which are stated at cost are maintained on a regular basis and are all in good condition.				
Fixtures, fittings and equipment (acquired from 2013 to 2019)	4,739	-	4,739	4,916
Other assets				
Debtors - 1point	25,625	-	25,625	20,248
Gift Aid owing	-	-	-	177
Liabilities				
Rent	1,562	-	1,562	-
PAYE	691	-	691	513
Expenses claims	387	-	387	615
Centre service charges	45	-	45	48
Accountancy fees	540	-	540	540

The accounts were approved by the Board of Trustees on.....and were signed on their behalf by:

..... Mr P Green, Chair

SIMEON CENTRE COUNSELLING SERVICE

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

	Unrestricted funds	Restricted funds	Total	2019
Receipts				
Donations	4,692	-	4,692	3,576
Gift Aid claims	1,109	-	1,109	869
Provision of counselling services	69,020	-	69,020	71,073
Other trading income	3,993	-	3,993	3,633
Room hire	775	-	775	-
Deposit interest	<u>1,226</u>	-	<u>1,226</u>	<u>1,117</u>
Total receipts	<u>80,815</u>	-	<u>80,815</u>	<u>80,268</u>
Direct charitable expenditure				
Supervision and training	12,138	-	12,138	11,481
Travel	3,405	-	3,405	4,037
Professional subscriptions	1,918	-	1,918	1,698
Other support costs				
Wages and pension	39,412	-	39,412	31,634
Rent, rates and water	10,384	-	10,384	11,428
Insurance	812	-	812	811
Telephone	879	-	879	1,025
Postage and stationery	1,032	-	1,032	1,047
Sundries	515	-	515	113
Meeting expenses	398	-	398	672
Accountancy	768	-	768	756
Professional fees	352	-	352	321
Equipment purchases	342	-	342	3,765
Repairs and maintenance	<u>276</u>	-	<u>276</u>	<u>361</u>
Total payments	<u>72,631</u>	-	<u>72,631</u>	<u>69,149</u>
Net receipts for the year	8,184	-	8,184	11,119
Bank and Cash Balances at 31 March 2019	<u>87,119</u>	-	<u>87,119</u>	<u>76,000</u>
Bank and Cash Balances at 31 March 2020	<u><u>95,303</u></u>	-	<u><u>95,303</u></u>	<u><u>87,119</u></u>

NOTE: These accounts have been prepared on the Receipts & Payments Basis and comply with the appropriate legal requirements for this basis to apply.