

SIMEON CENTRE COUNSELLING SERVICE

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

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 2021

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

The 2020-21 year started full of uncertainty. The COVID-19 pandemic was taking hold and our service was temporarily closed as we came to terms with a national lockdown. The effects of COVID and the lockdown itself had a major impact on the nation's mental health. Nationally, demand for mental health services soared and Bolton was no exception.

It very quickly became clear that doing nothing and waiting for lockdown to end was not an option. Following extensive preparation, training, and re-organisation, we implemented a 'remote' counselling service which started in May 2020. Although the Simeon Centre remained closed, we were able to offer appointments by telephone or webcam. Over the summer our provision increased, largely due to the admirable efforts of our volunteers, many of whom had to deal with their own family and personal difficulties brought on by the COVID outbreak.

During the year April 2020 – March 2021 there were 43 therapists supporting us, including 20 students who were working towards full professional qualification. Our service was accessed by 349 local people and in total we scheduled 2,382 therapeutic hours. Although this represents a 32% reduction in comparison to last year, we are proud to have maintained a service throughout most of this difficult year: itself a major achievement.

As the national vaccination programme started to take effect, many of our volunteers were eager to return to face-to-face counselling and we made the decision to tentatively re-open the centre in the summer of 2021.

Further details and analysis can be downloaded from our website in our Annual Review of 2020-21.

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 2021, 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 General 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; or
- (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 2021

	Unrestricted funds	Restricted funds	Total	2020
Monetary assets				
Cash at bank - current account	30,656	-	30,656	22,792
Cash at bank - deposit account	73,293	-	73,293	72,390
Cash in hand	121	-	121	121
	<u>104,070</u>	<u>-</u>	<u>104,070</u>	<u>95,303</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 2020)	4,654	-	4,654	4,739
Other assets				
Debtors - 1point	19,386	-	19,386	25,625
Gift Aid owing	-	-	-	-
Liabilities				
Rent	1,042	-	1,042	1,562
PAYE	466	-	466	691
Pension	471	-	471	-
Expenses claims	840	-	840	387
Centre service charges	-	-	-	45
Accountancy fees	570	-	570	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 2021

	Unrestricted funds	Restricted funds	Total	2020
Receipts				
Donations	680	-	680	4,692
Gift Aid claims	-	-	-	1,109
Provision of counselling services	73,083	-	73,083	69,020
Other trading income	1,090	-	1,090	3,993
Room hire	-	-	-	775
Deposit interest	903	-	903	1,226
Total receipts	<u>75,756</u>	-	<u>75,756</u>	<u>80,815</u>
Direct charitable expenditure				
Supervision and training	8,906	-	8,906	12,138
Travel	91	-	91	3,405
Professional subscriptions	848	-	848	1,918
Other support costs				
Wages and pension	42,336	-	42,336	39,412
Rent, rates and water	9,714	-	9,714	10,384
Insurance	921	-	921	812
Telephone	1,487	-	1,487	879
Postage and stationery	190	-	190	1,032
Sundries	915	-	915	515
Meeting expenses	144	-	144	398
Accountancy	840	-	840	768
Professional fees	10	-	10	352
Equipment purchases	243	-	243	342
Repairs and maintenance	344	-	344	276
Total payments	<u>66,989</u>	-	<u>66,989</u>	<u>72,631</u>
Net receipts for the year	8,767	-	8,767	8,184
Bank and Cash Balances at 31 March 2020	<u>95,303</u>	-	<u>95,303</u>	<u>87,119</u>
Bank and Cash Balances at 31 March 2021	<u>104,070</u>	-	<u>104,070</u>	<u>95,303</u>

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