

network counselling & training

Annual Report for the year ended 30 June 2008

'... a safe place where I could start to express myself and come to know and accept myself as me'

Client Quote



Network Counselling & Training Limited

Registered Charity: 292801

Company Limited by Guarantee: 1951370

1: Company Information

**Place of Business
and Registered Office:** College Park Drive,
Henbury Road
Henbury,
BRISTOL
BS10 7QD

Company Number: 1951370

Charity Registration Number: 292801

Board of Trustees: David Bussey
Michael Dennison
David Finney
Mary Groves
Anthony Hughes
Samantha Kirby
Joy Main
Ken Stewart
Geraldine Taylor
John Watson
John Woolnough
Ben Whitworth

Company Secretary: John Woolnough

Reporting Accountants: Mazars LLP
Clifton Down House
Beaufort Buildings
Clifton Down
Bristol
BS8 4AN

Solicitors: Sharples & Co.
62 Gloucester Road
Bristol
BS7 8BH

Bankers: HSBC Bank plc
11, Canford Lane,
Westbury-on-Trym
Bristol
BS9 3DE

CAF Bank Ltd
PO Box 289
West Malling
Kent
ME19 4TA

Bank of Scotland
PO Box 208
21 Prince Street
Bristol
BS99 7JG

2: Report of the Chair of Trustees

'...Network gave me so much more than I could have imagined – thank you!

Client Quote

This year has been one of re-evaluation for Network Counselling and Training. The Charity Commission issued guidance on preparing new governance documents which provided the opportunity for the Trustees to address this in a formal way. In addition the finances have become increasingly challenging during the year, which has prompted a re-evaluation of our fundraising strategy.

During the year the Memorandum and Articles of Association were redrafted and formally agreed at an EGM held on 16 July 2008. This document is used to formally register Network with the Charity Commission and Companies House. Network decided to follow the "model constitution" developed by the Charity Commission and to include as the Objects of the company as:-

- (i) The provision of counselling and related services within a Christian ethos and following Christian principles
- (ii) The provision of training and education in pastoral counselling and other related subject areas

The Trustees are of the view that this revision now accurately reflects the purpose and function of Network Counselling and Training. Following this revision of the core document there will be a need to revise the rules and regulations which cover the day to day operation of the organisation.

One major step forward during the year was the news that our landlords Wesley College are in principle willing to allow us to stay in our current premises for a six year period from February 2009. There will follow further negotiations about the exact level of rent which will be applicable during this period. Of major importance is the fact that a period of relative stability has been established enabling Network to focus on its core business of providing counselling and training.

Day to day matters have been in the wise and sensible hands of our Director Mary Barrett. The policy of volunteer counsellors agreeing to a minimum of three clients has streamlined the throughput of clients and made more effective use of the scarce resource which is supervision. The waiting list still rises during the autumn, and this is prompting further consideration of the business model we use. The idea of employing counsellors will be actively considered during the year ahead.

The Training Department continues to provide excellent quality training to students undertaking Certificate and Diploma courses accredited by the University of Gloucestershire who themselves continue to comment very positively upon the high quality of the courses and the way they are reviewed. The graduation service is

always a joy and encouragement to see so many people devoting themselves to training in pastoral counselling, many going on to serve as volunteer counsellors within Network.

This year the finances of Network have been a concern to the Trustees. We are very grateful for all the voluntary donations received which enable us to retain the original vision of providing counselling which is "affordable to all". The Trustees are especially grateful to the Hannay Trust who provided a substantial donation as they have done in previous years. We are especially pleased to be joined by a new Trustee, Samantha Kirby, who has considerable experience of fundraising and who will be developing a new strategy for the year ahead. Ultimately we recognise our reliance upon God to provide all our needs. He has been gracious to us in the past and, as Trustees, we wish to reaffirm our faith in him for the future.

The Trustees are very grateful indeed for the professional and committed staff team who lead and serve with great wisdom. We are equally grateful for the enthusiasm and commitment of our team of volunteers who so willingly offer their services to God through Network.

We continue to provide counselling and support to the Filwood Hope Centre in Knowle West and are proud to be associated with that important work.

The objectives set and results achieved are detailed in the Trustees' Report.

David Finney
Chair of the Board of Trustees

*'...I realise I have to face, understand and live my
life – no-one else can do it for me – no magic way'*

Client Quote

3: Report of the Board of Trustees

The Board of Trustees of Network Counselling & Training Limited submits its report and financial statements for the year ended 30 June 2008 which comply with current statutory requirements, the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 and those of the governing document.

Statement of Responsibilities

The Board of Trustees is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company, to enable it to ensure that the financial statements comply with the Companies Act 1985. It is also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Company Law requires the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Company and of the surplus or deficit of the Company for that period.

In preparing those financial statements, the Board of Trustees is required to:

- select suitable accounting policies and then apply them consistently
- make judgements 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 statements on the going concern basis unless it is inappropriate to presume the Company will continue in business.

Review of the Business

The principal activity of the Company continued to be the provision of a General Counselling Service for Bristol and surrounding areas. It is also the mission of the Company to provide training courses in pastoral counselling and listening skills.

A full report of the activities of the Company for the year ended 30 June 2008 is to be found in sections 4 to 7 of this Annual Report.

Future Developments

We have no plans to modify the work of Network Training and Counselling.

Results

The results for the year and the state of the Company's affairs are shown in the financial statements and notes (Section 7)

The past year has seen decreases in some income sectors, including client contributions and training income, also some individual donations and grants showed a decrease. Expenditure increased during the year, largely due to increases in rent and service charge costs.

Constitution

The Company is constituted as a company limited by guarantee and governed by its Memorandum and Articles dated 16 July 2008.

It was first registered with the Charity Commission on 11 November 1985.

The objects are expressed in the Memorandum of Association as follows:

The relief of distress with psychological and emotional problems in such ways as the Board of Directors may think fit irrespective of gender, ethnic origin, disability, sexual orientation, age or religion. This to be undertaken by:

- (i) The provision of counselling and related services within a Christian ethos and following Christian principles.
- (ii) The provision of training and education in pastoral counselling and other related subject areas.

Those objects are furthered by the extensive programme which offers a range of training from a basic understanding of counselling to courses at the level of Certificate and Diploma.

The company's offices are partially staffed by volunteers and, in addition, there are approximately 40 volunteer counsellors who offer counselling to the general public at the Company's headquarters in Bristol and at the Filwood Hope centre, plus 20 volunteer supervisors.

The hours worked by volunteer counsellors and supervisors are approximately equivalent to the work of 4.6 full-time counsellors/supervisors (working 20 hours of contact time for 45 weeks each year). The hours currently worked by office volunteers are approximately equivalent to 1.5 full-time office staff (working a 37 hour week).

Members of the Board of Trustees and their interests

The members set out below have held office throughout the period from 1 July 2007 to the date of this report unless otherwise stated.

David Bussey	Treasurer - Re-elected for second term 22 Nov 06
Michael Dennison	Co-opted 5 July 2008; Eligible for election 26 Nov 2008
David Finney	Elected 24 Nov 2005; Elected as Chair 22 Nov 2006
Mary Groves	Resigned 11 October 2008
Anthony Hughes	Elected 22 Nov 2006
Samantha Kirby	Co-opted 5 Jul 2008; Eligible for election 26 Nov 2008
Joy Main	Resigned 26 Jan 2008
Ken Stewart	Elected 24 Nov 2005
Geraldine Taylor	Re-elected for second term 22 Nov 2006
John Watson	Re-elected 25 Nov 2004; Appointment expired 17 Oct 2007
Ben Whitworth	Resigned 15 Mar 2008
John Woolnough	Secretary - Re-elected for second term 22 Nov 06

No member had any beneficial interest in the Company during the period.

The Company is limited by guarantee, therefore there are no share-holdings.

New Trustees may be co-opted at a Trustees meeting but must be formally elected at the next AGM. The Trustees actively endeavour to identify suitable candidates who

may be put forward for election to the Board of Trustees. They welcome recommendations from individuals or organisations in this endeavour.

Review of Objectives 2007/08

The Trustees had agreed the following objectives for the financial year ending 30 June 2008. They have been reviewed as indicated:-

1. To Review Governance of Network Counselling & Training

Following the approval, at an Extraordinary General Meeting held on 16 July 2008, of a new Memorandum and Articles of Association and their subsequent acceptance by the Charity Commission and Companies House, the Trustees have convened a sub-committee to consider and report on Network's Constitution, Rules and By-Laws. This work continues and the sub-committee will report their recommendations to the Board of Trustees in due course.

2. To develop a strategy to address the expiry in February 2009 of Network's lease on its premises

At an early stage the Trustees determined their strategy for negotiating a new lease with Wesley College and this has been further reviewed as a result of the current property market situation. Firm proposals for the new lease terms are still awaited from Wesley College.

3. To Increase Funding Revenue

With the assistance of a Trustee who has considerable experience in this field, work has continued on developing a strategy for increasing the flow of donations and it is intended to launch some new initiatives in the near future.

Work also continues on the structuring of applications to major funding organisations.

Meanwhile, some additional funding was secured for specific projects by grant applications and for day to day costs through other fundraising initiatives such as half-marathons, sponsored tandem skydives and a sponsored bike ride.

4. To continue preparations for meeting the requirements of Regulation for counsellors and Network as an organisation

Work has been undertaken to prepare training courses for presentation as a foundation degree and the development of the counselling service in line with best practice.

5. To strengthen church contacts

Speaking engagements were undertaken in some churches which raised awareness of Network's role.

Further work will be needed in the Marketing strategy to realise the potential of this aspect of the external relationships in terms of fundraising and support in a range of non tangible ways.

6. To consider the formation of a "Friends" organisation

This proposal was discussed by the Trustees during the year and it was decided, because of the very limited availability of staff necessary to administer such a scheme, that it should be held in abeyance for the time being. However, there are plans within the developing Public Relations and Marketing strategy for this to develop.

Objectives 2008/09

1. To Review Governance of Network

To continue the process of reviewing and implementing changes to Network's Constitution, Rules and By Laws.

2. To address the expiry in February 2009 of Network's lease on its premises

- To further develop a strategy to deal with the lease renewal.
- To enter into negotiations with Wesley College at the appropriate time.
- To resolve any resultant issues.

3. To develop and implement Public Relations, Marketing and Fundraising strategies

4. To review the business model under which Network operates

In particular to look at the efficiency of employing paid counsellors.

5. To continue preparations for meeting the requirements of Regulation for counsellors and Network as an organisation

This will build on the work already started in previous years and to ensure that Network continues to be compliant with potential regulatory requirements.

6. To support the Training Department in the further development and accreditation of training courses.

Risk Management

The Trustees have reviewed the major risks to which the charity is exposed and systems have been established to mitigate these risks.

Reserves Policy

The Board of Trustees has a policy relating to reserve management. It aims to maintain a reserve fund equivalent to 3 months of staff salaries whenever possible. At the 2007-2008 financial year end free reserves (those reserves not tied up in fixed assets or restricted funds) amounted to £16,026 – equivalent to approximately 1.5 months of staff costs, inclusive of employer's NIC and pension contributions.

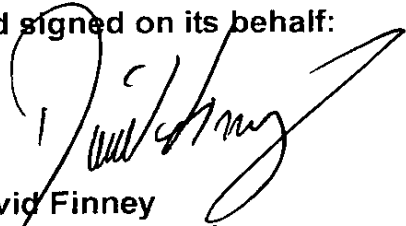
Reporting Accountants

Mazars LLP were the Reporting Accountants for the year.

A resolution to reappoint Mazars LLP as Reporting Accountants will be proposed at the Annual General Meeting to be held on 26 November 2008.

Approved by the Board of Trustees on 26/11/08

and signed on its behalf:



David Finney
Chair of Board of Trustees
Bristol

4: Director

'... the whole place is so calm and peaceful. I've still got some way to go but counselling has certainly helped – the whole ethos of Network is very professional ...'

Client Quote

"What a lovely peaceful location" is a comment heard regularly at Network from clients, students and visitors. We are really fortunate in being able to enjoy a wonderful location and to offer a relaxing and peaceful environment to those who seek our help or wish to train with us. Within this context we do offer a highly professional service both in counselling and training and maintaining this high standard continues to be a priority for all who work at Network.

The number of people seeking help from our counselling service continues to rise as currently we are the largest general counselling agency in Bristol. For many people in need there is nowhere else to go. With no statutory funding we rely heavily on donations and fundraising to continue to meet the ever increasing need and demand.

This past year has therefore become an increasingly difficult year financially for Network and balancing increasing costs with a reduction in our income has been an ongoing concern for us all. During the year positive steps have been taken to reduce expenditure wherever possible although the rent and upkeep costs of our premises have limited opportunities to achieve significant economies. However, we have been fortunate in attracting a new Trustee who brings energy and expertise in public relations, marketing and fundraising and we look forward to further developing these strategies in the coming year and to attracting additional funding for our worthwhile service.

The counselling profession nationally is currently going through a period of uncertainty and change and we are therefore also working to prepare Network for the changes that will inevitably take place. In this way we aim to build on our strengths and reputation to ensure that we remain in a good position to continue to offer high quality counselling and training services in the future.

The next few months will continue to be quite challenging for us but we are also aware of how much we have achieved this year. Counselling is essentially about enabling change and as a counselling organisation we look forward to the future with confidence and hope.

Mary Barrett
Director

5: Counselling

'Counselling has been invaluable for me on my road to recovery – it felt like I was taking a huge step just by asking for help, but I wouldn't hesitate to ask again in the future if I felt the need to talk through things which were stopping me from getting on with my life ...'

Client Quote

Network Counselling continued to offer a high quality counselling service to the large number of people who sought Network's help throughout the year. Our dedicated team of volunteer counsellors remained at 35-40 counsellors during the last year as compared to 47 in the previous year but the number of counselling sessions attended showed a slight increase.

- ✚ 3625 sessions took place with an average donation of £11.55 per session
- ✚ 248 of these were initial interviews with an average donation of £10.90
- ✚ 3377 were counselling sessions with an average donation of £11.59
- ✚ 57% of clients completed their counselling in 12 sessions or less

Clients

- ✚ 38% came via a range of professionals including GPs, mental health teams
- ✚ 25% came via the churches
- ✚ 23% were introduced by a friend
- ✚ 14% found Network through a range of media sources

Age Groups

- ✚ 4% 16-22; 15% 23-29; 33% 30-39; 26% 40-49; 22% 50+

Gender

- ✚ 66% female; 34% male

Status

- ✚ 43% married; 34% single; 10% divorced; 7% cohabiting; 4% separated; 3% widowed

Faith

- ✚ 75% Christian
- ✚ 23% no faith
- ✚ 2 % other faiths

Ethnic group

- ✚ 94% Caucasian; 6% ethnic minorities

Disability

- ✚ 7% registered disabled

Presenting Issues

- ✚ 35% anxiety, depression, stress
- ✚ 29% personal – including health, self esteem, self-worth/confidence, sexuality, sexual and emotional difficulties
- ✚ 22% marital and relationship difficulties
- ✚ 6% abuse, self-harm, eating disorders
- ✚ 4% family, children, childlessness, abortion
- ✚ 3% bereavement
- ✚ 0.5% spiritual and church issues
- ✚ 0.5% disability

Network's team of volunteer counsellors continues to be well supported by a team of both volunteer and paid supervisors and they all play an essential role in the delivery of a highly professional counselling service that is accessible and affordable to all.

My thanks to all our counsellors and supervisors for their continuing commitment and dedication.

Mary Barrett
Director & Head of Counselling

'Brilliant – the person-centred approach empowered me in all areas of decision-making ...'

Client Quote

6: Training Report

'This has been an amazing course. It has given me more than I ever expected and the standard has been brilliant throughout – very consistent and very much in line with the ethos.'

'Fantastic – a life changing experience in a safe environment'

Diploma Student

This year we are able to celebrate another highly successful year for the Training Department and I am very grateful for the dedication and commitment of a very experienced and skilled training team who continue to enable us to offer such high quality professional training.

Main counselling training programme

Our Introductory course – Being There – has continued to draw a steady flow of students, a number of whom went on to enroll in our 2008 – 9 Certificate training programme. We have again successfully maintained the validation of our Certificate and Diploma counselling training programmes with the University of Gloucestershire and, as in previous years, have received very positive reports from the University's Committee of Collaborative Provision and from our External Examiner. Our pass rates have remained very high at both Certificate and Diploma level (94% overall) and the student evaluations of the courses have once again been very positive.

Continuing Professional Development (CPD) Programme

This year we were again able to offer a successful programme of CPD workshops, the majority of which were led by experienced trainers external to Network. Generally, we have been able to attract high numbers of participants, both from inside and outside Network and to provide very good quality training as evidenced by student evaluations of the workshops. Through doing so, we have continued both to raise our profile and develop our reputation as a training organisation, and to generate a modest amount of additional income which is used to support the development of other aspects of our work.

Preparing for state registration of counsellors

The Department has continued to monitor recent changes in the counselling field and to consider their potential impact on our training programme. This process has led to the decision to re-validate our main training programme as a four year part time foundation degree in Spring 2009 and to continue to work towards BACP (British Association for Counselling and Psychotherapy) course accreditation.

Kate Steele
Head of Training

7: Accountants' Report and Financial Statements

Accountants' Report to the Members on the Unaudited Accounts of Network Counselling and Training

p 2	Statement of Financial Activities
p 3	Balance Sheet
pp 4 – 10	Notes to the Financial Statements

NETWORK COUNSELLING & TRAINING LIMITED

(Limited by Guarantee)

AUDIT EXEMPTION REPORT

FOR THE YEAR ENDED 30 JUNE 2008

Accountant's Report to the Members on the Unaudited Accounts of Network Counselling and Training

We report on the accounts for the year ended 30 June 2008 set out on pages 2 to 11.

This report is made solely to the charity's Trustees, as a body, in accordance with Section 235 of the Companies Act 1985. Our work has been undertaken so that we might state to the charity's Trustees those matters we are required to state to them in an Audit Exemption Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for our work, for this report, or for the opinions we have formed.

Respective Responsibilities of Trustees and Reporting Accountants

As described in the Statement of Trustees' Responsibilities the Trustees, who are also directors of the charity for the purposes of the Companies Act, are responsible for the preparation of the accounts, and they consider that the charity is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of Opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the charity, and making such limited enquiries of the officers of the charity as we considered necessary for the purposes of this report. These procedures provide only the assurances expressed in our opinion.

Opinion

In our opinion:

- a) the accounts are in agreement with the accounting records kept by the charity under section 221 of the Companies Act 1985, as amended;
- b) having regard only to, and on the basis of, the information contained in those accounting records:
 - i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in the Statement of Recommended Practice, Accounting and Reporting by Charities, and in section 249C(6) of the Act; and
 - ii) the charity satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

Signed:

Mazars LLP

Dated:

1 December 2008

Mazars LLP
Chartered accountants
Clifton Down House
Beaufort Buildings
Clifton Down
Clifton
Bristol
BS8 4AN

NETWORK COUNSELLING & TRAINING LIMITED
(Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 30 JUNE 2008

	Note	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income	2	1,878	48,949	50,827	52,248
Activities for generating funds	3	-	9,468	9,468	11,725
Investment income	4	-	1,781	1,781	1,639
Incoming resources from charitable activities	5	-	120,587	120,587	136,357
Total incoming resources		<u>1,878</u>	<u>180,785</u>	<u>182,663</u>	<u>201,969</u>
Resources expended					
Costs of generating funds:					
Costs of generating voluntary income	6	-	14,143	14,143	11,788
Charitable activities	7	2,204	181,597	183,801	186,302
Governance costs	10	-	1,727	1,727	1,629
Total resources expended	11	<u>2,204</u>	<u>197,467</u>	<u>199,671</u>	<u>199,719</u>
Movement in total funds for the year - Net income/(expenditure) for the year		(326)	(16,682)	(17,008)	2,250
Total funds at 1 July 2007		70,385	32,708	103,093	100,843
Total funds at 30 June 2008	18	<u>70,059</u>	<u>16,026</u>	<u>86,085</u>	<u>103,093</u>

All activities relate to continuing operations.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 4 to 11 form part of these financial statements.

NETWORK COUNSELLING & TRAINING LIMITED (Limited by Guarantee)

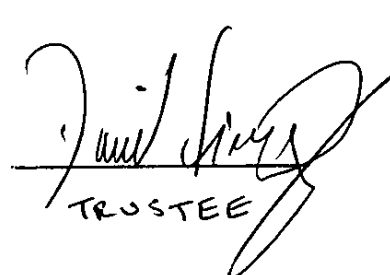
BALANCE SHEET **AS AT 30 JUNE 2008**

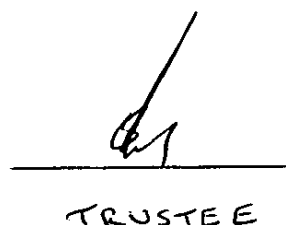
	Note	£	2008 £	£	2007 £
Fixed assets					
Tangible fixed assets	14		63,629		65,833
Current assets					
Debtors	15	2,144		3,829	
Cash at bank and in hand		32,677		46,613	
		<u>34,821</u>		<u>50,442</u>	
Creditors: amounts falling due within one year	16	(12,365)		(13,182)	
Net current assets			22,456		37,260
Total assets less current liabilities			<u>86,085</u>		<u>103,093</u>
Charity Funds					
Restricted funds	17		70,059		70,385
Unrestricted funds	17		16,026		32,708
			<u>86,085</u>		<u>103,093</u>

The Trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 249A(2) of the Companies Act 1985 and members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 249B(2) of the Act. The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 221 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the charity as at 30 June 2008 and of its loss for the year then ended in accordance with the requirements of section 226 of the Act and which otherwise comply with the requirements of the Companies Act 1985 relating to the financial statements so far as applicable to the charity.

The financial statements were approved by the Trustees on 26/11/08 and signed on their behalf, by:

The notes on pages 4 to 11 form part of these financial statements.


TRUSTEE


TRUSTEE

NETWORK COUNSELLING & TRAINING LIMITED

(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2008

1. Accounting Policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 1985.

1.2 Company status

The charity is a company limited by guarantee. The members of the company are the Trustees named on page {T#}. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.4 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

NETWORK COUNSELLING & TRAINING LIMITED **(Limited by Guarantee)**

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 30 JUNE 2008**

1. Accounting Policies (continued)

1.6 Tangible fixed assets and depreciation

All assets costing more than £1,000 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

S/Term Leasehold Property	-	123 years
Plant & machinery	-	4% straight line
Fixtures & fittings	-	25% straight line

1.7 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

2. Voluntary income

	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
Donations	1,115	48,949	50,064	52,248
Grants	763	-	763	-
	<u>1,878</u>	<u>48,949</u>	<u>50,827</u>	<u>52,248</u>

3. Fundraising income

	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
Room Hire	-	9,468	9,468	11,725
	<u>-</u>	<u>9,468</u>	<u>9,468</u>	<u>11,725</u>

4. Investment income

	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
Interest received	-	1,781	1,781	1,639
	<u>-</u>	<u>1,781</u>	<u>1,781</u>	<u>1,639</u>

NETWORK COUNSELLING & TRAINING LIMITED
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

5. Incoming resources from charitable activities

	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
Counselling	-	44,658	44,658	48,634
Training	-	75,929	75,929	87,723
	<u>-</u>	<u>120,587</u>	<u>120,587</u>	<u>136,357</u>

6. Costs of generating voluntary income

	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
Repairs and Maintenance	-	395	395	337
Sub contractors	-	1,609	1,609	-
Operating lease rentals - land and buildings	-	2,868	2,868	2,660
Service charge	-	687	687	840
Printing, postage and stationery	-	608	608	668
Telephone	-	193	193	175
Miscellaneous	-	127	127	164
Project costs	-	1,316	1,316	1,101
IT	-	67	67	-
Wages and salaries	-	6,273	6,273	5,843
	<u>-</u>	<u>14,143</u>	<u>14,143</u>	<u>11,788</u>

7. Analysis of resources expended by activities

	Activities undertaken directly 2008 £	Support costs 2008 £	Total 2008 £	Total 2007 £
Counselling	56,273	8,683	64,956	39,090
Training	110,155	8,690	118,845	147,211
Total	<u>166,428</u>	<u>17,373</u>	<u>183,801</u>	<u>186,301</u>

NETWORK COUNSELLING & TRAINING LIMITED
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

8. Direct costs

	Basis of Allocation	Counselling £	Training £	Total 2008 £	Total 2007 £
Subcontractors	Direct	518	728	1,246	3,012
Repairs & maintenance	Area	1,579	1,579	3,158	5,196
Rent and Rates	Area	11,473	11,474	22,947	23,332
Service Charge	Area	2,746	2,746	5,492	5,049
Printing, Postage & Stationery	Area	2,145	2,146	4,291	6,913
Telephone	Area	814	814	1,628	1,451
Training and CPD Costs	Direct	-	4,096	4,096	5,623
Travel	Direct	2,066	-	2,066	2,834
Sundry Expenses	Area	503	506	1,009	4,459
Insurance		-	-	-	873
Counsellor Supervision	Direct	7,993	-	7,993	1,981
Advertising	Direct	-	263	263	-
IT	Area	270	270	540	-
Wages and salaries	Direct	25,064	84,431	109,495	108,107
Depreciation	Area	1,102	1,102	2,204	2,205
		<u>56,273</u>	<u>110,155</u>	<u>166,428</u>	<u>171,035</u>

9. Support costs

	Basis of Allocation	Counselling £	Training £	Total 2008 £	Total 2007 £
Rent and Rates	Area	1,434	1,434	2,868	2,660
Service Charge	Area	343	344	687	840
Printing, Postage & Stationery	Area	183	183	366	668
Telephone	Area	96	97	193	175
Travel	Area	189	189	378	-
Insurance	Area	1,771	1,772	3,543	-
Staff Training	Area	-	-	-	23
Cleaning	Area	197	198	395	337
Legal & Professional	Area	476	477	953	2,078
Bookkeeping	Area	45	45	90	856
Bank charges	Area	517	517	1,034	1,130
Sundry expenses	Area	203	203	406	657
Advertising	Area	60	60	120	-
IT	Area	33	34	67	-
Wages and salaries	Area	3,136	3,137	6,273	5,843
		<u>8,683</u>	<u>8,690</u>	<u>17,373</u>	<u>15,267</u>

NETWORK COUNSELLING & TRAINING LIMITED
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

10. Governance costs

	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
Reporting Accountants' fee	-	1,677	1,677	1,629
Trustees' travel	-	50	50	-
	-	1,727	1,727	1,629

11. Analysis of resources expended by expenditure type

	Staff costs 2008 £	Depreciation 2008 £	Other costs 2008 £	Total 2008 £	Total 2007 £
Costs of generating voluntary income	6,274	-	7,869	14,143	11,788
Counselling	28,200	1,102	35,654	64,956	39,091
Training	87,568	1,102	30,175	118,845	147,211
Subtotal charitable activities	115,768	2,204	65,829	183,801	186,302
Governance	-	-	1,727	1,727	1,629
	122,042	2,204	75,425	199,671	199,719

12. Net income / (Expenditure)

This is stated after charging:

	2008 £	2007 £
Depreciation of tangible fixed assets: - owned by the charity	2,204	2,205

No Trustee received any remuneration during the year and 1 Trustee was reimbursed expenses of £50 (2007 - 1 trustee was reimbursed £25).

NETWORK COUNSELLING & TRAINING LIMITED
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

13. Staff costs

Staff costs were as follows:

	2008 £	2007 £
Wages and salaries	113,877	111,105
Social security costs	7,274	7,948
Other pension costs	891	740
	<u>122,042</u>	<u>119,793</u>

The average monthly number of employees during the year was as follows:

	2008 No.	2007 No.
Management	1	1
Administration	2	2
Trainers	3	3
	<u>6</u>	<u>6</u>

No employee received remuneration amounting to more than £60,000 in either year.

14. Tangible fixed assets

	Land and buildings £	Plant and machinery £	Furniture, fittings and equipment £	Total £
Cost				
At 1 July 2007 and 30 June 2008	<u>43,361</u>	<u>46,289</u>	<u>36,804</u>	<u>126,454</u>
Depreciation				
At 1 July 2007	3,883	19,934	36,804	60,621
Charge for the year	352	1,852	-	2,204
	<u>4,235</u>	<u>21,786</u>	<u>36,804</u>	<u>62,825</u>
At 30 June 2008				
	<u>4,235</u>	<u>21,786</u>	<u>36,804</u>	<u>62,825</u>
Net book value				
At 30 June 2008	<u>39,126</u>	<u>24,503</u>	<u>-</u>	<u>63,629</u>
At 30 June 2007	<u>39,478</u>	<u>26,355</u>	<u>-</u>	<u>65,833</u>

NETWORK COUNSELLING & TRAINING LIMITED
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008

15. Debtors

	2008 £	2007 £
Prepayments and accrued income	-	70
Tax recoverable	2,144	3,759
	<u>2,144</u>	<u>3,829</u>

16. Creditors:
Amounts falling due within one year

	2008 £	2007 £
Social security and other taxes	2,150	2,494
Other creditors	2,069	-
Accruals and deferred income	8,146	10,688
	<u>12,365</u>	<u>13,182</u>

17. Statement of funds

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
Unrestricted funds				
General reserve	32,708	180,785	(197,467)	16,026
Restricted funds				
Wesley Move	4,549	-	-	4,549
Filwood Hope	65,836	-	(2,204)	63,632
Counsellor Library	-	8	-	8
Server	-	500	-	500
Training - Couples Courses	-	1,000	-	1,000
Training - Young People Courses	-	100	-	100
Training - Replacement of Projector Screen	-	270	-	270
	<u>70,385</u>	<u>1,878</u>	<u>(2,204)</u>	<u>70,059</u>
Total of Funds	<u>103,093</u>	<u>182,663</u>	<u>(199,671)</u>	<u>86,085</u>

The Wesley Move Fund is restricted by the donors' wishes and will be used to pay for the work and facilities to be completed on the premises at Wesley College.

The Filwood Hope Fund was set up during the year ended 30 June 1994 when the company received a

NETWORK COUNSELLING & TRAINING LIMITED **(Limited by Guarantee)**

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 30 JUNE 2008**

17. Statement of funds (continued)

gift of £60,000 from the Mervyn Scott-Lindsey Trust to enable the setting up of a drop-in centre in the Knowle West district of Bristol. The company purchased a leasehold property in Knowle West with a term of 123 years for the use of Filwood Hope Project. Substantial improvements were made to the property using funds designated for the purpose. The Filwood Hope Project now operates as a separate charity with its own trustees. The movements above represent the depreciation of the original investment in the property and the subsequent improvements.

The Training Fund consists of donations specifically made to purchase equipment to help with training.

18. Analysis of net assets between funds

	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
Tangible fixed assets	63,629	-	63,629	65,834
Debtors due after more than 1 year	-	-	-	3,829
Current assets	6,430	28,392	34,822	46,613
Creditors due within one year	-	(12,366)	(12,366)	(13,183)
	<u>70,059</u>	<u>16,026</u>	<u>86,085</u>	<u>103,093</u>

19. Pension commitments

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £864 (2007 - £740).

20. Operating lease commitments

At 30 June 2008 the charity had annual commitments under non-cancellable operating leases as follows:

	Land and buildings 2008 £	2007 £	Other 2008 £	2007 £
Expiry date:				
Between 2 and 5 years	<u>35,400</u>	<u>35,000</u>	<u>1,654</u>	<u>1,654</u>