

1951370

network:counselling&training

# Annual Report

for the year ended 30 June 2009

“I had nowhere else to  
turn and then I found this  
incredible, safe place where  
I felt supported at a very  
difficult time in my life.”

Client



**Network Counselling & Training Limited**

Registered Charity: 292801 | Company Limited by Guarantee: 1951370

“I’m really proud of myself and what I have achieved. Part of that was because of my counsellor.”

Client

## 1 Company Information

Place of Business & Registered Office:	College Park Drive Henbury Road Henbury BRISTOL BS10 7QD
Company Number:	1951370
Charity Registration Number:	292801
Board of Trustees:	Phillip Corbin (Co-opted 18 April 2009) Michael Dennison (Elected 26 November 2008) Anthony Hughes Samantha Kirby (Elected 26 November 2008) Ken Stewart Geraldine Taylor
Company Secretary:	Samantha Kirby
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

# network

“...we have ended the year in what feels to be a much stronger position than felt likely at many times during the year itself.”

## 2 Chairman's Report

Against the background of difficult economic conditions, and many unforeseen changes, this has been a successful year and we have ended the year in what feels to be a much stronger position than felt likely at many times during the year itself. Changes forced upon us have resulted in renewal and growth and we feel well-placed to build on the ways in which we deliver affordable support to people with psychological and emotional problems.

The year started poorly in a financial sense due partly to the fact that the uptake of our training courses was lower than anticipated. This presented a financial shortfall in income early in the year that was difficult to replace and cast a shadow of financial concern over the remainder of the year, against the backdrop of a more challenging economic climate.

The Trustees had already started the process of reviewing the PR, marketing and fund-raising strategy, but we recognised that it would take time for these plans to bear fruit. Therefore, with the support of the staff we introduced cuts in pay and/or hours and reviewed other costs in order to reduce expenditure. I am very grateful to the staff for their uncomplaining cooperation in this exercise. I am pleased to report that all those still with us are now back on full pay and hours.

Sadly, the financial pressures, and the tensions that these created, did result in some casualties. Mary Barrett, who had been both Head of Counselling and Operations Director for a number of years, decided that she wished to resign, and she left us at the end of March. During her period of notice, David Finney, the former Chairman, resigned for personal reasons. A short while later, two other Trustees, both in their final year of office, also resigned. It was a very difficult period for those that remained.

The Trustees made two quick temporary appointments in order to provide some short-term stability. We were fortunate in being able to appoint Steve Griffiths as temporary Head of Counselling and, unusually we decided to ask Sam Kirby, a qualified counsellor amongst the Trustees to take a short-term part-time paid appointment as acting Operations Director whilst we reviewed overall staffing needs.

In the meantime, the Trustees were delighted that Phillip Corbin, an accountant with considerable experience of the voluntary sector, agreed to be co-opted on to the Board.

During this time, the counselling services have been largely unaffected due mainly to the fantastic support from our volunteer counsellors, who have remained loyal to the organisation throughout a difficult period. I would also like to pay tribute to Kate Steele, Bill Stormont, Val Hills and Ann Skerratt, the four long term staff members who have borne the brunt of the extra work brought about by these departures. Steve Griffiths has settled in well and has also been working incredibly hard. We are pleased that he has now accepted the permanent Head of Counselling role.

Network, is supported by many volunteers, not just in front-line counselling but in other key areas such as reception, administration, fund-raising and prayer support. Together they are the glue that hold us together. I would like to thank them for their continued dedication and support.

It is sad that we have to say goodbye to staff and volunteers who have served the organisation so faithfully over the years. However, I must pay tribute to Mary Barrett, Peter Jackson, Julie Ventner, Faith Moulding and Richard Graham, in particular. We are sorry to see them move on but are delighted that they wish to retain their long-standing links and support.

Finally I would like to say a very big thank you to David Finney, John Woolnough and David Bussey who served the organisation as trustees for so long. In addition I must thank my fellow trustees for all the support that they have shown to me personally during the last four months and to the time and effort that they continue to devote to driving the organisation forward.

We look forward to the future with great faith and in good heart.

Tony Hughes

Acting Chairman of the Trustees

“Despite the considerable challenges we have faced, however, the organisation has continued to fulfil its core objectives very successfully over the last year.”

### 3 Management Report

This has been a very challenging year for Network in a number of respects and it is entirely due to the commitment, dedication and generous support of our staff, students and volunteers that we have been able to ‘weather the storm’ as well as we have.

The difficult financial climate over the past year has adversely affected many charities and Network has been no exception. While costs continued to increase over the year, income from client contributions, grants and donations were inevitably falling and this eventually led to our having to take more drastic action to reduce costs further in order to survive. We are very grateful for the goodwill of our staff who either worked overtime, took temporary voluntary pay cuts or reduced their hours for a period of time in order to ease the financial pressures on the organisation. We are also very grateful to our students and volunteers who supported the staff very generously through this difficult time both financially and practically.

The storm has now abated somewhat and our financial position has stabilised significantly over the past few months. This has, however, been achieved partly through staff cut-backs which are not sustainable in the long term and we are still facing the possibility of a significant rent increase over this next year. Consequently, while the situation has improved considerably, there are important challenges lying ahead and we still need to work both at keeping costs low and increasing income in order to be able to return to our previous staffing levels while at the same time ensuring the continuing financial stability of the organisation.

Despite the considerable challenges we have faced, however, the organisation has continued to fulfil its core objectives very successfully over the last year. Feedback from our clients tell us that we have continued to offer professional counselling of a high standard to those who otherwise would not be able to afford it; feedback from our students demonstrates that we have continued to offer highly successful training courses and workshops and to develop further our reputation as a very effective person-centred training organisation. And, in the midst of the storm, we have begun to look forwards towards a broader vision for Network which carries with it the possibility of a number of exciting new developments and ventures over the next five years.

The demand for counselling has never been greater. State provision of counselling is only just scratching the surface of the need and the rising cost of private counselling puts it out of reach for many people. Without the existence of voluntary agencies like Network, furthermore, those people who are struggling with multiple, complex problems and who therefore need the continuity of care that longer-term counselling provides would simply have nowhere to go. We therefore have a vital role to play in society. We can offer what few others can and what we can offer has the potential to change lives.

Our principal aim over this next year is to increase the amount of counselling we are able to offer, to make a difference in the lives of a greater number of people. We believe this organisation has enormous as yet unrealized potential, that we have the capacity to make an even more significant impact on the community we seek to serve. We have the space, the skills and the motivation to make this possible. What we need is to secure a level of funding that will enable us not only to continue the work we are doing, but to develop it – to expand our team of counsellors and supervisors, to diversify, to find new and creative ways of meeting the needs of those we have the privilege of coming alongside.

Our most important resource, however, is a team of highly dedicated and committed people – Trustees, staff and volunteers – who believe passionately in the work Network is doing, who are prepared to give of their time, energy so freely and generously and whose considerable gifts and skills make it possible for us to deliver a service of the highest possible standards both to our clients and students. They are our lifeblood as an organisation.

Steve Griffiths, Kate Steele & Bill Stormont  
The Management Team

# network

66 The standard of the course, within the limits of what I've seen, is easily comparable with other similar awards and exceeds the standard of many. It equips graduates to operate with competence in the professional field. I see evidence of the high levels of both challenge and support characteristic of the best learning environments.99

August 2009 report from External Examiner  
Margaret Bazely (Institute of Pastoral  
Counselling/MBACP Accred. Counsellor/  
Psychotherapist; MBACP Sr Accred. Trainer).

## 4 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 2009.

### 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 2006. 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 Comprehensive Counselling Service for Bristol and surrounding areas, which is affordable to all. The other main core activity of the Company is to provide professional training courses in counselling as well as occasional workshops to facilitate continuing professional development for the counsellors working with Network and for other counsellors in the area. In addition it provides a range of introductory and other training courses in listening and counselling skills.

### 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 Company faced some financial challenges this year in common with many other organisations in the charitable sector. In order to address these, it implemented a programme of expenditure cuts and reduced working hours and undertook a review of its financial position. As a result a mid-year deficit was kept within manageable bounds and a small surplus was achieved by the year end.

### Constitution

The Company is constituted as a company limited by guarantee (Company No. 1951370) and governed by its Memorandum and Articles of Association dated 16 July 2008. It was first registered with the Charity Commission on 11 November 1985 (Charity No. 292801).

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

The relief of distress in people 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 15 volunteer supervisors.

The hours worked by volunteer counsellors and supervisors are approximately equivalent to the work of 4.2 full-time counsellors/supervisors (working 20 hours of contact time for 45 weeks each year).

“ Counselling gave me the opportunity to look at myself and determine how best to resolve the issues. ”

Client

“ There were many times when my counsellor was a lifeline for me. I learned how to face my problems constructively and positively. ”

Client

The hours currently worked by office volunteers are approximately equivalent to 1.4 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 2008 to the date of this report unless otherwise stated.

David Bussey	Treasurer - Re-elected for second term 22 Nov 06; Resigned as Trustee and Treasurer 25 February 2009;
Michael Dennison	Co-opted 5 July 2008; Elected 26 Nov 2008
David Finney	Elected 24 Nov 2005; Elected as Chair 22 Nov 2006; Resigned as Trustee and Chair 23 February 2009
Mary Groves	Resigned 11 October 2008
Anthony Hughes	Elected 22 Nov 2006; Elected as Chair 28 February 2009
Samantha Kirby	Co-opted 5 Jul 2008; Elected 26 Nov 2008; Elected as Secretary 28 February 2009
Ken Stewart	Re-elected for second term 26 Nov 2008
Geraldine Taylor	Re-elected for second term 22 Nov 2006
John Woolnough	Secretary - Re-elected for second term 22 Nov 06; Resigned as Trustee and Secretary 25 February 2009
Phillip Corbin	Co-opted 18 April 2009; Elected as Treasurer 18 April 2009; Eligible for election to the Board 25 November 2009;

Despite resignations in February 2009, the Board has remained firmly in control of the organisation. At present only one key appointment has been made to fill the vacancies, but the Board is satisfied that it currently has all the key skills necessary to function effectively.

These resignations coincided with the resignation of the Operations Director, Mary Barrett with effect from 31 March 2009. As a result, during the period between 1 April 2009 and 31 July 2009 Sam Kirby, a trained counsellor with appropriate management experience fulfilled the function of acting Operations Director, on a part time paid basis. No other member had any beneficial interest in the Company during the period from 1 July 2008.

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 2008/09

The Trustees have made satisfactory progress towards achieving their objectives for the financial year ending 30 June 2009. At the EGM on 16 July 2008, a resolution was passed adopting a new Constitution. The management team and the Board are currently in negotiation with the Landlord at Wesley College with a view to taking a new Lease.

Alongside this, a detailed PR, Marketing and Fundraising strategy was adopted by the Board in October 2008. Since then the quality of external communications have been improved and there is a wider range of fund raising activities.

In January, the Company took steps to reduce the backlog of counselling cases by appointing three experienced paid counsellors. It has also taken steps to address the current levels of contributions. As a result, by May the backlog had virtually disappeared and the average level of contributions (from those who can afford to pay) had increased to about one third of the average cost of a counselling session. Work on this will continue next year.

We are taking steps to ensure that Network continues to be compliant with potential regulatory requirements. The counselling arena continues to become more highly regulated each year. The Company is well-placed to address these ongoing developments with its experienced training arm. The organisation continues to adhere to the ethical guidelines and standards set by the British Association of Counsellors and Psychotherapists.

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“ We covered a lot of ground and a lot has happened along the way. I look forward to seeing the fruit of it in days to come. All in all it has been invaluable.”

Client

The Training Department has achieved considerable success in the development of its CPD courses and will continue to run Certificate and Diploma courses next year.

Further, more detailed information is contained in the Training Report and the Counselling Report.

#### 2009/10

During 2009/10 we will continue to work on the development of the counselling model with the aim of reducing waiting time and maintaining the highest possible standards. The longer term aim is to achieve external accreditation for both counselling and training, which will clearly demonstrate the standards that have been achieved.

The training department continues to monitor developments in the professional arena and intends to continue to broaden the range of ad hoc training courses that we provide.

We expect to sign up to a new lease for our headquarters, where much of the counselling is being done at present. However, we wish to put more time and energy into our support of the joint venture with Filwood Hope in Knowle so as to ensure that we can continue to provide the same high quality level of counselling services there as elsewhere.

#### Public Benefit

The Company provides a counselling service designed to be affordable to anyone who needs it. Therefore it will not turn away anyone in need of counselling simply because they cannot afford to pay for it. As a result the Board is satisfied that the Company's objectives continue to satisfy the public benefit test. The Trustees have complied with their duty under section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

#### 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 the management of its reserves. It aims to maintain a reserve fund equivalent to 3 months of staff salaries.

At the 2008-2009 financial year end free reserves (those reserves not tied up in fixed assets or restricted funds) amounted to £18,865 – equivalent to approximately 2 months of staff costs, inclusive of employer's NIC and pension contributions.

The Board is implementing a budget designed to start the process of increasing the level of reserves to the desired level.

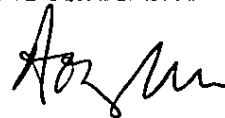
#### Reporting Accountants

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 12 October 2009  
and signed on its behalf:

Tony Hughes  
Acting Chairman of the Trustees



## 5 Training Report

“The overall quality of the course has been excellent, both in its content and delivery.

The course tutors have been professional and approachable at all times, modeling what we were learning.”

Certificate student

“An experience I have never had before of being unconditionally accepted and respected, given encouragement and support to a degree I never believed possible. It has changed my life.”

Diploma Student

The Training Department has again had a very successful year and I am very grateful to all of our course leaders, tutors and facilitators whose expertise, dedication and commitment make it possible for us to deliver training programmes of such consistently high quality.

### Main counselling training programme

Our Introductory course – Being There – has continued to attract good numbers of students, a significant number of whom again went on to enroll in the current Certificate training programme. We have once again successfully maintained the validation of our Certificate and Diploma counselling training programmes with the University of Gloucestershire and, as in past years, have received very positive reports both from the University's Committee of Collaborative Provision and from our new External Examiner who has been very impressed by the high standards our students reach. Our pass rates have again remained high and the students' evaluations of the courses over the year have been consistently very positive and encouraging

### Continuing Professional Development (CPD) Programme

This year's CPD programme has again been very successful and our workshops have been very well received. We offered six workshops in total over the year, all of which were led by experienced trainers external to Network and attracted high numbers of participants, both from inside and outside Network. Evaluations of the courses were consistently very positive and we were again able to generate a small amount of additional income which has been used to support the development of other aspects of the work of the Department.

### Preparing for state registration of counsellors

The Department is continuing to monitor closely ongoing developments in the counselling field and to consider the implications of the decisions reached at national level for our own training programme. As a result of a number of decisions made recently by the Government in relation to state registration, we decided not to convert our main training programme into a foundation degree in 2009 as we had planned, though this remains an option that is open to us in the future. We do intend, however, continue to work towards BACP accreditation of our Diploma course over this next year should Network be able to achieve and maintain sufficient financial stability to enable us to meet the considerable costs of the accreditation process.

Kate Steele  
Head of Training

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“Just knowing that I could talk and express myself helped – I was not alone in the crisis.”

Client

## 6 Counselling Report

Despite the difficult financial climate facing us this year, Network Counselling continued to offer a high quality/low cost counselling service to a significant number of people seeking our help. Our dedicated team of volunteer counsellors stands at 29 qualified counsellors working together with 15 trainee counsellors. The number of counselling sessions provided, shows a slight decrease from the previous year which seems to reflect the downturn in economic conditions.

What may be of interest is that the number of referrals directly coming from a church setting have decreased whilst referrals from friends and media sources has increased significantly. This suggests that we are reaching people through word of mouth by reputation and more individuals are finding us through sources such as the internet.

We rely upon donations and contributions from individuals and churches, and from grants and fundraising in order to deliver the level of service that we currently offer. In the coming year we will need to find ways of raising further income in order that we continue to offer the quality of service that we are currently able to. One way in which this might be achieved is through a higher level of contributions. Our underlying principle, that no-one is refused on the grounds of inability to pay, remains a cornerstone of our commitment to the community. At the same time we will seek to raise contributions to an average level of around £15. This means that each person that is able to contribute at a level above £15, will enable us to offer counselling to any individual who cannot contribute at this level.

We also anticipate that additional funding will be needed over the next few years to meet the increasing costs of providing supervision to our volunteers and trainees and to continue to provide an important satellite counselling facility at Filwood Hope. This additional funding might also be utilised in the provision of services that we are either unable to offer at present or can only offer to a limited extent. This would see Network exploring the possibilities of providing a 'Youth Counselling Service,' the development of 'Group' therapeutic work and an extension of the current limited provision of 'Couples counselling'.

We continue to monitor the provision of our services and this year's figures indicate a drop in the level of service provision to ethnic minority groups and the absence of couples who identify themselves as Gay/Lesbian. In all cases Network undertakes to offer equality of opportunity in the service that is offered to the wider community and is committed to broadening the range of individuals who feel willing and able to seek assistance from and gain access to this agency.

### Statistical returns (Fiscal Year)

- 3141 sessions took place with an average donation of £10.66 per session
- 186 of these were initial interviews with an average donation of £10.73
- 2955 were counselling sessions with an average donation of £10.66
- 44% of clients completed their counselling in 12 sessions or less

### Clients

- 32% came via a range of professionals including GPs, mental health teams
- 13% came via the churches
- 31% were introduced by a friend
- 24% found Network through a range of media sources

### Age Groups

- 8% 16-22; 24% 23-29; 22% 30-39; 25% 40-49; 21% 50+

### Gender

- 65% female; 35% male

### Status

- 43% married; 39% single; 5% divorced; 5% cohabiting; 5% separated; 3% widowed

“The surroundings were so beautiful and relaxing. My counsellor was such a wonderful lady. I will miss her. I was so nervous the first time we met and she was so kind.”

Client

#### Faith

- 76% Christian
- 22% no faith
- 2 % other faiths

#### Ethnic Group

- 97% Caucasian; 3% ethnic minorities

#### Disability

- 11% registered disabled

#### Presenting Issues

- 17% anxiety, depression, stress
- 61% personal – including health, self esteem, self-worth/confidence, sexuality, sexual and emotional difficulties
- 13% marital and relationship difficulties
- 3% abuse, self-harm, eating disorders
- 4% family, children, childlessness, abortion
- 2% bereavement
- 0% spiritual and church issues
- 1% disability

Network's volunteer counsellors and trainees are supported by a team of both volunteer and paid supervisors and our very capable administrative team. They play an essential role in the delivery of a high quality counselling service that is accessible and affordable to all.

Our sincere gratitude goes to all our counselors, supervisors and staff for their continued commitment and dedication.

Steve Griffiths  
Head of Counselling

# network

“It has been a wonderful support on a weekly basis through a tough and challenging time.”

Client

“It enabled me to talk about events that had happened in my life which I hadn't been able to talk about to anyone before.”

Client

## 7 Accountants' Report & Financial Statements

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

Page 1 Independent Examiner's Report

Page 2 Statement of Financial Activities

Page 3 Balance Sheet

Page 4–12 Notes to the Financial Statements

## **INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 JUNE 2009**

### **Independent Examiner's Report to the Trustees of Network Counselling & Training Limited**

I report on the financial statements of the charity for the year ended 30 June 2009 which comprise the Statement of Financial Activities and Balance Sheet, with the related notes.

This report is made solely to the charity's Trustees, as a body, in accordance with Section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work, for this report, or for the opinions I have formed.

### **Respective Responsibilities of Trustees and Examiner**

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 43 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the Act; and
- state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Report**

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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:



Dated:

8 DECEMBER 2009

Michael Stewart ACA

**Mazars LLP**

Chartered accountants  
Bristol

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(Incorporating Income and Expenditure Account)**  
**FOR THE YEAR ENDED 30 JUNE 2009**

	Note	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
<b>Incoming resources</b>					
Incoming resources from generated funds:					
Voluntary income	2	1,500	49,405	50,905	43,641
Activities for generating funds	3	-	23,767	23,767	16,654
Investment income	4	-	511	511	1,781
Incoming resources from charitable activities	5	-	107,839	107,839	120,587
<b>Total incoming resources</b>		<b>1,500</b>	<b>181,522</b>	<b>183,022</b>	<b>182,663</b>
<b>Resources expended</b>					
Costs of generating funds:					
Costs of generating voluntary income	6	-	10,909	10,909	14,143
Charitable activities	7	2,205	166,135	168,340	183,801
Governance costs	10	-	1,639	1,639	1,727
<b>Total resources expended</b>	<b>11</b>	<b>2,205</b>	<b>178,683</b>	<b>180,888</b>	<b>199,671</b>
<b>Movement in total funds for the year -</b>					
<b>Net income/(expenditure) for the year</b>		<b>(705)</b>	<b>2,839</b>	<b>2,134</b>	<b>(17,008)</b>
Total funds at 1 July 2008		70,059	16,026	86,085	103,093
<b>Total funds at 30 June 2009</b>	<b>18</b>	<b>69,354</b>	<b>18,865</b>	<b>88,219</b>	<b>86,085</b>

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 12 form part of these financial statements.

**BALANCE SHEET**  
**AS AT 30 JUNE 2009**

	Note	£	2009 £	£	2008 £
<b>Fixed assets</b>					
Tangible fixed assets	14		63,477		63,629
<b>Current assets</b>					
Debtors	15	2,382		2,144	
Cash at bank and in hand		31,212		32,677	
		<u>33,594</u>		<u>34,821</u>	
<b>Creditors: amounts falling due within one year</b>	16	(8,852)		(12,365)	
<b>Net current assets</b>			<u>24,742</u>		<u>22,456</u>
<b>Total assets less current liabilities</b>			<u>88,219</u>		<u>86,085</u>
<b>Charity Funds</b>					
Restricted funds	17		69,354		70,059
Unrestricted funds	17		18,865		16,026
			<u>88,219</u>		<u>86,085</u>

The Trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act. The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 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 2009 and of its profit for the year then ended in accordance with the requirements of section 396 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the charity.

The financial statements were approved by the Trustees on 12/10/09 and signed on their behalf, by:



Trustee



Trustee

The notes on pages 4 to 12 form part of these financial statements.

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009**

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### **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 2006.

#### **1.2 Company status**

The charity is a company limited by guarantee. The members of the company are the Trustees named on page 1. 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. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

### 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 not charged on freehold land. Depreciation on other tangible fixed assets is provided at rates calculated to write off the cost of those 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 Operating leases

Rentals under operating leases are charged on a straight line basis over the lease term.

Benefits received and receivable as an incentive to sign an operating lease are recognised on a straight line basis over the period until the date the rent is expected to be adjusted to the prevailing market rate.

#### 1.8 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 2009 £	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
Donations	-	49,405	49,405	42,878
Grants	1,500	-	1,500	763
	<u>1,500</u>	<u>49,405</u>	<u>50,905</u>	<u>43,641</u>

### 3. Fundraising income

	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
Room Hire	17,722	17,722	9,468
Sponsorship income	6,045	6,045	7,186
	<u>23,767</u>	<u>23,767</u>	<u>16,654</u>



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2009**

**4. Investment income**

	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
Interest received	511	511	1,781

**5. Incoming resources from charitable activities**

	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
Counselling	37,240	37,240	44,658
Training	70,599	70,599	75,929
	107,839	107,839	120,587

**6. Costs of generating voluntary income**

	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
Repairs and Maintenance	30	30	395
Sub contractors	-	-	1,609
Rent	2,660	2,660	2,868
Service charge	900	900	687
Printing, postage and stationery	228	228	608
Telephone	153	153	193
Miscellaneous	77	77	127
Project costs	993	993	1,316
IT	414	414	67
Wages and salaries	5,454	5,454	6,273
	10,909	10,909	14,143

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2009**

**7. Analysis of resources expended by activities**

	Activities undertaken directly 2009 £	Support costs 2009 £	Total 2009 £	Total 2008 £
Counselling	51,406	8,319	59,725	64,956
Training	100,293	8,322	108,615	118,845
Total	151,699	16,641	168,340	183,801

**8. Direct costs**

	Counselling £	Training £	Total 2009 £	Total 2008 £
Subcontractors	1,755	-	1,755	1,246
Repairs & maintenance	120	120	240	3,158
Rent and Rates	10,640	10,641	21,281	22,947
Service Charge	3,600	3,600	7,200	5,492
Printing, Postage & Stationery	2,249	2,250	4,499	4,291
Telephone	580	581	1,161	1,628
Training and CPD Costs	-	5,818	5,818	4,096
Travel	1,141	-	1,141	2,066
Sundry Expenses	632	-	632	1,009
Counsellor Supervision	2,963	-	2,963	7,993
Advertising	337	-	337	263
IT	288	289	577	540
Wages and salaries	24,212	76,994	101,206	109,495
Depreciation	2,889	-	2,889	2,204
	51,406	100,293	151,699	166,428

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2009**

**9. Support costs**

	<b>Counselling £</b>	<b>Training £</b>	<b>Total 2009 £</b>	<b>Total 2008 £</b>
Rent and Rates	1,330	1,330	2,660	2,868
Service Charge	450	450	900	687
Printing, Postage & Stationery	125	125	250	366
Telephone	96	96	192	193
Travel	45	45	90	378
Insurance	715	715	1,430	3,543
Cleaning	15	15	30	395
Legal & Professional	1,339	1,340	2,679	953
Bookkeeping	-	-	-	90
Bank charges	488	488	976	1,034
Sundry expenses	647	647	1,294	406
Advertising	128	129	257	120
IT	207	207	414	67
Wages and salaries	2,734	2,735	5,469	6,273
	<u>8,319</u>	<u>8,322</u>	<u>16,641</u>	<u>17,373</u>

**10. Governance costs**

	<b>Unrestricted Funds 2009 £</b>	<b>Total Funds 2009 £</b>	<b>Total Funds 2008 £</b>
Reporting Accountants' fee	1,639	1,639	1,677
Trustees' travel	-	-	50
	<u>1,639</u>	<u>1,639</u>	<u>1,727</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2009**

**11. Analysis of resources expended by expenditure type**

	Staff costs 2009 £	Depreciation 2009 £	Other costs 2009 £	Total 2009 £	Total 2008 £
Costs of generating voluntary income	5,454	-	5,455	10,909	14,143
<b>Costs of generating funds</b>	<b>5,454</b>	<b>-</b>	<b>5,455</b>	<b>10,909</b>	<b>14,143</b>
Counselling	26,946	2,889	29,890	59,725	64,956
Training	79,729	-	28,886	108,615	118,845
<b>Charitable activities</b>	<b>106,675</b>	<b>2,889</b>	<b>58,776</b>	<b>168,340</b>	<b>183,801</b>
<b>Governance</b>	<b>-</b>	<b>-</b>	<b>1,639</b>	<b>1,639</b>	<b>1,727</b>
	<b>112,129</b>	<b>2,889</b>	<b>65,870</b>	<b>180,888</b>	<b>199,671</b>

**12. Net income / (Expenditure)**

This is stated after charging:

	2009 £	2008 £
Depreciation of tangible fixed assets:		
- owned by the charity	2,889	2,204

No Trustee, in their capacity as trustee, received any remuneration during the year and no Trustees were reimbursed for expenses (2008 - 1 trustee was reimbursed £50). In accordance with Section 5 (b) of the Memorandum of Association, Sam Kirby (through her company Partners in Communication) was paid £1,783 for acting, on a temporary basis, as the Operations Director.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2009**

**13. Staff costs**

Staff costs were as follows:

	2009 £	2008 £
Wages and salaries	105,096	113,877
Social security costs	6,284	7,274
Other pension costs	748	891
	<u>112,128</u>	<u>122,042</u>

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

	2009 No.	2008 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**

	Leasehold property £	Leasehold improvements £	Furniture, fittings and equipment £	Total £
<b>Cost</b>				
At 1 July 2008	43,361	46,289	36,804	126,454
Additions	-	-	2,737	2,737
At 30 June 2009	<u>43,361</u>	<u>46,289</u>	<u>39,541</u>	<u>129,191</u>
<b>Depreciation</b>				
At 1 July 2008	4,235	21,786	36,804	62,825
Charge for the year	353	1,852	684	2,889
At 30 June 2009	<u>4,588</u>	<u>23,638</u>	<u>37,488</u>	<u>65,714</u>
<b>Net book value</b>				
At 30 June 2009	<u>38,773</u>	<u>22,651</u>	<u>2,053</u>	<u>63,477</u>
At 30 June 2008	<u>39,126</u>	<u>24,503</u>	<u>-</u>	<u>63,629</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2009**

**14. Tangible fixed assets (continued)**

The leasehold property, leasehold improvements and certain other assets are situated in Knowle, Bristol and are used by our partner charity, Filwood Hope (see note 17).

**15. Debtors**

	2009 £	2008 £
Prepayments and accrued income	1,022	-
Tax recoverable	1,360	2,144
	<u>2,382</u>	<u>2,144</u>

**16. Creditors:  
Amounts falling due within one year**

	2009 £	2008 £
Social security and other taxes	1,480	2,150
Other creditors	-	2,069
Accruals and deferred income	7,372	8,146
	<u>8,852</u>	<u>12,365</u>

**17. Statement of funds**

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
<b>Unrestricted funds</b>				
General reserve	16,026	181,522	(178,683)	18,865
<b>Restricted funds</b>				
Wesley Move	4,549	-	-	4,549
Filwood Hope	63,632	-	(2,205)	61,427
Counsellor Library	8	-	-	8
Server	500	1,000	-	1,500
Training - Couples Courses	1,000	500	-	1,500
Training - Young People Courses	100	-	-	100
Training - Replacement of Projector Screen	270	-	-	270
	<u>70,059</u>	<u>1,500</u>	<u>(2,205)</u>	<u>69,354</u>
<b>Total of Funds</b>	<u>86,085</u>	<u>183,022</u>	<u>(180,888)</u>	<u>88,219</u>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

### 17. Statement of funds (continued)

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 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 server fund consists of donations for a new server which was purchased during the year with the balance of its cost being made from unrestricted funds.

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

### 18. Analysis of net assets between funds

	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
Tangible fixed assets	63,477	-	63,477	63,629
Current assets	5,193	28,401	33,594	34,821
Creditors due within one year	-	(8,852)	(8,852)	(12,365)
Difference	684	(684)	-	-
	<u>69,354</u>	<u>18,865</u>	<u>88,219</u>	<u>86,085</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 £748 (2008 - £891).

### 20. Operating lease commitments

At 30 June 2009 the charity had annual commitments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2009	2008	2009	2008
	£	£	£	£
<b>Expiry date:</b>				
Between 2 and 5 years	<u>35,600</u>	<u>35,400</u>	<u>1,654</u>	<u>1,654</u>

# network

**Network Counselling & Training**

College Park Drive, Henbury Road, Henbury, Bristol BS10 7QD

**Tel** 0117 950 7271 **Fax** 0117 950 7272 **E-mail** [info@network.org.uk](mailto:info@network.org.uk) **www** [www.network.org.uk](http://www.network.org.uk)

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