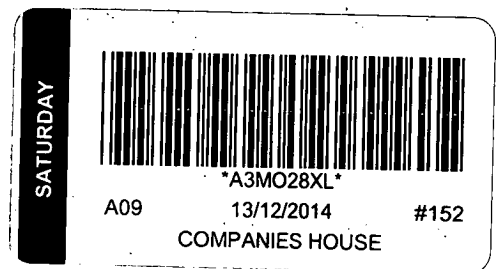


**Report of the Trustees and  
Financial Statements for the Year Ended 31 March 2014  
for  
Sunderland Counselling Service**



**Contents of the Financial Statements  
for the Year Ended 31 March 2014**

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## **Sunderland Counselling Service**

### **Report of the Trustees for the Year Ended 31 March 2014**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

3315039 (England and Wales)

##### **Registered Charity number**

1159057

##### **Registered office**

36 West Sunnyside  
Sunderland  
SR1 1BU

##### **Trustees**

B Greener

M D Hall

- resigned 2.12.13

Rev D A Hands

Mrs A Loadman

Mrs L Morris

C Sketchley

Mrs E M Watt

A Whitfield

- resigned 19.11.13

##### **Company Secretary**

B Greener

##### **Auditors**

Davies Tracey

Chartered Accountants and Statutory Auditors

Swan House

Westpoint Road

Teesdale Business Park

Stockton on Tees

TS17 6BP

##### **Bankers**

Co-operative Bank plc

5/6 Fawcett Street

Sunderland

SR1 1RF

##### **Solicitors**

BHP Law

Eldon Chambers

23 The Quayside

Newcastle upon Tyne

NE1 3DE

##### **Service Manager**

T Sweet

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 7 February 1997. The company is governed by its Memorandum and Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1. After the year end the company obtained a registration with the Charities Commission which reflects its current activities.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Recruitment and appointment of new trustees**

The directors, who are also charity trustees for the purposes of charity law, are known as members of the management committee. Under the requirements of the Articles of Association the members of the management committee are elected to serve for a period of 3 years, after which they must be re-elected at the next annual general meeting.

In addition to responding to advertisements placed in the media, people with a genuine interest in the work of Sunderland Counselling Service may approach the service seeking opportunities to volunteer and become a trustee, wishing to contribute worthwhile activity to the community. People who have benefited from the service provision often return at a later date wishing to give something back and offer their services as volunteers, which is evidenced at all levels throughout the organisation. Prospective trustees are requested to apply in writing to the Chair of the management committee including a curriculum vitae. After having been supplied with information about the service the applicant will be then invited to meet with the management committee for an interview, during which the expectations of both applicant and committee will be discussed. The applicant will then be informed of the outcome of the interview within seven days.

### **Organisational structure**

Sunderland Counselling Service has a management committee of a minimum of 3 members who meet monthly and are responsible for the strategic direction of the charity. A service manager is appointed by the committee to manage the day to day operations of the charity and is responsible for ensuring that the charity delivers the services specified. The service manager is also responsible for obtaining adequate funding to finance the charity's services.

### **Risk management**

The management committee has conducted a review of major risks to which the charity is exposed. Systems and procedures have been established to mitigate those risks identified.

## Sunderland Counselling Service

### Report of the Trustees for the Year Ended 31 March 2014

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#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

As defined in our charitable objectives Sunderland Counselling Service exists to relieve suffering and distress and to improve mental health and emotional wellbeing through the provision of accessible and appropriate counselling and support services.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

In pursuance of this mission Sunderland Counselling Service exists to:

- o Promote and improve mental health and emotional wellbeing for adults.
- o Provide services which assist in relieving suffering from emotional and / or mental distress.
- o Improve the lives of men and women who have experienced sexual abuse and sexual violence in childhood and adulthood.
- o Promote and improve positive mental health and emotional wellbeing for children and young people.
- o Enable and empower users of our service to live independently in the community as valued citizens.
- o Maintain and develop a professional workforce.
- o Maintain services that meet the needs of our clients.
- o Work in partnership with other services in the statutory and voluntary sectors.
- o Work to provide any other relevant and related service for which there is a genuine demand and inadequate provision.

In working to achieve these aims Sunderland Counselling Service currently provides the following services:

- o **Adult (Core) Counselling Service:** provides individual counselling to adults living, working or studying within the City of Sunderland who are suffering emotional or mental distress. Also provides a bereavement support group.
- o **Counselling for Victims of Sexual Violence:** provides individual counselling to men and women who have experienced childhood sexual abuse or sexual violence in adulthood.
- o **REACH Counselling Service:** The counselling element of the Rape Examination Advice Counselling & Help (REACH) service provided by Northumbria Police Force for male and female victims of sexual assault across the force area.
- o **Macmillan Counselling Service:** provides individual time limited counselling for adults suffering from any form of cancer, and for their families and / or carers.
- o **St Benedict's Hospice Service:** providing individual counselling and other forms of support for patients and family members / carers of patients at St Benedict's Hospice in Sunderland.
- o **Community CAMHS Counselling Service:** provides individual counselling to children and young people.
- o **GP / Primary Care Counselling Service:** providing individual time limited counselling in GP surgeries in Sunderland.
- o **Counselling in South Tyneside:** providing individual time limited counselling in GP surgeries in South Tyneside.
- o **Improving Access to Psychological Therapies (IAPT):** Known as the Sunderland Primary Care & Wellbeing Service. We are one of four partner organisations delivering Sunderland's IAPT service, providing a stepped care model of interventions for people suffering from anxiety and depression.
- o **Carers Counselling Service:** As part of Sunderland's IAPT provision, a counselling service for people whose mental health and emotional wellbeing are affected by their caring responsibilities.
- o **Supervision and Professional Development:** the service provides placement and volunteering opportunities and provides clinical counselling supervision, training and professional development to its staff and volunteers.

**Report of the Trustees  
for the Year Ended 31 March 2014**

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**OBJECTIVES AND ACTIVITIES**

**Philosophy**

Counselling services are informed by a person centred philosophy where clients set the agenda and pace of the counselling intervention. Key to counselling are the qualities of empathy, acceptance and congruence. The service adheres to the Ethical Framework laid down by the British Association of Counselling & Psychotherapy (BACP) which emphasises principles of fidelity, autonomy, beneficence, non-maleficence, justice and self respect. By providing a safe and supportive environment for clients to explore their issues, it is hoped that they will achieve a better ability to function individually and within society and achieve a greater degree of autonomy and resourcefulness.

Sunderland Counselling Service is committed to making its services accessible to those who need them. Therefore the service operates an Equal Opportunities Policy, which applies equally to clients accessing the service as well as to prospective employees and volunteers. We undertake not to discriminate against any potential client in ensuring that they receive services appropriate to their needs. Where clients are unable to access services within our own premises we will do our utmost to provide services in more accessible venues, including community venues. We make no charge to our clients for any of the services we provide.

Sunderland Counselling Service is an established and respected voluntary sector organisation which is committed to the promotion of volunteering while ensuring safe professional practice and a productive working environment. Operating according to the Volunteer Charter, underpinned by the Equal Opportunities Policy, all volunteers are provided with the opportunity to access training and supervision appropriate to their role and which will also assist them in their own personal development. Volunteer roles are evidenced at all levels throughout the service, as are the high number of volunteers who have achieved paid posts both within the service and externally with statutory and voluntary sector agencies.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

During the last year the charity has worked towards its objectives as described above and continues to provide excellent services to the people of the City of Sunderland.

**Highlights and achievements of the year:**

- o We received 1982 referrals to our adult counselling services during the year - an increase of over 13% on the previous year. The continual year on year increase in referral numbers clearly shows the ongoing need for our services.
- o All of our services commissioned by Sunderland Clinical Commissioning Group were recommissioned for another year during 2013/14 with two year contracts for all services in place from 1 April 2014. These are the Core Service; Palliative Care service; Primary Care Counselling Service; Community CAMHS Counselling Service; and our element of the Sunderland Psychological Wellbeing Service, including the Carers Service which began in April 2013.
- o In February 2014 we undertook significant service improvement work which has greatly improved the efficiency and responsiveness of our processes for taking referrals, arranging assessments and allocating clients for counselling.
- o South Tyneside Clinical Commissioning Group extended our grant funding to provide counselling for 9 GP surgeries in South Tyneside for a further year.
- o The contract with Northumbria Police Force to provide counselling for the REACH service was extended for a further year.
- o In November 2013, a review of the Macmillan counselling service enabled us to recruit an additional counsellor to join the existing team.
- o We reached an agreement with St Benedict's Hospice to provide bereavement counselling in the hospice; this began in April 2014.
- o In September 2013 we restructured the Community CAMHS Counselling team to create a Senior Practitioner role to oversee the service, as well as creating an additional counselling post.
- o Wessington Primary School joined Usworth Colliery Primary School in commissioning us to provide counselling directly in school.
- o Significant work during the year to secure the future of the Women's Service bore fruit, with three years funding for an enhanced service to work with both male and female clients agreed with Sunderland CCG from April 2014. As an interim measure the trustees agreed to fund an additional counselling post from reserves.
- o We now have five counsellors trained in Eye Movement Desensitisation and Reprocessing, with one more in training.
- o We have one counsellor trained in Counselling for Depression with five more in training.
- o All of our salaried counsellors have now completed the BACP Certificate of Proficiency and are therefore entered on BACP's accredited register; we also have four counsellors holding BACP individual accreditation with three more working towards it.
- o We submitted our application for BACP service accreditation for our adult counselling services and await the outcome.

**FINANCIAL REVIEW**

**Reserves policy**

The management committee revised its reserves policy so that unrestricted funds, not committed or invested in tangible fixed assets, held by the charity should now be at least 6 months of the resources expended, which equates to reserves on unrestricted funds of approximately £500,000. The general fund reserve at 31 March 2014 amounted to £532,170. It is the management committee's intention to continue to gradually augment the reserve by an annual excess of incoming over outgoing resources until the appropriate level of reserves has been achieved.

## **FINANCIAL REVIEW**

### **Principal funding sources**

Against a backdrop of insecurity over funding in some service areas the charity has worked hard to sustain existing services and where possible develop additional services. The management committee and staff have worked hard to generate a positive financial outcome for the year.

The principal funding sources are:

- Sunderland Clinical Commissioning Group
- Sunderland City Council Health, Housing and Adult Services
- South Tyneside Clinical Commissioning Group
- MacMillan Cancer Support
- Northern Rock Foundation
- Northumbria Police
- The Henry Smith Charity through the Community Foundation
- Usworth Colliery Primary School
- Wessington Primary School

## **PLANS FOR FUTURE PERIODS**

Plans for the coming financial year are as follows:

- Having successfully secured contract funding until 31 March 2016 for all services commissioned by Sunderland CCG, we will continue to deliver those services as effectively and efficiently as we can and to meet the need that exists for those services.
- We will continue to work in partnership with colleagues within the voluntary sector and NHS organisations in the effective delivery of these services.
- We will continue to work with our partners in the Sunderland Psychological Wellbeing Service to ensure that targets and trajectories are met and that the service continues to improve access to psychological therapies for the whole community in Sunderland, including those with long term physical health conditions and carers.
- We will continue to develop our PWP workforce, investing in suitable training for existing staff and recruiting trainee staff as appropriate.
- Having successfully secured significant funding from Sunderland CCG and from the Big Lottery Fund to enhance what was our Women's Service, we will implement an enhanced service to meet the needs of male and female survivors of sexual violence in Sunderland and of male survivors in South Tyneside and Gateshead.
- We will continue our service provision under the REACH contract with the intention of expanding the capacity of the service if possible.
- Having reached agreements with both Usworth Colliery Primary School and Wessington Primary School, we will continue to develop our model of direct commissions with schools in Sunderland for counselling provision.
- We will explore the feasibility of replicating this model in surrounding localities.
- Having expanded our Macmillan Counselling Service and started providing counselling at St Benedict's Hospice, we will continue to deliver excellent services for people affected by a range of life limiting and life threatening illness.
- We have now submitted our application for BACP service accreditation for our adult counselling services and await the result.
- We will continue to explore opportunities for service development and partnership working in line with our aims, objectives, philosophy, governing documents and strategic plan.

**Report of the Trustees  
for the Year Ended 31 March 2014**

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**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Sunderland Counselling Service for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 9/12/14 and signed on its behalf by:



Rev D A Hands - Trustee



## **Report of the Independent Auditors to the Members of Sunderland Counselling Service**

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We have audited the financial statements of Sunderland Counselling Service for the year ended 31 March 2014 on pages nine to eighteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees Responsibilities set out on page six, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is, apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Report of the Independent Auditors to the Members of  
Sunderland Counselling Service**

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**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

*Davies Tracey*

Craig McBride (Senior Statutory Auditor)  
for and on behalf of Davies Tracey  
Chartered Accountants and Statutory Auditors  
Swan House  
Westpoint Road  
Teesdale Business Park  
Stockton on Tees  
TS17 6BP

Date: 12/12/14

Sunderland Counselling Service

Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31 March 2014

	Notes	Unrestricted funds £	Restricted funds £	2014 Total funds £	2013 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	3,615	-	3,615	4,888
Investment income	3	684	-	684	849
<b>Incoming resources from charitable activities</b>					
Provision of counselling service	4	983,658	107,604	1,091,262	985,064
<b>Total incoming resources</b>		<b>987,957</b>	<b>107,604</b>	<b>1,095,561</b>	<b>990,801</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Provision of counselling service	5	704,680	84,485	789,165	671,714
Support costs		184,111	18,388	202,499	146,605
<b>Governance costs</b>					
	7	3,350	-	3,350	3,300
<b>Total resources expended</b>		<b>892,141</b>	<b>102,873</b>	<b>995,014</b>	<b>821,619</b>
<b>NET INCOMING RESOURCES</b>		<b>95,816</b>	<b>4,731</b>	<b>100,547</b>	<b>169,182</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>436,354</b>	<b>42,487</b>	<b>478,841</b>	<b>309,659</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>532,170</b>	<b>47,218</b>	<b>579,388</b>	<b>478,841</b>

The notes form part of these financial statements

**Balance Sheet**  
**At 31 March 2014**

	Notes	2014 £	2013 £
<b>FIXED ASSETS</b>			
Tangible assets	12	17,800	20,400
<b>CURRENT ASSETS</b>			
Debtors	13	18,112	66,132
Cash at bank and in hand		583,224	444,055
		<u>601,336</u>	<u>510,187</u>
<b>CREDITORS</b>			
Amounts falling due within one year	14	(39,748)	(51,746)
<b>NET CURRENT ASSETS</b>		<u>561,588</u>	<u>458,441</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>579,388</u>	<u>478,841</u>
<b>NET ASSETS</b>		<u>579,388</u>	<u>478,841</u>
<b>FUNDS</b>	17		
Unrestricted funds		532,170	436,354
Restricted funds		47,218	42,487
<b>TOTAL FUNDS</b>		<u>579,388</u>	<u>478,841</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 9/12/14 and were signed on its behalf by:

*David A Hands*

Rev D A Hands - Trustee

*Linda Morris*

Mrs L Morris - Trustee

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

### **Basis of accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

### **Presentation of financial statements**

The standard format for the financial statements as required by the Companies Act 2006 has been adapted to provide more appropriate information which complies with the SORP 2005 and which reflects the activities of the charitable company.

### **Incoming resources**

Incoming resources from grants where related to performance and specific deliverables are accounted for as the charity earns the right to consideration by its performance. Donations, training and fundraising income and sundry income are included in full in the statement of financial activities when receivable. Gifts in kind are included at their estimated market value.

### **Resources expended**

Resources expended by the charity are accounted for on an accruals basis, including VAT where applicable. Overheads are apportioned on the basis of an estimate of the proportion of time spent by staff on the related activities.

### **Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Leasehold Property	- over 4 years
Equipment	- 15%-33% reducing balance/20-25% on cost
Fixtures & fittings	- 15% reducing balance/20% on cost

### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

### **Fund accounting**

Unrestricted funds are available for use at the discretion of the management committee in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the management for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the funding provider or donor.

### **Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the statement of financial activities.

### **Voluntary services**

In addition to recorded incoming resources the charity received the benefit of many thousands of voluntary hours and unclaimed out of pocket expenses contributed by its supporters. It would be impossible to place a value on all these services and expenses, without which much of the work undertaken could not be achieved and for which the charity is extremely grateful.

### **Leasing**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Donations - Core service	1,615	-	1,615	5
Grants - Core service	2,000	-	2,000	3,543
Grants - IAPT	-	-	-	1,340
	<u>3,615</u>	<u>-</u>	<u>3,615</u>	<u>4,888</u>

3. INVESTMENT INCOME

	2014 £	2013 £
Interest received	<u>684</u>	<u>849</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2014 £	2013 £
<b>Service contract fees</b>		
Core services	92,302	91,983
Community CAMHS Counselling Service	173,148	132,556
Caring Together Making a Difference	15,932	16,553
Northern Rock Foundation	35,117	25,000
The Henry Smith Charity through the Community Foundation	12,900	12,600
Highfields Community Primary School	-	5,711
GP Project	93,798	99,675
IAPT	535,426	487,993
Macmillan Counselling Service	36,587	47,748
REACH	39,991	13,330
South Tyneside GP Project	23,000	35,000
Schools	15,560	-
<b>Other Services</b>		
Core Services	60	1,352
GP Project	17,441	15,563
	<u>1,091,262</u>	<u>985,064</u>

**5. TOTAL RESOURCES EXPENDED**

	Staff Costs £	Other Direct Costs £	Support Costs £	Total 2014 £	Total 2013 £
Core services	42,927	5,436	31,011	79,374	85,530
Community CAMHS Counselling Service	124,279	10,506	19,775	154,560	114,945
Caring Together Making a Difference	7,338	1,526	4,728	13,592	18,195
Schools	10,070	977	1,159	12,206	-
Women's Services	31,941	5,455	8,441	45,837	37,475
Highfields	-	-	-	-	5,435
St Benedict's Hospice	710	74	-	784	-
GP Project	90,037	8,730	26,282	125,049	107,781
IAPT	339,615	34,048	94,998	468,661	375,945
Macmillan Counselling Service	28,944	1,413	6,187	36,544	30,483
REACH	26,534	1,873	6,158	34,565	10,761
South Tyneside GP Project	15,337	1,395	3,760	20,492	31,769
Governance	-	-	3,350	3,350	3,300
	<u>717,732</u>	<u>71,433</u>	<u>205,849</u>	<u>995,014</u>	<u>821,619</u>

**6. SUPPORT COSTS**

	Depreciation £	Staff Costs £	Overheads £	Total 2014 £	Total 2013 £
Core service	6,111	17,395	7,505	31,011	29,573
Community CAMHS Counselling Service	66	18,163	1,546	19,775	11,708
Caring Together Making a difference	128	3,567	1,033	4,728	2,771
Schools	-	1,068	91	1,159	-
Women's Service	-	6,658	1,783	8,441	6,241
Highfields	-	-	-	-	318
GP Project	-	20,451	5,831	26,282	17,515
IAPT	1,061	73,715	20,222	94,998	68,970
Macmillan Counselling Service	29	5,227	931	6,187	3,004
South Tyneside GP Project	-	2,556	1,204	3,760	5,163
REACH	-	5,227	931	6,158	1,342
	<u>7,395</u>	<u>154,027</u>	<u>41,078</u>	<u>202,499</u>	<u>146,605</u>
Basis of allocation	Usage	Staff time	Usage		

**7. GOVERNANCE COSTS**

	2014 £	2013 £
Staff costs	500	500
Auditors' remuneration	2,850	2,800
	<u>3,350</u>	<u>3,300</u>

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2014**

**8. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	2014	2013
	£	£
Auditors' remuneration	2,850	2,800
Depreciation - owned assets	7,395	6,329
Deficit on disposal of fixed asset	-	412
Accountancy fees - other	3,486	3,006

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2014 nor for the year ended 31 March 2013.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2014 nor for the year ended 31 March 2013.

**10. STAFF COSTS**

	2014	2013
	£	£
Wages and salaries	801,705	626,075
Social security costs	65,081	50,604
Other pension costs	5,473	4,336
	<u>872,259</u>	<u>681,015</u>

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

	2014	2013
Counselling and support	32	26
Administration	7	7
	<u>39</u>	<u>33</u>

No employees received emoluments in excess of £60,000.

**11. TAXATION**

The company is exempt from tax under Sections 466 to 493 Corporation Taxes Act 2010 as long as income is applied for charitable purposes only.



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2014**12. TANGIBLE FIXED ASSETS**

	<b>Leasehold Property £</b>	<b>Fixtures and fittings £</b>	<b>Equipment £</b>	<b>Totals £</b>
<b>COST</b>				
At 1 April 2013	4,170	7,731	46,942	58,843
Additions	-	1,807	2,988	4,795
At 31 March 2014	<u>4,170</u>	<u>9,538</u>	<u>49,930</u>	<u>63,638</u>
<b>DEPRECIATION</b>				
At 1 April 2013	2,084	5,594	30,765	38,443
Charge for year	1,043	344	6,008	7,395
At 31 March 2014	<u>3,127</u>	<u>5,938</u>	<u>36,773</u>	<u>45,838</u>
<b>NET BOOK VALUE</b>				
At 31 March 2014	<u>1,043</u>	<u>3,600</u>	<u>13,157</u>	<u>17,800</u>
At 31 March 2013	<u>2,086</u>	<u>2,137</u>	<u>16,177</u>	<u>20,400</u>

**13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2014 £</b>	<b>2013 £</b>
Other debtors	10,638	63,314
Prepayments	<u>7,474</u>	<u>2,818</u>
	<u>18,112</u>	<u>66,132</u>

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2014 £</b>	<b>2013 £</b>
Trade creditors	4,666	12,244
Social security and other taxes	19,951	15,266
Accruals and deferred income	<u>15,131</u>	<u>24,236</u>
	<u>39,748</u>	<u>51,746</u>

Included in the above is deferred income as follows:

	<b>2014 £</b>	<b>2013 £</b>
Balance at 1 April 2013	6,250	30,874
Amount released to incoming resources	(6,250)	(30,874)
Amount deferred in year	<u>6,250</u>	<u>6,250</u>
Balance at 31 March 2014	<u>6,250</u>	<u>6,250</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2014**

**15. OPERATING LEASE COMMITMENTS**

The following operating lease payments are committed to be paid within one year:

	2014 £	2013 £
Expiring:		
Between one and five years	<u>18,981</u>	<u>15,200</u>

**16. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Tangible fixed assets £	Other net assets £	Total £
Women's Service	-	12,546	12,546
Macmillan Counselling Service	165	28,768	28,933
South Tyneside GP Project	-	5,739	5,739
	<u>165</u>	<u>47,053</u>	<u>47,218</u>
Unrestricted funds	17,635	514,535	532,170
	<u>17,800</u>	<u>561,588</u>	<u>579,388</u>

**17. MOVEMENT IN FUNDS**

	At 1.4.13 £	Net movement in funds £	Transfers between funds £	At 31.3.14 £
<b>Unrestricted funds</b>				
Core fund	99,855	13,937	22,973	136,765
Care Line	12,986	-	(12,986)	-
Caring Together Making a Difference	-	2,340	-	2,340
SAFE	8,660	-	(8,660)	-
Highfields	276	-	(276)	-
Young Carers	1,051	-	(1,051)	-
GP Project	10,748	(13,810)	-	(3,062)
IAPT	263,164	66,765	-	329,929
REACH	2,569	5,426	-	7,995
Community CAMHS Service	37,045	18,588	-	55,633
Schools	-	3,354	-	3,354
St Benedicts Hospice	-	(784)	-	(784)
	<u>436,354</u>	<u>95,816</u>	<u>-</u>	<u>532,170</u>
<b>Restricted funds</b>				
Women's Service	10,366	2,180	-	12,546
Macmillan Counselling Service	28,890	43	-	28,933
South Tyneside GP Project	3,231	2,508	-	5,739
	<u>42,487</u>	<u>4,731</u>	<u>-</u>	<u>47,218</u>
<b>TOTAL FUNDS</b>	<u>478,841</u>	<u>100,547</u>	<u>-</u>	<u>579,388</u>

# Sunderland Counselling Service

## Notes to the Financial Statements - continued for the Year Ended 31 March 2014

### 17. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Core fund	96,661	(82,724)	13,937
Caring Together Making a Difference	15,932	(13,592)	2,340
GP Project	111,239	(125,049)	(13,810)
IAPT	535,426	(468,661)	66,765
REACH	39,991	(34,565)	5,426
Community CAMHS Service	173,148	(154,560)	18,588
Schools	15,560	(12,206)	3,354
St Benedicts Hospice	-	(784)	(784)
	<u>987,957</u>	<u>(892,141)</u>	<u>95,816</u>
<b>Restricted funds</b>			
Women's Service	48,017	(45,837)	2,180
Macmillan Counselling Service	36,587	(36,544)	43
South Tyneside GP Project	23,000	(20,492)	2,508
	<u>107,604</u>	<u>(102,873)</u>	<u>4,731</u>
<b>TOTAL FUNDS</b>	<u><u>1,095,561</u></u>	<u><u>(995,014)</u></u>	<u><u>100,547</u></u>

**17. MOVEMENT IN FUNDS - continued**

**PURPOSES OF RESTRICTED FUNDS**

**South Tyneside GP Project**

Grant funding allocated to the provision of counselling in 9 GP surgeries in South Tyneside.

**Women's Service - Northern Rock Foundation/The Henry Smith Charity through the Community Foundation**

The provision of individual counselling to women who have experienced childhood sexual abuse or sexual violence in adulthood.

**Macmillan Counselling Service**

The provision of individual counselling to people with any form of cancer, their families and/or carers.

**PURPOSES OF DESIGNATED FUNDS**

**Community CAMHS Counselling Service**

This service represents the provision of individual counselling support to children and young people.

**Caring Together Making a difference**

Contract funding allocated to the provision of counselling services to those living with life threatening illnesses and their families and carers.

**GP Project**

Contract funding allocated to the provision of counselling in 21 GP practices in Sunderland.

**IAPT**

Contract funding allocated to the provision of step 2 interventions within Sunderland's IAPT service; provision of therapy for people whose mental health and emotional wellbeing are affected by their caring responsibilities.

**REACH**

A service provided under contract to provide counselling services for recent victims of sexual violence across the Northumbria Police Force area.

**Schools**

A service to provide an effective school based counselling service for children and young people in the City of Sunderland.

In addition to the specific services set out above the charity provides a core service which is regarded as a general unrestricted fund covering inter alia general counselling, specific counselling, consultancy and training.

**18. CONTINGENT LIABILITIES**

Grants receivable and similar funding may be repayable if certain associated conditions are not, or have not been, met.

**19. COMPANY LIMITED BY GUARANTEE**

The liability of the members of the company is limited by guarantee. Each member has undertaken to contribute an amount not exceeding £1 towards any deficit arising in the event of the company being wound up.