

Charity Registration No. 1159057

Company Registration No. 03315039 (England and Wales)

**SUNDERLAND COUNSELLING SERVICE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**



# SUNDERLAND COUNSELLING SERVICE

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

Mr C Sketchley  
Ms L H Bruton  
Mrs E M Watt  
Ms L Morris  
Mrs A Loadman  
Mr B Greener  
Dr K Gilligan

(Appointed 22 February  
2021)

**Chief Executive**

Mr Toby Sweet

**Secretary**

Mr B Greener

**Charity number**

1159057

**Company number**

03315039

**Registered office**

51 John Street  
Sunderland  
SR1 1QN

**Auditor**

Davies Tracey  
Swan House  
Westpoint Road  
Teesdale Business Park  
Stockton on Tees  
TS17 6BP

**Bankers**

HSBC Bank plc  
Unit 49-51  
The Bridges Shopping Centre  
Market Square  
Sunderland  
SR1 3LE

**Solicitors**

BHP Law  
Westgate House  
Faverdale  
Darlington  
DL3 0PZ

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# **SUNDERLAND COUNSELLING SERVICE**

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# SUNDERLAND COUNSELLING SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2021

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The trustees present their annual report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

#### Objectives and activities

As defined in our governing document our charitable purposes are to provide counselling and psychological therapy services in and around the City of Sunderland and the North of England in order to relieve suffering and distress.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

In pursuance of this mission Sunderland Counselling Service exists to:

- Promote and improve mental health and emotional wellbeing for adults.
- Provide services which assist in relieving suffering from emotional and / or mental distress.
- Improve the lives of men and women who have experienced sexual abuse and sexual violence in childhood and / or adulthood.
- Promote and improve positive mental health and emotional wellbeing for children and young people.
- Enable and empower users of our service to live independently in the community as valued citizens.
- Develop and maintain a professional and suitably qualified workforce.
- Maintain services that meet the needs of our clients.
- Work in partnership with other services in the statutory and voluntary sectors.
- 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:

- **GP / Primary Care Counselling Service:** providing individual time limited counselling in GP surgeries in Sunderland.
- **Bereavement Support:** provision of bereavement support groups for Sunderland residents.
- **Counselling for Adult Survivors of Sexual Violence and Abuse (CASSVA):** provides individual counselling to men and women who have experienced childhood sexual abuse or sexual violence in adulthood in Sunderland; and to male clients from across the north east.
- **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 recent sexual assault across the Northumbria force area.
- **Cancer Counselling Service:** provides individual time limited counselling for adults suffering from any form of cancer who are receiving treatment in Sunderland.
- **St Benedict's Hospice Service:** providing individual counselling and other forms of support for patients and family members, carers and children of patients at St Benedict's Hospice in Sunderland.
- **Community CAMHS Counselling Service:** provides individual counselling to children and young people in Sunderland, in partnership with South Tyneside & Sunderland NHS Foundation Trust; we also employ half of the team of Children's Wellbeing Practitioners in the Community CAMHS Service.
- **Employee Counselling Services:** under contract to Sunderland City Council, providing occupational health counselling to council employees.
- **Sunderland Psychological Wellbeing Service:** Working in partnership with Cumbria Northumberland Tyne & Wear NHS Foundation Trust to deliver Sunderland's IAPT service, providing a stepped care model of interventions for people suffering from common mental health problems, including anxiety and depression.

# SUNDERLAND COUNSELLING SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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- **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.
- **Talking Matters Northumberland:** Working in partnership with Mental Health Matters and Efficacy to deliver Northumberland's IAPT service, providing a stepped care model of interventions for people suffering from common mental health problems, including anxiety and depression.
- **North Tyneside Talking Therapies:** provision of the counselling element of North Tyneside's IAPT service.
- **Talking Changes (County Durham & Darlington):** provision of the counselling elements of County Durham and Darlington's IAPT service, at both steps 1 and 3 of the stepped care model.
- **COVID Counselling:** We provide signposting, advice, support and counselling for residents of Sunderland who feel their mental health has been affected or exacerbated by the impact of COVID-19.
- **Supervision and Professional Development:** the service provides trainee placement and volunteering opportunities for counsellors and other psychological therapists and provides clinical counselling supervision, training and professional development to its staff and volunteers; we also provide these services to other agencies.

### Philosophy

Counselling and therapy services are informed by a person-centred philosophy where clients are at the heart of the therapeutic intervention. Key to counselling are the qualities of empathy, acceptance and congruence. The service adheres to the Ethical Framework for the Counselling Professions laid down by the British Association of Counselling & Psychotherapy (BACP) which emphasises principles of fidelity, autonomy, beneficence, non-maleficence, justice and self-respect. We now hold service accreditation with BACP for the majority of our counselling services for adults and for children. 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.

### Equalities Statement

Sunderland Counselling Service is committed to making our services accessible to those who need them. Therefore, we operate an Equal Opportunities Policy, which applies equally to clients accessing our services 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. We will seek to assess individual need and provide services to meet this need wherever possible. This may include making reasonable adaptations to service delivery, such as providing accessible venues, interpreter provision, literature in a range of languages and meeting any preference on gender of therapist where available. We make no charge to our clients for any of the services we provide.

We further undertake not to discriminate against any prospective or current employee or volunteer for any reason. We will do all we can to ensure that our staff and volunteer teams are representative of the communities we exist to serve, that they are treated fairly and on the basis of merit and will do our best to provide positive opportunities for underrepresented groups.

We recognise that certain groups in society often experience discrimination – for example, due to their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We seek to recognise, respect and value the contributions made by individuals and support them to deliver their work in a fair and equitable manner. We seek to create a working environment free of bullying, harassment, victimisation and unlawful discrimination. We will not collude with acts of discrimination or harassment and will challenge systemic and structural discrimination wherever we encounter it.

# SUNDERLAND COUNSELLING SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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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 Policy, 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 personal and professional 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 with many other agencies in the statutory and voluntary sectors.

### **Achievements and performance**

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 northeast of England.

Highlights and achievements of the year:

#### **COVID 19:**

- The COVID 19 pandemic has had a massive impact on us, as on all organisations and services across the country. Our continued focus this year has been on complying with government guidance for keeping our staff, volunteers, clients and communities safe.
- We worked extremely hard to put plans in place at very short notice to allow our staff across all our services to work safely from home when required, utilising telephone and video platforms to continue to support our clients. This means that none of our services stopped operating at any point over the year and we continued to receive referrals and to see clients using remote technology throughout lock downs and periods of restriction. While referral levels did initially drop, our activity did not and we made very positive progress across all services, to reduce waiting lists and waiting times.
- We continue to work safely, with measures in place to protect our staff, volunteers and clients and we are now providing therapy in a variety of ways, including face to face, over the telephone and by secure video platforms. We are doing all we can to make sure that we have enough resources to meet the inevitable increase in demand we anticipate as a result of this pandemic but will also be looking to our commissioners and funders to help us to meet these needs.

#### **Services in Sunderland:**

- All of our services commissioned by Sunderland Clinical Commissioning Group had their contracts extended for a further year until 31 March 2021. These are the GP / Primary Care Counselling Service; Community CAMHS Counselling Service; Counselling for Adult Survivors of Sexual Violence and Abuse (CASSVA); and our element of the Sunderland Psychological Wellbeing Service, including the Carers Service.
- Due to our ability to keep all services operational during the COVID 19 pandemic and lockdowns, we were able to keep waiting times and waiting lists low throughout the year, ensuring prompt access to services for our clients.
- We received significant support from Sunderland CCG, County Durham Community Foundation and the National Lottery Community Fund, which allowed us to provide specialist advice, support and counselling for people in Sunderland affected by the COVID 19 pandemic.
- The GP service met the national recovery target in every month of the year and this performance has been sustained every month to date in 2021 – 2022, demonstrating the positive impact that our services have for the people who use them.
- Plans to integrate the primary care counselling services in Sunderland into the service offer available through Sunderland Psychological Wellbeing Service, accessible via a single point of access, were delayed by the COVID pandemic; however, we continued to work with partners on a business case to ensure increased capacity within this new integrated service.
- The occupational health counselling contract for Sunderland City Council was again extended until September 2021.

# SUNDERLAND COUNSELLING SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **Achievements and performance**

#### **Improving Access to Psychological Therapies:**

- Sunderland Psychological Wellbeing Service met the national recovery target in every month of the year, with our Psychological Wellbeing Practitioners playing a major role in this achievement. Waiting times also reduced significantly throughout the year.
- The existing Talking Matters Northumberland contract was extended for a further year to August 2021, with plans in place for a subsequent longer-term contract. The service met all national targets for waiting times and recovery, supported by our PWP's and counsellors.
- The contract for counselling in North Tyneside ended in March 2021; we successfully bid for the new contract, meaning we retain this service for a further four years. Our counsellors continued to deliver recovery rates well above the required targets.
- Delivery of counselling in Talking Changes, the IAPT service which covers County Durham and Darlington, entered its second year, making good progress towards reduced waiting lists and achieving recovery targets.

#### **Sexual Violence:**

- We were able to keep all services for victims of sexual violence running, despite the COVID 19 pandemic and so we reduced our waiting lists to the lowest level we have achieved in several years.
- Once again, we secured additional funding from the Northumbria Police and Crime Commissioner, to support our work in the CASSVA and REACH projects.

#### **Cancer and palliative care:**

- We have continued to provide counselling for cancer patients in Sunderland with much appreciated support from Sunderland Royal Hospital's charitable foundations. During the year, we secured agreement from Sunderland CCG and the Northern Cancer Alliance to fund this service for 2021 – 2022.
- Counselling provision at St Benedict's Hospice for patients and family members, carers and children of patients is secure until March 2022.

#### **Children and young people:**

- We continued to work closely with our partners in South Tyneside & Sunderland NHS Foundation Trust to provide Sunderland's Community CAMHS service, focussing on keeping waiting lists and waiting times as low as possible in the face of escalating need.
- Although delayed by the COVID pandemic, our collaboration with the Sunderland All Together youthwork consortium to deliver counselling in youth projects across Sunderland began in August 2021.

#### **Quality and standards:**

- Our service accreditation with BACP for adult counselling services remains in place until November 2024.
- We achieved service accreditation with the Male Survivors Partnership, a national group of organisations that work with male survivors of sexual violence and abuse.
- We successfully submitted our NHS Data Security Protection Toolkit and completed work to ensure that we remain compliant with GDPR legislation.
- We launched our new website and support materials.
- We successfully launched our client engagement forum, with the inaugural meeting set for April 2021.

### **Financial review**

#### **Financial position**

The charity had net assets of £2,580,447 at 31 March 2021, having generated a surplus of £875,629 in the year then ended. Net current assets amounted to £2,240,781 which included cash at bank of £1,826,989. Unrestricted funds totalled £1,977,374 and restricted funds totalled £603,073.

# SUNDERLAND COUNSELLING SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **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 £1,775,000. The general fund reserve at 31 March 2021 amounted to £1,640,973. 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.

### **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
- Northumberland Clinical Commissioning Group
- St. Benedict's Hospice Charity
- Big Lottery Fund Awards for All
- NHS England
- Health Education England
- Northumbria Police and Crime Commissioner
- Northumbria Healthcare Foundation Trust
- Sunderland City Council
- Sunderland Royal Hospital
- Tees Esk & Wear Valley NHS Foundation Trust
- Community Fund
- County Durham Community Foundation

### **Future plans for 2021 - 22**

The COVID 19 pandemic has of course produced many challenges for all of our services but we will continue in our efforts to make sure that we are able to operate safely and with as little disruption as possible for all of our client groups. We will offer face to face therapy for those clients who need it, in ways that keep both clients and staff safe, in line with our own risk assessments and all relevant government guidance. We will also make continued use of telephone and video therapy to make our services as accessible as possible. We will work with funders and commissioners to make sure that we have sufficient capacity to respond to the inevitable increase in mental health needs that we are seeing as a result of the pandemic.

Plans for the coming financial year are as follows:

### **Services in Sunderland:**

- Having started the work to integrate counselling into Sunderland's IAPT provision and to develop a single point of access, we hope to implement this model during 2020 - 21. This work was delayed due to COVID 19 but is a key priority. We will collaborate with commissioners and partners to develop a business case to ensure the new integrated service has sufficient capacity to meet increased demand and national access targets.
- We will work collaboratively with the CCG and with other providers in Sunderland to ensure that efficient, long term and stable contract arrangements are in place for these services.
- We will contribute to the transformation of community mental health services in Sunderland and develop proposals for new services where we believe we can play a useful part in meeting need.
- We will work with the CCG, Northern Cancer Alliance and partners at Sunderland Royal Hospital to ensure the long-term sustainability of the cancer counselling service.
- We will seek support and funding to continue delivery of our COVID support service during 2021 – 2022.
- We will aim to retain the contract for Occupational Health counselling with Sunderland City Council, which is due for expiry in September 2021.



# SUNDERLAND COUNSELLING SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **Risk management**

The trustees have conducted a review of major risks to which the charity is exposed, including risks pertaining to information governance. Systems and procedures have been established to mitigate those risks identified.

### **Plans for future periods**

#### **Improving Access to Psychological Therapies:**

- We will work with commissioners and colleagues in Talking Matters Northumberland, Talking Changes Durham & Darlington and Sunderland Psychological Wellbeing Service to further expand and enhance IAPT services to meet increased national access targets, and to achieve the associated necessary expansion in the workforce.
- In particular we will seek to demonstrate the value and effectiveness of counselling within IAPT services and the need to increase the size of our counselling teams across all services.
- As we know that the extended contract for Talking Matters Northumberland will expire in August 2021, we will work with Mental Health Matters to ensure long term arrangements are in place to ensure the stability of this service.
- Having successfully retained the contract for counselling within North Tyneside Talking Therapies in March 2021, we will continue to work with Northumbria Healthcare NHS Trust to deliver excellent services for the people of North Tyneside.
- We will work with colleagues in Talking Changes Durham and Darlington to ensure that robust long-term arrangements are in place for the future security and enhancement of this service.

#### **Sexual Violence:**

- Given the challenges we have faced in maintaining funding for working with victims of sexual violence, we will continue to try and secure additional funding for this invaluable area of work, particularly given the increase in need we expect to see as a result of COVID 19.
- As we expect that the contract for the Reach counselling service will end in March 2022, we will work with commissioners to ensure the longer term sustainability of this crucial service.
- We will retain our service accreditation with the Male Survivors Partnership, demonstrating our commitment to making sexual violence services equally accessible to male and female survivors, whilst paying attention to the specific needs of male clients.

#### **Children and Young People:**

- We will collaborate with commissioners and partners in review and transformation of child and adolescent mental health services in Sunderland. As part of this, we will develop proposals for new services where we believe we can play a useful part in meeting need.
- As we are seeing significant impacts on the mental health of children and young people and therefore increases in demand as a result of COVID 19, we will secure additional capacity within our teams to meet this need.
- We will continue our counselling provision in schools in Sunderland and contribute to the development of Mental Health Support Teams in Sunderland schools.
- We will ensure the successful implementation and delivery of the Good Vibes youth counselling project, following delays due to the COVID pandemic.

#### **Developing our organisation:**

- We will continue to develop our workforce, investing in suitable training for existing staff and volunteers and recruiting trainee staff as appropriate. In particular we will encourage as many of our counsellors as possible to undertake training in recognised evidence-based therapies, such as Counselling for Depression.
- Making use of our existing links at local, regional and national levels, alongside our involvement with BACP, we will advocate for the effectiveness of counselling as an intervention and for counsellors as a professional group, including the development of sustainable career paths for counsellors within health care settings.
- We will develop and implement plans to reduce our environmental impact and carbon footprint.
- We will develop and implement plans to improve our approach to issues of equality, diversity and inclusion.

# SUNDERLAND COUNSELLING SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **Structure, governance and management**

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.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr C Sketchley

Ms L H Bruton

Mrs E M Watt

Ms L Morris

Mrs A Loadman

Mr B Greener

Dr K Gilligan

(Appointed 22 February 2021)

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 chief executive officer is appointed by the committee and is responsible for all aspects of the charity's operations, including obtaining adequate funding to finance the charity's services.

### **Key management remuneration**

The pay of all staff is reviewed annually by the board of trustees and normally increased in line with average earnings. In view of the nature, size and growth of the charity, salaries for senior staff are benchmarked against charities of similar size, complexity and reach. NHS salary scales for comparable roles are considered, given the large amount of collaboration and partnership working we do with NHS organisations. Affordability is a key factor, as well as growth of the charity in the preceding year and any significant changes in individual job roles, scale or remit.

# SUNDERLAND COUNSELLING SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### Statement of trustees' responsibilities

The trustees, who are also the directors of Sunderland Counselling Service for the purpose of company law, are responsible for preparing the Trustees' Report 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

### Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

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

The trustees' report was approved by the Board of Trustees.



Mrs E M Watt  
Trustee

Date: 6/12/2021

# SUNDERLAND COUNSELLING SERVICE

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF SUNDERLAND COUNSELLING SERVICE

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#### Opinion

We have audited the financial statements of Sunderland Counselling Service (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

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 2021 and of its incoming resources and application of resources, 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.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

# SUNDERLAND COUNSELLING SERVICE

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF SUNDERLAND COUNSELLING SERVICE

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

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which 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' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

#### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is the extent to which an audit conducted under ISAs (UK) is capable of detecting irregularities, including fraud. Our procedures include:

- obtaining an understanding of the legal and regulatory frameworks applicable to the charity, such as the Companies Act 2006 and relevant charity and tax legislation, and obtaining an understanding of how the charity complies with those frameworks;
- assessing the susceptibility of the charity's financial statements to material misstatement, including how fraud might occur, with audit procedures including: considering internal controls; testing supporting documentation; enquiring of the charity's management; reviewing minutes of trustees' meetings; and obtaining written confirmations.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation. We are not responsible for preventing fraud or non-compliance with laws and regulations and cannot be expected to detect all fraud and non-compliance with laws and regulations.

# SUNDERLAND COUNSELLING SERVICE

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

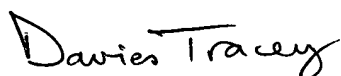
### TO THE TRUSTEES OF SUNDERLAND COUNSELLING SERVICE

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A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### Use of our report

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.



**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: 10/12/21

# SUNDERLAND COUNSELLING SERVICE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total Unrestricted funds 2021 £	Restricted funds 2020 £	Total 2020 £
Notes						
<b>Income from:</b>						
Donations and legacies	3	236	627,000	627,236	3,018	3,018
<b>Charitable activities</b>						
Provision of counselling service	4	3,827,436	108,735	3,936,171	3,426,012	3,477,017
Investments	5	-	-	-	1,053	1,053
<b>Total income</b>		<b>3,827,672</b>	<b>735,735</b>	<b>4,563,407</b>	<b>3,430,083</b>	<b>3,481,088</b>
<b>Expenditure on:</b>						
<b>Charitable activities</b>						
Provision of counselling service	6	3,549,147	138,631	3,687,778	3,060,734	3,131,365
<b>Total charitable expenditure</b>		<b>3,549,147</b>	<b>138,631</b>	<b>3,687,778</b>	<b>3,060,734</b>	<b>3,131,365</b>
Gross transfers between funds		-	-	-	(14,417)	-
<b>Net income for the year/ Net movement in funds</b>		<b>278,525</b>	<b>597,104</b>	<b>875,629</b>	<b>354,932</b>	<b>349,723</b>
Fund balances at 1 April 2020		1,698,849	5,969	1,704,818	1,343,917	1,355,095
<b>Fund balances at 31 March 2021</b>		<b>1,977,374</b>	<b>603,073</b>	<b>2,580,447</b>	<b>1,698,849</b>	<b>1,704,818</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# SUNDERLAND COUNSELLING SERVICE

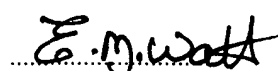
## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	12		339,666		337,664
<b>Current assets</b>					
Debtors	13	535,884		547,143	
Cash at bank and in hand		1,826,989		1,033,154	
		<u>2,362,873</u>		<u>1,580,297</u>	
<b>Creditors: amounts falling due within one year</b>	14	(122,092)		(213,143)	
Net current assets			2,240,781		1,367,154
<b>Total assets less current liabilities</b>			<u>2,580,447</u>		<u>1,704,818</u>
<b>Income funds</b>					
Restricted funds	15	603,073		5,969	
Unrestricted funds		1,977,374		1,698,849	
		<u>2,580,447</u>		<u>1,704,818</u>	

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 6/12/2021

  
 Mrs E M Watt  
 Trustee

Company Registration No. 03315039



# SUNDERLAND COUNSELLING SERVICE

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	21		815,952		55,414
<b>Investing activities</b>					
Purchase of tangible fixed assets		(22,117)		(7,539)	
Investment income received		-		1,053	
<b>Net cash used in investing activities</b>			(22,117)		(6,486)
<b>Net cash used in financing activities</b>			-		-
<b>Net increase in cash and cash equivalents</b>			793,835		48,928
Cash and cash equivalents at beginning of year			1,033,154		984,226
<b>Cash and cash equivalents at end of year</b>			<u>1,826,989</u>		<u>1,033,154</u>

# SUNDERLAND COUNSELLING SERVICE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

#### Charity information

Sunderland Counselling Service is a private company limited by guarantee incorporated in England and Wales. The registered office is 51 John Street, Sunderland, SR1 1QN.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles, the Companies Act 2006, Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

All income is recognised in the Statement of Financial Activities when all of the following criteria are met:

- the charity has entitlement to the funds;
- any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Service contract fees are accounted for on an accruals basis. Income received in advance of the provision of the specified services is deferred until the criteria for income recognition are met.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

# SUNDERLAND COUNSELLING SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

Donated goods and services are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated services and facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure on charitable activities includes the costs of the provision of counselling services and the associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	over 50 years on a straight line basis
Fixtures and fittings	15% reducing balance/20% on cost
Equipment	15%-33% reducing balance/20-25% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# SUNDERLAND COUNSELLING SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Taxation

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

#### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.12 Retirement benefits

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity. The charity now makes a contribution of 3% of salary to this pension scheme and acts as agent in collecting and paying over employee pension contributions. The employer's contributions made for the accounting period are treated as an expense and were £84,523 (2020 - £68,669).

At 31 March 2021 total employer and employee contributions of £19,677 were outstanding (2020 - £18,070).

# SUNDERLAND COUNSELLING SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2021 £	2021 £	2021 £	2020 £
Donations and gifts	236	-	236	3,018
Grants receivable	-	627,000	627,000	-
	<u>236</u>	<u>627,000</u>	<u>627,236</u>	<u>3,018</u>
<b>Donations and gifts</b>				
Donations - Core service	236	-	236	1,018
Donations - GP Project	-	-	-	1,000
Donations - North Tyneside Talking Therapies	-	-	-	1,000
	<u>236</u>	<u>-</u>	<u>236</u>	<u>3,018</u>
<b>Grants receivable for core activities</b>				
Cancer Counselling Service	-	112,000	112,000	-
CCAMHS	-	200,000	200,000	-
Covid 19 Community Fund	-	100,000	100,000	-
Adult transformation	-	100,000	100,000	-
IAPT Network Funding	-	115,000	115,000	-
	<u>-</u>	<u>627,000</u>	<u>627,000</u>	<u>-</u>

### Donated goods and 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.

# SUNDERLAND COUNSELLING SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 4 Charitable activities

	Provision of counselling service 2021 £	Provision of counselling service 2020 £
Services provided under contract	3,936,171	3,477,017
Analysis by fund		
Unrestricted funds	3,827,436	3,426,012
Restricted funds	108,735	51,005
	3,936,171	3,477,017

#### Charitable trading income

##### Bereavement Support

Grant funding received from Awards for All, for the purposes of developing and delivering support groups for people affected by bereavement.

##### Cancer Counselling Service

The provision of individual counselling to people with any form of cancer.

##### Community CAMHS Counselling Service

Contract held with NHS Sunderland CCG for the provision of individual counselling support to children and young people and interventions delivered by CWP's, in Sunderland.

##### Community Transformation

Grant funding from Sunderland CCG to support the transformation of adult community mental health services.

##### Counselling for Adult Survivors of Sexual Violence and Abuse (CASSVA)

Contract held with NHS Sunderland CCG for the provision of individual counselling for male and female survivors of rape and sexual abuse in Sunderland.

##### COVID Counselling

We provide signposting, advice, support and counselling for residents of Sunderland who feel their mental health has been affected or exacerbated by the impact of COVID-19.

##### Good Vibes

A project funded by the Big Lottery Fund and led by the Sunderland All Together youth consortium; we deliver counselling in youth projects across the city.

##### GP Project

Contract held with NHS Sunderland CCG for the provision of counselling in GP practices in Sunderland.

##### IAPT Network funding

In collaboration with the IAPT clinical network, developing and commissioning training and CPD activities for IAPT services across the north east.

# SUNDERLAND COUNSELLING SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 4 Charitable activities

(Continued)

#### **North Tyneside Talking Therapies**

Under contract to NHS Northumbria Healthcare for the provision of the counselling element of North Tyneside's IAPT service.

#### **Northumbria Police and Crime Commissioner**

Grant funding from the Northumbria PCC, with which we augment our service provision within the CASSVA service to increase overall service capacity and address gaps in service provision for male rape victims in the region.

#### **Occupational Health**

Contract held with Sunderland City Council for employee counselling, as part of their Occupational Health service.

#### **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.

#### **St Benedicts Hospice**

Providing individual counselling and other forms of support for patients and family members, carers and children of patients at St Benedict's Hospice in Sunderland.

#### **Sunderland Psychological Wellbeing Service (IAPT)**

Contract funding from NHS Sunderland CCG 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.

#### **Talking Changes**

Under contract to TEWW NHS Foundation Trust, provision of counselling at steps 1 and 3 in the IAPT service covering County Durham & Darlington.

#### **Talking Matters Northumberland**

In partnership with MHM and Efficacy, delivery of Northumberland's IAPT service.

### 5 Investments

	Total	Unrestricted funds
	2021	2020
	£	£
Interest receivable	-	1,053

# SUNDERLAND COUNSELLING SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 6 Charitable activities

	Provision of counselling service 2021 £	Provision of counselling service 2020 £
Staff costs	3,064,293	2,579,889
Telephone	37,329	21,307
Direct service costs	24,599	55,707
Advertising	1,105	-
Printing, postage and stationery	1,625	6,662
Training and supervision	37,660	34,728
Travel and volunteers expenses	708	28,380
Other costs	21,163	16,644
	<u>3,188,482</u>	<u>2,743,317</u>
Share of support costs (see note 7)	490,356	384,248
Share of governance costs (see note 7)	8,940	3,800
	<u>3,687,778</u>	<u>3,131,365</u>
<b>Analysis by fund</b>		
Unrestricted funds	3,549,147	3,060,734
Restricted funds	138,631	70,631
	<u>3,687,778</u>	<u>3,131,365</u>



# SUNDERLAND COUNSELLING SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 7 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Staff costs	304,671	500	305,171	285,151	500	285,651
Depreciation	20,115	-	20,115	17,356	-	17,356
Rates and water	622	-	622	619	-	619
Insurance	7,051	-	7,051	6,094	-	6,094
Light and heat	2,045	-	2,045	4,944	-	4,944
Rent	9,140	-	9,140	9,056	-	9,056
Repairs and maintenance	91,083	-	91,083	36,731	-	36,731
Accountancy	7,210	-	7,210	7,800	-	7,800
Legal and professional fees	48,337	5,040	53,377	16,418	-	16,418
Bank charges	82	-	82	79	-	79
Audit fees	-	3,400	3,400	-	3,300	3,300
	<u>490,356</u>	<u>8,940</u>	<u>499,296</u>	<u>384,248</u>	<u>3,800</u>	<u>388,048</u>
Analysed between						
Charitable activities	<u>490,356</u>	<u>8,940</u>	<u>499,296</u>	<u>384,248</u>	<u>3,800</u>	<u>388,048</u>

#### Basis of apportionment

Staff costs - time spent

Depreciation and other overheads - usage

### 8 Auditor's remuneration

The analysis of auditor's remuneration is as follows:

Fees payable to the charity's auditor and associates:	2021	2020
	£	£
Audit of the charity's annual accounts	<u>3,400</u>	<u>3,300</u>
<b>Non-audit services</b>		
All other non-audit services	<u>7,210</u>	<u>7,800</u>

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

## SUNDERLAND COUNSELLING SERVICE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

#### 10 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Counselling and support	119	107
Administration	11	11
Total	130	118

#### Employment costs

	2021 £	2020 £
Wages and salaries	3,024,454	2,577,357
Social security costs	260,487	215,857
Other pension costs	84,523	72,326
	3,369,464	2,865,540

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2021 Number	2020 Number
£60,001 - £70,000	1	1

#### 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.

# SUNDERLAND COUNSELLING SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 12 Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Equipment £	Total £
<b>Cost</b>				
At 1 April 2020	338,267	31,119	93,821	463,207
Additions	-	-	22,117	22,117
At 31 March 2021	338,267	31,119	115,938	485,324
<b>Depreciation and impairment</b>				
At 1 April 2020	28,189	22,962	74,392	125,543
Depreciation charged in the year	6,765	3,490	9,860	20,115
At 31 March 2021	34,954	26,452	84,252	145,658
<b>Carrying amount</b>				
At 31 March 2021	303,313	4,667	31,686	339,666
At 31 March 2020	310,078	8,157	19,429	337,664

### 13 Debtors

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
Other debtors	501,498	453,113
Prepayments and accrued income	34,386	94,030
	535,884	547,143

### 14 Creditors: amounts falling due within one year

	2021 £	2020 £
Other taxation and social security	74,473	64,590
Trade creditors	20,466	8,066
Accruals and deferred income	27,153	140,487
	122,092	213,143

Included in the above is deferred income of £Nil (2020 - £115,000).

## SUNDERLAND COUNSELLING SERVICE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

#### 15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Movement in funds			
	Balance at 1 April 2019	Incoming resources	Resources expended	Transfers	Balance at 1 April 2020	Incoming resources	Resources expended	Balance at 31 March 2021
	£	£	£	£	£	£	£	£
Cancer Counselling Service	896	31,450	(46,540)	14,194	-	143,450	(67,914)	75,536
South Tyneside GP Project	3,048	-	-	-	3,048	-	-	3,048
Bereavement Support	7,234	-	(4,313)	-	2,921	-	(1,601)	1,320
Big Lottery Fund & ESF Building Better Opportunities Grant	-	11,051	(11,051)	-	-	-	-	-
Ministry of Justice Male Rape Support Fund/BTS	-	8,504	(8,727)	223	-	-	(138)	(138)
CCAMHS	-	-	-	-	-	200,000	-	200,000
Good Vibes	-	-	-	-	-	26,022	(24,065)	1,957
Covid 19 Community Fund	-	-	-	-	-	151,263	(44,913)	106,350
Adult transformation	-	-	-	-	-	100,000	-	100,000
IAPT Network Funding	-	-	-	-	-	115,000	-	115,000
	<u>11,178</u>	<u>51,005</u>	<u>(70,631)</u>	<u>14,417</u>	<u>5,969</u>	<u>735,735</u>	<u>(138,631)</u>	<u>603,073</u>

# SUNDERLAND COUNSELLING SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 16 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	336,401	3,265	339,666	337,292	372	337,664
Current assets/ (liabilities)	1,640,973	599,808	2,240,781	1,361,557	5,597	1,367,154
	<u>1,977,374</u>	<u>603,073</u>	<u>2,580,447</u>	<u>1,698,849</u>	<u>5,969</u>	<u>1,704,818</u>

### 17 Financial commitments, guarantees and contingent liabilities

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

### 18 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Within one year	1,252	5,125
Between two and five years	3,978	3,507
In over five years	320	-
	<u>5,550</u>	<u>8,632</u>

### 19 Capital commitments

At 31 March 2021 the charity had capital commitments as follows:

Contracted for but not provided in the financial statements:

Acquisition of property, plant and equipment	-	6,276
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# SUNDERLAND COUNSELLING SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 20 Related party transactions

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2021 £	2020 £
Aggregate compensation	187,476	169,314

#### Transactions with related parties

During the year the charity entered into the following transactions with related parties:

Mrs E M Watt and Mr B Greener acted as guarantors to a lease in the company's name. Rent payable under the terms of the lease was £4,300 per annum.

### 21 Cash generated from operations

	2021 £	2020 £
Surplus for the year	875,629	349,723
Adjustments for:		
Investment income recognised in statement of financial activities	-	(1,053)
Depreciation and impairment of tangible fixed assets	20,115	17,356
Movements in working capital:		
Decrease/(increase) in debtors	11,259	(449,344)
(Decrease)/increase in creditors	(91,051)	138,732
<b>Cash generated from operations</b>	<b>815,952</b>	<b>55,414</b>

### 22 Analysis of changes in net funds

The charity had no debt during the year.

### 23 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.