

**FENIKS.**  
**Counselling, Personal Development and Support**  
**Services Ltd**

A company limited by guarantee  
Company No: SC329038

Scottish Charity No: SC039041

**Annual Report & Financial Statements**  
**For the Year ended 31 August 2016**



Chris Smith BSc (Hons) FCIE  
Independent Examiner, Trainer and Charity Advisor  
Glascairn Cottage, Aytounhill, Cupar, Fife KY14 6JH  
Tel: 07791 260850  
Email: [chris@glascairn.org.uk](mailto:chris@glascairn.org.uk)

# **FENIKS. Counselling, Personal Development and Support Services Ltd**

## **Annual Report & Statement of Account**

Year ended 31 August 2016

---

<b>Contents</b>	<b>Page</b>
Trustees' Annual Report	3 - 7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Accounts	11 - 14

## **FENIKS. Counselling, Personal Development and Support Services Ltd**

### **Trustees' Annual Report**

Year ended 31 August 2016

---

The trustees (who are also the directors of the company for the purposes of company law) present their report together with the financial statements and the independent examiner's report for the year 1 September 2015 to 31 August 2016.

### **Reference & Administrative Information**

**Charity and Company Name:** FENIKS, Counselling, Personal Development and Support Services Ltd

**Charity Number:** SC039041

**Company Number:** SC329038

**Registered Office** 3/5 Walkers Wynd, Edinburgh EH14 2TD

**Principal Address:** St Margaret's House, 151 London Rd, Edinburgh EH7 6AE

**Trustees** James Robertson (Chairperson)  
Sylwia Pienkowska (Treasurer)  
Malgorzata Musur (Secretary) from January 2017

**Others who served as trustees** Jolanta Lisicka – from December 2015 until April 2016

**Independent Examiner:** Chris Smith BSc (Hons) FCIE

**Bankers** Clydesdale Bank PLC  
20 Hanover Street  
Edinburgh EH2 2QW

## **FENIKS. Counselling, Personal Development and Support Services Ltd**

### **Trustees' Annual Report**

Year ended 31 August 2016

---

#### **Structure, Governance & Management**

FENIKS. Counselling, Personal Development and Support Services Ltd., hereinafter FENIKS, was established as a Company Limited by Guarantee on 9 September 2007 and is governed by the terms of its Memorandum and Articles of Association. It was registered as a charity on 5 December 2007. Membership is open to people and organisations who support the aims of the charity.

The affairs of the charity are managed by a Board of Directors who are the Charity's Trustees. The Board consists of at least 3 Charity Trustees elected by the membership at the AGM. Charity Trustees serve for up to five years and can stand for re-election for a further 2 terms of five years each.

#### **Objectives & Activities**

The purpose of the charity is to advance the education, relieve the poverty and otherwise promote the welfare of those in the community are disadvantaged through circumstances, socially excluded on the grounds of their ethnic and cultural difference, provide counselling and support services for individual who have adaptation problems connected to immigration, promotion of equality and diversity.

To achieve its purpose, the charity carries out the following activities:

- To provide adults, children and adolescents therapy and counselling.
- Conducting therapeutic and development workshops
- To tackle mental health stigma and discrimination within Polish Community in Edinburgh
- To promote and initiate projects tackling social isolation affecting migrant communities in Edinburgh
- Supporting personal and professional development of the clients and volunteers
- To support migrants' integration and political participation within Scottish society

## **FENIKS. Counselling, Personal Development and Support Services Ltd**

### **Trustees' Annual Report**

Year ended 31 August 2016

---

#### **Achievements and Performance**

During the financial year of 2015-16 our therapists and counsellors provided 485 hours of support through therapy and group workshops to clients mainly from Edinburgh and the Lothians. Part of this work (190 hours) was provided on a voluntary basis by the therapists. We are happy that we managed to keep a comparable level of service even though Feniks changed their premises in the last year and is now very well settled in the St. Margaret's House.

We are particularly proud of being able to provide counselling to most vulnerable members of the Central Eastern European Community, which our therapists provide on voluntary basis. We experience a growing demand from the community, referrals from partner organisations, e.g. Edinburgh Women's Aid and Shakti. We particularly welcomed a partnership with Edinburgh University to offer placement opportunities to Polish speaking students from the Postgraduate Diploma in Counselling programme.

A key aim of Feniks is to tackle mental health stigma and social isolation affecting Polish and other ethnic minorities in Edinburgh. This year we focused on two major projects: Look Around-See Me and Leith Conversation Cafés. We were very happy that See Me extended their funding and we could continue our cooperation with our present Community Champions as well as train a new cohort. There were almost 30 people in the cohort this year. They were trained in active listening, assertiveness, recognising when someone might need help and where to look for it, as well as Safe Talk. The latter was delivered in cooperation with Catriona Windle from Health All Round. The Communications Officer delivered training and coordinated work of the Community Champions. They were welcome to join the See Me initiatives and come with their own ideas of working with the Polish Community. Hence, they were visible at the Walk a Mile and Pass the Badge events (campaigning at Polish churches, giving out See Me badges and providing basic information about mental health stigma and discrimination in Polish). In June 2016, the Community Champions started Active 50+, a project dedicated to the mature members of the Polish Community which aims to tackle social isolation in this age group. The initiative proved to be answering a real need in the community and became a very popular project. As one of the participants disclosed, they could live in Scotland for several years not having any friends apart from those still remaining in Poland.

The Community Champions were also involved in the Scottish-Polish Ceilidh organised on 19th September 2015 in collaboration with Ceilidh Collective, Ojczyzna (The Polish Dance Ensemble) and DAVNO (Polish, Russian & Ukrainian songs). The ceilidh was a great success! It was attended by 200 people and we managed to collect £200 profit for the Community Champions' activities.

## **FENIKS. Counselling, Personal Development and Support Services Ltd**

### **Trustees' Annual Report**

Year ended 31 August 2016

---

The Leith Conversation Cafés started to function towards the end of 2015. The Coordinator recruited and trained eight wonderful volunteers who hosted participants in three different cafés in Leith. Until the end of the round of first funding in March 2016, we managed to register 86 participants from nearly 30 countries. The project was also popular amongst local charities that visited and delivered awareness-raising workshops. Leith Conversation Cafés was recognised by One City Trust and matched the funding we received from the Edinburgh Council Health Inequalities Fund.

With Magda's initiative, Feniks set up a Suicide Working Group, which aims at the recognition/identification and eventual prevention of suicides within the Polish Community. The Group was set up in February 2016 in partnership with the Polish Consulate and Police Scotland. It was further extended by representatives of NHS Lothian Public Health, NHS Lothian Mental Health and Wellbeing, and Choose Life Edinburgh. Thanks to the support from NHS Lothian we were able to move the project forward.

The Polish Psychologists Networking Group (PPN) led by Feniks has now over twenty members, who took part in the second edition of Befriend Depression/Oswoić Depresję, a Mental Health Awareness Week dedicated to the Polish Community in Edinburgh. Traditionally it falls during the last week of November and this year it took place from the 23<sup>rd</sup> to the 30<sup>th</sup> of the month. The PPN members delivered twelve workshops as well as counselling and financial advice sessions. All the services were free of charge. The project was supported by the Polish School of Leaders.

The PPN members were delighted to host Dr Ewa Woydyłło, a renowned Polish psychotherapist, who visited Edinburgh in June 2016. Ewa delivered two very popular workshops: one to the members of the PPN and a second to the wider public. Both workshops focused on therapeutic interventions for alcohol addiction and being an adult coming from a dysfunctional family.

This year was very extensive politically, and Feniks took part in several projects standing for Migrants Rights and enhancing political participation. We supported *Vote, You are at Home! Scotland*, a campaign raising awareness about voting rights and promoting political participation of the Polish citizens living in Scotland. It took place in spring 2016, before the Scottish and General Parliamentary Elections.

Feniks also took a stand to support EU nationals living in the UK after the EU Referendum. The Communications Officer took part in *Ask the First Minister and Cabinet: EU Nationals Event*, where there was a debate on Scotland's future in Europe and what the EU Referendum would mean for EU nationals living, working and studying in Scotland. Leith Conversation Cafés featured in the Channel 4 News with regard to the Scottish reaction to the referendum result and the EU nationals' perspective for the future.

## **FENIKS. Counselling, Personal Development and Support Services Ltd**

### **Trustees' Annual Report**

Year ended 31 August 2016

---

As a result of the anti-migrant propaganda, Feniks joined New Europeans, an organisation supporting and lobbying for the rights of the EU citizens in Westminster. New Europeans helped significantly in the promotion of our online questionnaire; the aim of which was to identify EU nationals' reaction and long-term consequences of the EU Referendum. The report from the study is now available to download from our website.

Feniks works in close partnership with Health All Round, Respekt-Safer Families, Edinburgh Women's Aid, Shakti Women's Aid, ELREC, the Polish Consulate and Police Scotland. We are involved in research projects delivered by NHS Lothian and Glasgow University.

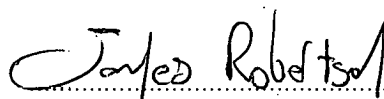
As an organisation we represent the interests of the Polish community at the Cross-Party Group on Poland in the Scottish Parliament as the leading organisation of the Wellbeing Subgroup. We are also members of Lothian Community Health Initiatives Forum, the Equalities and Rights Network, New Europeans and the Polish Professionals Network.

### **Financial Review**

Income for 2015/16 was £42,700 (2015: £47,820) primarily due to grant income of £29,715 (2015: £30,700) which included £20,000 for the See Me project. With expenditure of £43,371 (2015: £24,266) FENIKS had a small deficit of £671 as funds carried forward from the previous year were spent. At the 31 August 2016, total funds held were £26,071 (2015: £26,742). Of the funds held £19,068 are restricted and £7,003 are unrestricted.

At the 31 August 2016 FENIKS had free reserves of £7,003. The Trustees believe that FENIKS should work towards holding a minimum level of reserves to ensure there are funds available to pay liabilities as they fall due and have concluded that free reserves equivalent to three months' operational expenditure or £10,800 is an appropriate and realistic level.

This report has been prepared in accordance with the provisions for small companies under part 15 of the Companies Act 2006, was approved by the trustees on 23rd May 2017 and signed on their behalf by:

  
James Robertson - Chairperson

## **FENIKS. Counselling, Personal Development and Support Services Ltd**

### **Independent Examiner's Report**

Year ended 31 August 2016

---

I report on the accounts of FENIKS, Counselling, Personal Development and Support Services Ltd for the year ended 31 August 2016, which are set out on pages 9 to 14.

#### **Responsibilities and basis of report**

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 ("the 2006 Regulations") and the Companies Act 2006.

I have satisfied myself that the charity is not subject to audit under Regulation (10)(1)(a)-(c) of the 2006 Regulations or company law and is eligible for independent examination. I have therefore examined your charity's accounts as required under section (44)(1)(c) of the 2005 Act and Regulation 11 of the 2006 Regulations. In carrying out my examination I have followed the guidance issued to independent examiners by the Office of the Scottish Charity Regulator (OSCR).

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of Regulation 8 of the 2006 Regulations; or
4. that there is further information needed for a proper understanding of the accounts.

#### **Independent examiner's statement**

I have completed my examination and I have no concerns in respect of any of the areas (1) to (4) listed above and I have found no other matters that require drawing to your attention.



Chris Smith BSc (Hons) FCIE  
Glascairn Cottage  
Aytounhill  
Cupar  
KY14 6JH

Date: 27/6/17



## FENIKS. Counselling, Personal Development and Support Services Ltd

### Statement of Financial Activities (Incorporating the income and expenditure account)

Year ended 31 August 2016

	Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
		£	£	£	£
<b>Income from:</b>					
Donations		11,699	-	11,699	15,600
Grants		-	29,715	29,715	30,700
Fundraising		1,286	-	1,286	-
Other		-	-	-	1,520
<b>Total income</b>		<b>12,985</b>	<b>29,715</b>	<b>42,700</b>	<b>47,820</b>
<b>Expenditure on:</b>					
Travel		13	1,088	1,101	166
Printing, stationery & postage		111	2,840	2,951	157
Rent, IT, Phones & Insurance		2,242	1,088	3,330	2,968
Management & admin		-	3,662	3,662	-
Counsellor fees		6,629	-	6,629	10,220
Other		827	387	1,214	867
Independent examination		419	-	419	398
Workshops and training		852	-	852	1,420
Staff costs		-	19,358	19,358	7,422
Training		-	1,021	1,021	242
Design & development		-	550	550	250
Volunteer expenses		-	1,915	1,915	156
Repairs, maintenance & equipment		60	-	60	-
Fundraising		250	-	250	-
Returned grant		-	59	59	-
<b>Total expenditure</b>		<b>11,403</b>	<b>31,968</b>	<b>43,371</b>	<b>24,266</b>
<b>Net incoming/(outgoing) resources</b>		<b>1,582</b>	<b>(2,253)</b>	<b>(671)</b>	<b>23,554</b>
<b>Reconciliation of Funds</b>					
Funds brought forward		5,421	21,321	26,742	3,188
Funds carried forward		7,003	19,068	26,071	26,742

The statement of financial activities includes all gains and losses recognised in the period. All incoming resources and resources expended 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. The notes on pages 11 to 14 form an integral part of these accounts.

## FENIKS. Counselling, Personal Development and Support Services Ltd

### Balance Sheet

At 31 August 2016

Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
	£	£	£	£
<b>Current Assets</b>				
Cash at bank & in hand	7,422	19,127	26,549	27,140
Total current assets	7,422	19,127	26,549	27,140
<b>Current Liabilities</b>				
Creditors	-	59	59	-
Accruals	419	-	419	398
Total current liabilities	419	59	478	398
<b>Net current assets</b>	7,003	19,068	26,071	26,742
<b>Net assets</b>	7,003	19,068	26,071	26,742
<b>Funds of the Charity</b>				
Unrestricted funds	7,003	-	7,003	5,421
Restricted funds	-	19,068	19,068	21,321
Total Funds	7,003	19,068	26,071	26,742

The directors confirm that for the financial year ended 31 August 2016: -

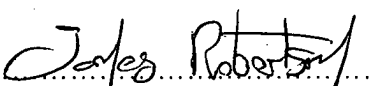
- the company was entitled to exemption under section 477 of the Companies Act 2006, and
- no members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the 2006 Companies Act with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime of the 2006 Companies Act.

The notes on pages 11 to 14 form an integral part of these accounts.

Approved by the trustees on 23<sup>rd</sup> May 2017 and signed on their behalf by:

  
James Robertson - Chairperson

## **FENIKS. Counselling, Personal Development and Support Services Ltd**

### **Notes to the Financial Statements**

Year ended 31 August 2016

---

#### **1 Basis of Preparation**

##### **1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost in accordance with: -

- (a) The Charities & Trustee Investment Act (Scotland) Act 2005, and
- (b) The Charities Accounts (Scotland) Regulations 2006 as amended
- (c) The Company's Act 2006
- (d) Financial Reporting Standard 102 (FRS102) (Effective January 2015),
- (e) Charities SORP (FRS 102) (Effective January 2015)

##### **1.2 Changes to Basis of Preparation**

- (a) The Charities SORP (FRS 102), previously The Charities SORP (2005)
- (b) The FRS 102, previously Financial Reporting Standard for Smaller Entities 2008

##### **1.3 Changes to previous years' accounts**

- (a) The presentation of the financial statements has been amended to meet the requirements of the Charities SORP (FRS 102). No material changes to the accounts have been made.

#### **2 Accounting Policies**

##### **2.1 Form of Financial Statements**

The charity maintains two types of funds for accounting purposes: -

- (a) A general unrestricted fund that can be expended at the discretion of the trustees on furthering the objects of the charity, and
- (b) Restricted funds that may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

##### **2.2 Income**

- (a) Income is recognised and included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources; their receipt is probable; and the monetary value can be measured with sufficient reliability.
- (b) Where income has related expenditure the income and related expenditure are reported gross in the SOFA.
- (c) Funds received in advance and which specifically relate to a future accounting period are treated as deferred income.

## **FENIKS. Counselling, Personal Development and Support Services Ltd**

### **Notes to the Financial Statements**

Year ended 31 August 2016

---

#### **2.3 Expenditure & Liabilities**

- (a) Expenditure is accounted for on an accruals basis.
- (b) Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources; it is probable they will be paid and the monetary value can be measured with sufficient reliability.

#### **2.4 Assets**

- (a) Tangible fixed assets are capitalised if they have a value greater than £500 and can be used for more than one year. They are valued at cost or, if gifted, at their value on receipt.
- (b) Depreciation is calculated on a straight-line basis to write off the cost of tangible assets over their useful economic life as follows:  
Office equipment – 20%

#### **2.5 Debtors**

- (a) Debtors are recognised at the settlement amount due
- (b) Prepayments are valued at the amount prepaid

#### **2.6 Cash**

Cash at bank and in hand includes cash and bank deposits repayable on demand

#### **2.7 Creditors**

- (a) Creditors are recognised where the charity has an obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due can be measured or estimated reliably. Creditors are normally recognised at their settlement amount, usually the invoice amount.
- (b) Accrued charges are normally valued at their settlement amount.

#### **2.8 Taxation**

The charity is not liable to income or capital gains tax on its charitable activities. Irrecoverable VAT is included in the asset cost or expense to which it relates.

### **3 Trustee Remuneration & Expenses**

No remuneration was paid to any Trustees or connected persons during the year (2015: Nil).  
No expenses were paid to trustees (2015: Nil).

## FENIKS. Counselling, Personal Development and Support Services Ltd

### Notes to the Financial Statements

Year ended 31 August 2016

#### 4. Movement in Restricted Funds

During the year, the charity maintained the following restricted income funds:

Fund & Funder	Movement in Restricted Funds				
	Opening balance	Income	Expenditure	Transfers	Closing balance
	£	£	£	£	£
See Me - Scottish Associates	11,925	20,000	22,719	-	9,206
Community café - One City Trust	9,337	7,715	9,190	-	7,862
STV Project	-	2,000	-	-	2,000
Language café - Leith Decides	59	-	59	-	-
<b>Total</b>	<b>21,321</b>	<b>29,715</b>	<b>31,968</b>	<b>-</b>	<b>19,068</b>

5. Grants	Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
		£	£	£	£
Scottish Associates		-	20,000	20,000	20,000
One City Trust		-	7,715	7,715	9,815
Leith Decides		-	-	-	885
STV		-	2,000	2,000	-
		-	29,715	29,715	30,700

6. Staff Costs	Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
Salaries		-	18,312	18,312	7,422
Employers NI		-	675	-	-
Employers Pension		-	371	-	-
<b>Total</b>		<b>-</b>	<b>19,358</b>	<b>18,312</b>	<b>-</b>

No employee received remuneration of more than £60,000 (2015: None).

The average monthly number of employees during the year was 2 (2015: 2).

The company operates a defined contribution pension scheme in respect of its employees. The assets are held by independent managers. The pension charge represents contributions due from the charity for the year.

## FENIKS. Counselling, Personal Development and Support Services Ltd

### Notes to the Financial Statements

Year ended 31 August 2016

#### 7. Previous year information

In order to comply with the SORP (FRS 102) to show corresponding amounts for the previous year for every item in the Statement of Financial Activities (not just the prior year totals), the unrestricted and restricted funds from the previous year, set out in accordance with the requirements of the SORP (FRS 102), is shown below:

#### Statement of Financial Activities for the year ended 31 March 2015

	Unrestricted Funds	Restricted Funds
<b>Income from:</b>	<b>£</b>	<b>£</b>
Donations	15,600	-
Grants	-	30,700
Subscriptions	-	-
Other	1,520	-
Total incoming resources	17,120	30,700
<b>Expenditure on:</b>		
Travel	39	127
Printing, stationery & postage	-	157
Rent, IT & Phones	2,056	912
Counsellor fees	10,220	-
Other	867	-
IE fee	398	-
Workshops and training	44	1,376
Staff costs	-	7,422
Training	-	242
Design & development	-	250
Volunteer expenses	-	156
Total resources expended	13,624	10,642
<b>Net income/(expenditure)</b>	<b>3,496</b>	<b>20,058</b>
<b>Reconciliation of Funds</b>		
Funds brought forward	1,925	1,263
Funds carried forward	5,421	21,321