

Charity Registration No. 1112739

Company Registration No. 5496551 (England and Wales)

FAMILY COUNSELLING TRUST
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020
PAGES FOR FILING WITH REGISTRAR

FAMILY COUNSELLING TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	P N D Barrowcliff	
	C Boyd	
	A P N Currie	
	The Honourable R Montagu	
	Dr A W Sankey	
	Dr E M Harrison	(Appointed 14 January 2020)
	B Welch	(Appointed 28 April 2020)
	E J Treichl	(Appointed 21 October 2019)
	S T Wardell	(Appointed 17 October 2019)
	J Clarke	(Appointed 10 September 2020)
Chief executive officer	Rosalind Miller	
Charity number	1112739	
Company number	5496551	
Principal address	Nethergrove House Portesham Weymouth Dorset DT3 4ES	
Registered office	Wadebridge House 16 Wadebridge Square Poundbury Dorchester Dorset DT1 3AQ	
Independent examiner	Mr P A Cattermole FCA CB Reid Limited Wadebridge House 16 Wadebridge Square Dorchester Dorset DT2 7PE	

FAMILY COUNSELLING TRUST

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FAMILY COUNSELLING TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report and financial statements for the year ended 31 March 2020.

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 of Association, 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)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

a. Policies and objectives

The Charity's Objects are:

1. The relief of sickness and the preservation of health amongst people residing permanently or temporarily in the United Kingdom by providing financial assistance for, and facilitating access to mental health counselling, therapy and other such support services which are deemed charitable according to the laws of England and Wales.
2. To advance the education of the public in the subject of mental health problems and treatments available.
3. For the benefit of the public to advance the education of the trainee practitioners enrolled on mental health counselling, therapy and/or support or associated course in particular by providing financial assistance to assist them with the cost of the training.

b. Activities for achieving objectives

The key activities of the trust fall into the following categories:

- 1) it provides information, assistance and guidance for children, young people and families of limited means in Dorset, Somerset, Wiltshire and Hampshire to receive counselling, commissioning counsellors on a case by case basis and meeting the costs as far as possible: provides counselling for families on higher incomes while meeting less costs; and
- 2) it promotes the understanding of the need for mental health care through workshops and other means, and in this way raises an awareness of the Trust's ability to help in certain ways.

c. Public benefit

The Trustees confirm that due regard has been given to the Charity Commission's guidance on public benefit and in particular confirm that the Trust provides public benefit for the advancement of education, the advancement of health and the relief of those in need.

d. Main activities undertaken to further the charity's purposes for public benefit

The main activities undertaken to further the charity's purposes for public benefit are synonymous with the activities for achieving objectives detailed above.

FAMILY COUNSELLING TRUST

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

FOR THE YEAR ENDED 31 MARCH 2020

Achievements and performance

a. Review of activities

During the year the Trust continued to offer counselling services in Dorset, Wiltshire, Somerset and Hampshire. The Trust initiated offering services in Bath and North East Somerset (BANES) in 2019 but this has been put on hold for the time being while a more comprehensive county team is recruited.

During the year in all of the counties in which we operate 536 (2019: 460) families were referred to us and received information and guidance. Of those, 239 (2019: 232) families went on for counselling, an increase of just 1%. However when concerns about the Coronavirus pandemic arose in February and March 2020, a significant number of families did not complete or start their counselling courses (where remote working was not possible) and this has impacted the take-up figures for counselling in 2019/20.

CEO activities

Our CEO has now largely completed a comprehensive overhaul of the Charity's protocols and policies. This has enabled her to increase the time she can devote to fundraising commensurately, which has already delivered substantial benefits.

Covid-19 impact and online counselling

The country went into lockdown in late March. This had an immediate impact on the Charity as it effectively placed face-to-face counselling on hold. The Charity's response was to introduce an on-line counselling and advice service for families where feasible and required.

New committees set up

Reflecting the initiative to modernise the Charity, improve its governance and allow for more detailed scrutiny of policies 3 committees were established in January 2020: the Governance Committee; the Clinical Committee; and the Fundraising Committee. Reporting to the Board, these committees are tasked with scrutinising and developing policy in their delegated areas.

The charity is most grateful for the undiminishing efforts of its many volunteers who are involved in supporting the service and fundraising events. Their efforts and commitment are remarkable and continue to bring something very special to the Charity. The Trustees would specifically like to thank all of those individuals, Friends, Councils, Trusts and other institutions for their generous financial contributions during the year. The Trustees would also like to thank those board and county committee members who have resigned since the last report for their time, expertise and commitment on behalf of the charity.

Financial review

a. Reserves policy

Funds generated by each County team (currently Dorset, Wiltshire, Somerset and Hampshire) are used to provide the cost of counselling services in that County. It is the charity's policy to maintain sufficient reserves to cover operating expenses for a period of at least 6 months.

Restricted reserves held at 31 March 2020 totalled £65,971 (2019: £62,876) split between Dorset £12,916 (2019: £25,918), Wiltshire £22,502 (2019: £14,030), Somerset £14,184 (2019: £13,806), Hampshire £11,781 (2019: £9,122) and BANES £4,588 (2019: £nil).

b. Income and expenditure

In the period, total income to the charity including grants, donations and Gift Aid totalled £85,491 whilst expenditure was £79,876.

Structure, governance and management

a. Constitution

The charity is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 1 July 2005 (amended on 18 March 2015). The company registration number is 5496551 and is a registered charity, number 1112739. Its registered office is Wadebridge House, 16 Wadebridge Square, Poundbury, Dorchester, Dorset, DT1 3AQ.

FAMILY COUNSELLING TRUST

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

FOR THE YEAR ENDED 31 MARCH 2020

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:

P N D Barrowcliff

C Boyd

A K Crutchfield

(Resigned 8 October 2019)

A P N Currie

V A Dobson

(Resigned 8 October 2019)

The Honourable R Montagu

Dr A W Sankey

M G Sheldon

(Resigned 8 October 2019)

H S Walwyn

(Resigned 2 July 2020)

Dr E M Harrison

(Appointed 14 January 2020)

H J Marton

(Appointed 21 October 2019 and resigned 30 March 2020)

B Welch

(Appointed 28 April 2020)

E J Treichl

(Appointed 21 October 2019)

S T Wardell

(Appointed 17 October 2019)

J Clarke

(Appointed 10 September 2020)

b. Method of appointment or election of trustees

Trustees are recruited when required to fulfil the aims of the trust. The Articles of Association state that the directors may, at any time, appoint as a trustee any person willing so to act. That person must retire at the next annual general meeting, but may then stand for reappointment. Members of the trust may propose the election of a trustee which is then approved at the next annual general meeting.

Plans for future periods

a. Future developments

- 1) Further training and workshops are planned for practitioners and others to enhance their counselling skills.
- 2) When lockdown is lifted the level of activity is likely to continue to increase and emphasis will be placed on raising additional funds so that the Trust can continue offering counselling services to all families who are in need of counselling and meet our criteria for funding the required counselling.
- 3) Modernisation of the Charity and improvements to governance have increased the workload of the CEO substantially. This has also had an impact on the workload of County Chairs and their Family Liaison Officers. The need to become more involved with social media is also evident. To ensure its sustainability and avoid placing unrealistic demands on its volunteer staff, the Charity will have to consider carefully the need to increase executive capability commensurately.
- 4) As soon as a satisfactory team can be put in place in BANES it is intended to re-open the service in that local district. The impact of lockdown means this may take some time.

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

P N D Barrowcliff

Trustee

Dated: 13 October 2020

A P N Currie

Trustee

Dated: 13 October 2020

FAMILY COUNSELLING TRUST

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF FAMILY COUNSELLING TRUST

I report to the trustees on my examination of the financial statements of Family Counselling Trust (the charity) for the year ended 31 March 2020.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Mr P A Cattermole FCA
CB Reid Limited
Wadebridge House
16 Wadebridge Square
Dorchester
Dorset
DT1 3AQ

Dated: 3 November 2020

FAMILY COUNSELLING TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
Income from:					
Donations, grants and legacies	2	2,520	49,006	51,526	38,904
Charitable activities	4	-	28,697	28,697	17,413
Other trading activities	3	-	5,173	5,173	3,991
Investments	5	-	95	95	73
Total income		2,520	82,971	85,491	60,381
Expenditure on:					
Raising funds	6	-	9,163	9,163	5,209
Charitable activities	7	-	70,713	70,713	59,403
Total resources expended		-	79,876	79,876	64,612
Net income/(expenditure) for the year/ Net movement in funds		2,520	3,095	5,615	(4,231)
Fund balances at 1 April 2019		-	62,876	62,876	67,107
Fund balances at 31 March 2020		2,520	65,971	68,491	62,876

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.

FAMILY COUNSELLING TRUST

BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020 £	£	2019 £	£
Current assets					
Debtors	10	1,011		658	
Cash at bank and in hand		71,897		67,111	
		<u>72,908</u>		<u>67,769</u>	
Creditors: amounts falling due within one year	11	<u>(4,417)</u>		<u>(4,893)</u>	
Net current assets			68,491		62,876
			<u></u>		<u></u>
Income funds					
Restricted funds	12		65,971		62,876
Unrestricted funds			2,520		-
			<u>68,491</u>		<u>62,876</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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 13 October 2020

P N D Barrowcliff
Trustee

A P N Currie
Trustee

Company Registration No. 5496551

FAMILY COUNSELLING TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

Charity information

Family Counselling Trust is a charitable company limited by guarantee incorporated in England and Wales. The registered office is Wadebridge House, 16 Wadebridge Square, Poundbury, Dorchester, Dorset, DT1 3AQ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, 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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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 £.

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 unless the funds have been designated for other purposes.

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.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

FAMILY COUNSELLING TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

1.6 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.

1.7 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 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.

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.

FAMILY COUNSELLING TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

2 Donations, grants and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2020 £	2020 £	2020 £	2019 £
Donations, gifts and grants	2,520	49,006	51,526	38,904
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
For the year ended 31 March 2019	-	38,904		38,904
	<u> </u>	<u> </u>		<u> </u>

3 Other trading activities

	Restricted funds	Total
	2020 £	2019 £
Fundraising events	5,173	3,991
	<u> </u>	<u> </u>

4 Charitable activities

	2020 £	2019 £
Performance related grants	28,697	17,413
	<u> </u>	<u> </u>

Included in grants are funds received from government bodies as detailed below:

- £500 from Keynsham Council to support set-up costs for FCT BANES
- £500 from Mendip Council to support 2 families in the Mendip area
- £2,000 from Shepton Mallet Town Council to support 5 families with counselling and 3 families with information and guidance in Shepton Mallet and the surrounding villages
- £2,000 from Street Parish Council to support 5 families with counselling and 3 families with information and guidance in Street and Glastonbury
- £2,990 from Wellington Town Council to support 8 families with counselling and 12 families with information and guidance in Wellington
- £3,600 from Salisbury Area Board (Town Council) to support the charities mental health work in Wiltshire.

FAMILY COUNSELLING TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

5 Investments

	Restricted funds	Total
	2020	2019
	£	£
Interest receivable	95	73
	<u> </u>	<u> </u>

6 Raising funds

	Restricted funds	Total
	2020	2019
	£	£
<u>Fundraising and publicity</u>		
Other fundraising costs	9,163	5,209
	<u> </u>	<u> </u>
	<u>9,163</u>	<u>5,209</u>

FAMILY COUNSELLING TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

7 Charitable activities

	2020 £	2019 £
Travel costs	284	188
Telephone	595	332
Printing, postage and stationary	1,081	1,609
Family Liaison Service costs	9,992	8,620
Training and conference costs	725	700
Membership and subscriptions	68	-
Counselling Service delivery	39,752	27,730
Management costs	7,800	7,480
Service support	3,850	3,000
Accountancy fees	600	600
Insurance	740	584
Sundry expenses	-	279
Bank charges	69	278
Service promotion	914	-
Admin support to trustees	804	804
Website and IT costs	3,439	7,199
	<u>70,713</u>	<u>59,403</u>
	<u>70,713</u>	<u>59,403</u>

8 Trustees

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

9 Employees

There were no employees during the year.

10 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Other debtors	31	355
Prepayments and accrued income	980	303
	<u>1,011</u>	<u>658</u>

FAMILY COUNSELLING TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

11 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	3,817	4,293
Accruals and deferred income	600	600
	<u>4,417</u>	<u>4,893</u>

12 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:

	Balance at 1 April 2019 £	Movement in funds		Balance at 31 March 2020 £
		Incoming resources £	Resources expended £	
Dorset core operations	22,898	20,705	(33,707)	9,896
Dorset life friends	3,020	-	-	3,020
Somerset core operations	13,326	16,476	(16,098)	13,704
Somerset life friends	480	-	-	480
Wiltshire core operations	14,030	25,567	(17,095)	22,502
Hampshire core operations	9,122	14,348	(11,689)	11,781
BANES core operations	-	5,875	(1,287)	4,588
	<u>62,876</u>	<u>82,971</u>	<u>(79,876)</u>	<u>65,971</u>

Funds raised individually by counties are for counselling services and other charitable activities in that county only. Monies for joint overheads are split on a consumption basis.

13 Related party transactions

During the year the following transactions were undertaken with related parties on an arm's length basis:

The Hon Robert Montagu, Trustee, received £1,280 (2019 - £nil) and A Crutchfield, Trustee, received £nil (2019 - £720) in relation to professional services provided.

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