

**Unaudited Financial Statements for the Year Ended 29th February 2020**

**for**

**Horsham and Crawley Counselling  
Group CIC**

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COMPANIES HOUSE

Anova  
Chartered Accountants  
Anova House  
Wickhurst Lane  
Broadbridge Heath  
Horsham  
West Sussex  
RH12 3LZ

# **Horsham and Crawley Counselling Group CIC**

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**Horsham and Crawley Counselling  
Group CIC**

**Company Information  
for the Year Ended 29th February 2020**

**DIRECTORS:**

Mrs R S Gardiner-Hill  
Mrs K Jones  
Mrs S Booth  
Ms H Rattner

**REGISTERED OFFICE:**

Alphacom House  
8a Oakhill Road  
Horsham  
West Sussex  
RH13 5SB

**REGISTERED NUMBER:**

09442331 (England and Wales)

**ACCOUNTANTS:**

Anova  
Chartered Accountants  
Anova House  
Wickhurst Lane  
Broadbridge Heath  
Horsham  
West Sussex  
RH12 3LZ

**Horsham and Crawley Counselling  
Group CIC (Registered number: 09442331)**

**Balance Sheet  
29th February 2020**

	Notes	2020 £	2019 £
<b>FIXED ASSETS</b>			
Tangible assets	4	2,695	2,432
<b>CURRENT ASSETS</b>			
Stocks		2,454	4,053
Debtors	5	10,370	6,756
Cash at bank and in hand		23,226	15,796
		<u>36,050</u>	<u>26,605</u>
<b>CREDITORS</b>			
Amounts falling due within one year	6	<u>7,200</u>	<u>4,807</u>
<b>NET CURRENT ASSETS</b>		<u>28,850</u>	<u>21,798</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>31,545</u>	<u>24,230</u>
<b>RESERVES</b>			
Income and expenditure account		<u>31,545</u>	<u>24,230</u>
		<u>31,545</u>	<u>24,230</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 29th February 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 29th February 2020 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each 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 notes form part of these financial statements

**Horsham and Crawley Counselling  
Group CIC (Registered number: 09442331)**

**Balance Sheet - continued  
29th February 2020**

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

In accordance with Section 444 of the Companies Act 2006, the Income Statement has not been delivered.

The financial statements were approved by the Board of Directors and authorised for issue on 11/6/2020 and were signed on its behalf by:

*Suzie Booth*

.....  
Mrs S Booth - Director

*Rachel Gardiner-Hill*

.....  
Mrs R S Gardiner-Hill - Director

*Kathleen Jones*

.....  
Mrs K Jones - Director

*Helen Rattner*

.....  
Ms H Rattner - Director

The notes form part of these financial statements

# **Horsham and Crawley Counselling Group CIC**

## **Notes to the Financial Statements for the Year Ended 29th February 2020**

### **1. STATUTORY INFORMATION**

Horsham and Crawley Counselling Group CIC is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

### **2. ACCOUNTING POLICIES**

#### **Basis of preparing the financial statements**

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### **Turnover**

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 25% on reducing balance

#### **Stocks**

Work in progress is valued at the lower of cost and net realisable value.

Cost is calculated using the first-in, first-out method and includes all purchase, transport, and handling costs in bringing stocks to their present location and condition.

#### **Taxation**

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

#### **Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

#### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to surplus or deficit on a straight line basis over the period of the lease.

### **3. EMPLOYEES AND DIRECTORS**

The average number of employees during the year was 7 (2019 - 4).

# Horsham and Crawley Counselling Group CIC

## Notes to the Financial Statements - continued for the Year Ended 29th February 2020

### 4. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
<b>COST</b>	
At 1st March 2019	5,112
Additions	950
	<hr/>
At 29th February 2020	6,062
	<hr/>
<b>DEPRECIATION</b>	
At 1st March 2019	2,680
Charge for year	687
	<hr/>
At 29th February 2020	3,367
	<hr/>
<b>NET BOOK VALUE</b>	
At 29th February 2020	2,695
	<hr/> <hr/>
At 28th February 2019	2,432
	<hr/> <hr/>

### 5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade debtors	10,370	6,756
	<hr/> <hr/>	<hr/> <hr/>

### 6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Taxation and social security	6,700	4,309
Other creditors	500	498
	<hr/>	<hr/>
	7,200	4,807
	<hr/> <hr/>	<hr/> <hr/>

**CIC 34****Community Interest Company Report**

**For official use**  
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*Please  
complete in  
typescript, or  
in bold black  
capitals.*

**Company Name in  
full**

Horsham and Crawley Counselling Group CIC

**Company Number**

09442331

**Year Ending**

29<sup>th</sup> February 2020

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)

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## **PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT**

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a description of how they have benefited the community.

This was another positive year for HCCG – we achieved increases in provision across all our services. We received 262 referrals for adults, children and young people. Of those we assessed 192 adults and 44 children and young people came for counselling with us, a further increase on last year. The remainder were either signposted to other support services or found other counselling provision.

Our team delivered over 3,000 counselling sessions, again an expansion in our provision of counselling to our local residents. We supported over 100 employees of local councils and companies with our short term counselling contracts. Over 80% of our clients continue to be in our lowest fee bracket and we continue to support clients to remain with us in therapy via our Hardship Fund which provides sessions at a lower cost for a limited period. We expanded our counselling team via recruitment and continue to support students via clinical placements.

We worked to continue to encourage men to come forward for counselling support via our links with Horsham Football Club where we sponsored a match, which was well received.

Over 50% of our adult clients demonstrated clinical and reliable improvement in their mental health following counselling with us. (CORE data analysis).

We were still experiencing pressure on our service with our waiting times averaging over six months. In particular, we're being impacted by the NHS referring patients to us who they consider need long term therapy. We have become part of a collaborative coalition of local counselling services to engage with the NHS about how to manage this demand.

To support clients whilst waiting we have invested in an extensive library of online and paper resources to share with them.

Our PACT (Parent, Adolescent, Child Team) undertakes work with children and young people. Some of the work consists of art and creative therapies and some of it involves talking, depending on the age and preferences of the child or young person. It is an accessible service with two fee points, depending on family income, and for families who face financial hardship, they can access 10 sessions of counselling, for their child, for £10 per session. This team continued to provide much needed support to young people who continue to face long delays in accessing NHS services.

Our annual turnover grew by 31% this year. This allowed us to make further extensive refurbishments within the building, to improve the facilities for both the clients and the counselling team.

As part of our strategic planning, we gave serious consideration, in conjunction with our Business Adviser, as to whether we were able to acquire new premises in Crawley (in order to improve access for residents there). However, it was clear that the impact on our small business rates relief if we opened another base (due to having two offices in two separate rateable areas) was not financially viable for us at this time. We continue to work from rooms in Crawley and to search for other suitable premises but it is proving problematic.

*Continued on separate sheet*

## **Continuation of Part 1.**

The contracts with all our existing corporates and organisations were renewed which provides us with financial stability and allows us to continue to subsidise our voluntary counselling. Given the uncertainty surrounding Brexit (and with the COVID pandemic looming) we took the decision to hold monies for our surplus this year, in reserves to support our clients facing financial uncertainty. This also allowed us to keep our counselling fees at their current level for a further 12 months.

The Hardship Fund, which we set up using funds from last year's surplus and a donation, allowed us to support 10 clients last year to remain in therapy with us for a maximum of a further 12 sessions.

Our Training Fund, also set up using surplus from last year, allowed us to train more of our qualified counsellors to carry out short term therapy; we supported a PhD student undertaking a Counselling Psychology Doctorate with his fees so that he can add this skill to our team. And we are also training one of our team to begin to be able to deliver eco-therapy outdoors, (which given the COVID-19 situation now seems timely). We also used this fund to bring trainers in to extend the general skill set within our team.

We are now paying more counsellors for their work with us than before and this has helped us to retain counsellors post qualification. We continue to recruit and support students on their journey towards professional qualification.

Our financial situation was steady with adequate reserves and cash flow to support us through any uncertainty we anticipated being brought about by Brexit. We continue to have regular meetings with our Business Consultant for planning purposes.

**PART 2 – CONSULTATION WITH STAKEHOLDERS** – Please indicate who the company's stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

We would normally have produced an Annual Report – this is currently in abeyance due to the situation with COVID-19 and is likely to be produced later in the year. Once printed this will be uploaded to our website so that all our key stakeholders can remain informed about our activities this year and how to refer people to us. We also mail our Annual Report to all the GP practices in our area, local CMHT teams, contract holders and voluntary organisations. The Report is also placed in the waiting room for our service users to take away and read but given the COVID situation we will ask counsellors to share it with clients and also publicise the link.

Our key stakeholders are:

**Our service users:**

We have proactively sought feedback from clients regarding their experience of waiting and counselling with us and continue to monitor our evaluations and our clinical data base to best understand how we might support our clients. We are building a model of short term therapeutic support for those on our wait list and exploring the feedback from this.

Our work in promoting wellbeing is also expanding our understanding of how to link clients to other support services generally.

**Our referrers:**

We continue to attend meetings with the NHS, local mental health forums and other local voluntary organisations who refer clients to us, so they understand how we work and so we can consult with our local communities about how their needs might be met. Pressure on local mental health services given the large amount of development taking place in our area remains a focus of concern for our local residents.

**Continued on a separate sheet**

**Our contract holders:**

We meet regularly with our counselling contract holders, throughout the year and provided them with feedback and worked to understand how we might support them better and adjusted our counselling models to fit their needs.

**Our team:**

We consulted with our counsellors, supervisors and our employees via regular meetings and provided them with training. At team meetings our Directors make recommendations and seek the approval of the team for key decisions.

We involved members of our team in our recruitment processes.

We used our independent remuneration committee to vet and present any increases in payments to counsellors as part of our stakeholder engagement processes.

**Other therapists:**

We continue to support other local therapists and the NHS through the hiring of rooms. We consult with them regularly so they understand how to work in partnership with us whilst in our premises.

**PART 3 – DIRECTORS' REMUNERATION** – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes). If no remuneration was received you must state that "no remuneration was received" below.

There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed"

**PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION** – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below.

No transfer of assets other than for full consideration has been made.

*(Please continue on separate continuation sheet if necessary.)*

## PART 5 – SIGNATORY

**The original report must be signed by a director or secretary of the company**

Signed

B. Gardiner - Hill

Date

11.6.2020

Office held (delete as appropriate) Director/Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Tel	
DX Number	DX Exchange

**When you have completed and signed the form, please attach it to the accounts and send both forms by post to the Registrar of Companies at:**

*For companies registered in England and Wales:* Companies House, Crown Way, Cardiff, CF14 3UZ  
DX 33050 Cardiff

*For companies registered in Scotland:* Companies House, 4<sup>th</sup> Floor, Edinburgh Quay 2, 139  
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

*For companies registered in Northern Ireland:* Companies House, 2nd Floor, The Linenhall, 32-38  
Linenhall Street, Belfast, BT2 8BG

The accounts and CIC34 **cannot** be filed online

**(N.B. Please enclose a cheque for £15 payable to Companies House)**