



## **Report and Accounts**

### **For the financial year ended 31<sup>st</sup> August 2017**

Registered office and principal office:  
1 College Yard  
Lower Dagnall Street  
St Albans  
AL3 4PA  
Tel: 01727 86858

A charitable company limited by guarantee  
Charity No.1014988  
Company No. 2713806 (England & Wales)

## Our Trustees

Julian Gell BSc (Chair)

Francine Godrich, Solicitor LLB (Hons)

Philip Needham FCCA, MBA (Company Secretary)

Martyn Taylor B.A. (Hons.) Couns, MBACP (Accred)

Mandy Macqueen, BSc (Hons)

## Our Offices & Centres

### **FOUNDATION HEAD OFFICE**

1 College Yard  
Lower Dagnall Street  
St Albans  
AL3 4PA  
01727 868585  
foundation@counsellingfoundation.org

### **TRAINING CENTRE**

1 College Yard  
Lower Dagnall Street  
St Albans  
AL3 4PA  
01727 868585  
trainingadmin@hbcf.co.uk

### **CHIEF EXECUTIVE:**

Robert Cuming

### **EXECUTIVE & BOARD ASSISTANT:**

Daniella O'Brien

### **CLINICAL DIRECTOR:**

Noel Hargrave

### **DEPUTY CLINICAL HEAD:**

Linda Owen

### **OPERATIONS MANAGER:**

Tracy McPhillips

### **HEAD OF MARKETING:**

Becci Murtagh

### **MARKETING OFFICER:**

Angela Pask

### **CONTRACT & GRANT MANAGER:**

Judy Mallinson

### **FINANCE MANAGER:**

Nicky McDonald

### **FINANCE DEPUTY:**

Lucy Roberts

### **TRAINING MANAGER:**

Mimie Hollist

### **TRAINING ADMINISTRATORS:**

Debby Clark  
Lauren Williams

## Our Offices & Centres

### **BEDFORD CENTRE**

Bates House  
12 Foster Hill Road Bedford  
MK40 2EN  
01234 346077  
bedfordadmin@hbcf.co.uk

### **BROXBOURNE & WARE CENTRE**

Bishops College  
Churchgate  
Cheshunt  
EN8 9XA  
01992 637285  
broxbourneadmin@hbcf.co.uk

### **LUTON CENTRE**

Hilde Eccles House  
70-72 Princess Street  
Luton  
LU1 5AT  
01582 732450  
lutonadmin@hbcf.co.uk

### **ST ALBANS CENTRE**

1 College Yard  
Lower Dagnall Street  
St Albans  
AL3 4PA  
01727 856693  
stalbansadmin@hbcf.co.uk

### **STEVENAGE CENTRE**

166A High Street  
Stevenage  
SG1 3LL  
01438 357775  
stevenageadmin@hbcf.co.uk

### **CLINICAL MANAGER:**

Nick Pandya

### **BEDFORDSHIRE HUB MANAGER:**

Helen Thomas

### **ADMINISTRATOR:**

Zoe Charrington

### **CLINICAL MANAGER:**

Jo Spilling

### **HERTFORDSHIRE HUB MANAGER:**

Jennine Carpenter

### **ADMINISTRATOR:**

Helen Jackman

### **BEDFORDSHIRE HUB MANAGER:**

Helen Thomas

### **ADMINISTRATOR:**

Sue Wain

### **CLINICAL MANAGER:**

Fiona Di Leo

### **ADMINISTRATOR:**

Caroline Cox

### **CLINICAL MANAGER:**

Christine Parsons

### **ADMINISTRATOR:**

Julie Aylott

## Statement from the Trustee Board Chair

Readers of this report over the last two years will know that following a difficult 2014/15 financial year The Foundation set in motion a set of initiatives designed to ensure that we were not only able to recover our position quickly and effectively but also, over a short horizon, create an organisation fit for future growth and success.

We are now just two years along that journey and I am delighted to be able to report that much of the work put in over this period has been completed successfully and that The Foundation is now not only substantially recovered but also in position where our finances, infrastructure and business planning puts us in a position of strength for further growth and development. Our CEO's report will detail some of the key milestones which have been achieved and how they relate to our future aspirations.

As ever in any organisation the foundation on which success is generated lies in the quality of the people at all levels who drive what we do and I am delighted to be able to say that at trustee, CEO, manager, administration and clinical expert level The Foundation has an exceptional team who are totally committed to our mission. Some of the items I would draw attention to are as follows:

- The Foundation's income is at an all-time high, is sustainable and of good long term quality
- We are generating year on year surpluses which give us a solid base for future investment and a level of financial security which ensures the continuity of our mission
- Our cash position is vastly improved giving us operating security and the liquid resources we need for investment
- Demand for our counselling services from all sources is at an all-time high as is demand for the training we offer
- Our external profile both as a provider of counselling services and as a centre of excellence as a training centre for counselling clinicians has shown significant growth
- Our internal resources in people, systems of governance and management, and the quality of our physical assets in property and IT resources are in a process of continuous improvement.

A further step which we have taken over the last year which we feel to be in tune with where we are going as an organisation is the replacement of the role of external patrons with a new role seeking the engagement on a voluntary basis of external figures who have a standing and influence in the area of mental health.

We want to capture and play our part in the increasing profile which mental health is gaining in the public policy debate and its consciousness in the communities in which we operate. To support this ambition, we hope to be able to attract people of such standing who are able to advise and help represent us in this endeavour. We will be titling these new positions as Honorary Ambassadors.

## Statement from the Trustee Board Chair - continued

I would like to thank all of our patrons for their association with us over many years. All have served The Foundation with distinction and we thank them sincerely for the support they have given to us.

What has been achieved over the period has been exceptional and my sincere thanks goes to everyone involved. We have made huge progress and I am confident that the next period will see this success not only continue but also accelerate.

*On behalf of the Foundation's Trustee Board and Staff:*

*Julian Gell – Chair*

## Statement from the Chief Executive

During 2017 The Foundation continued to consolidate its position as the leading provider of counselling and psycho education training in Herts and Beds and in the psychodynamic modality.

This is highlighted in both the continued growth of our student numbers and in our counselling client numbers. Our NHS contract work has also significantly strengthened during 2017 and we are now one of only three Any Qualified Providers (AQP's) in Hertfordshire following renewal of these contracts. As a result of the reduction in the number of providers awarded renewed contracts the Foundation has seen a significant increase in our market share of this work across the county with a doubling of our NHS contract sessions. Our clinical governance procedures were recently recognised in our successful NHS commissioning annual audit 2017. This outcome and the fact that we are now just one of three providers is testament to the quality of what we do and our sustainability as a key partner as seen by the Hertfordshire Clinical Commissioning Groups (CCG's).

Although we have seen this growth in Hertfordshire the picture with the NHS in Bedfordshire is slightly different. Since 2015 we have worked as a counselling services provider under a wider health contract obtained by the East London Foundation Trust (ELFT). However, ELFT has been replaced by the Luton CCG with a new contractor and as a result our work in Luton will complete at the end of 2018. Though it will be a loss our Luton contract with ELFT is limited in size and far smaller in terms of client numbers than our Hertfordshire NHS work. However, ELFT have offered us the opportunity to expand our services into Bedford and Milton Keynes. At this stage this work arises because of ELFT's lack of counselling resource in these locations and it is for a fixed minimum number of sessions which amount to six or seven months of cover. We hope that if we can support them successfully over this period this opportunity can be extended into a longer term partnership.

With these increases in both training and counselling activities The Foundation year-end financial position shows a second successive year of positive contribution highlighting the success of our operational model and the investments we have made in our service offerings over the last two years. As a result of our strategy and our growing management capacity The Foundation has been able to establish strong financial health in a challenging sector and funding environment. The Foundation operates with little grant or donor funding and continues to provide over 30,000 counselling sessions each year at either no cost to the public or significantly below private practice rates.

Reflecting this overall growth The Foundation has recognised the need to adapt and future proof our various resources in people, systems and physical infrastructure so that we can best meet the challenges of today and the opportunities of tomorrow. Over the last two years we

## Statement from the Chief Executive - continued

have doubled in size and staff numbers. Growing activity and our ability to meet it is key to securing and expanding our core charitable mission which is to offer counselling to financially disadvantaged people who can otherwise not afford the long term support which we are able to provide.

In order to streamline our accessibility to clients we have installed new cascade telephony which ensures that when a potential or existing client calls us they are always put through to someone who will take their call. We have also looked at our property estate to ensure that we have the capacity in the right places and at the right standard to meet current and future needs. As a result we have taken on additional counselling rooms in Broxbourne and East Herts and we are moving from an owned property in Bedford to much more accessible, rented and high quality space in the town centre. We have refurbished and refitted our St Albans training centre to create a significantly improved learning environment for our students. We have also taken on a new lease in an adjacent building to house our expanded head office team in St Albans. This allows us to extend the number of counselling rooms and space for administration in our existing owned property. We now have a co-located 'campus' in St Albans for our staff, students and clients. The disposal of our Bedford building to another charity provides us with a cash injection which increases our financial security and ability to invest.

Ongoing investment in infrastructure and technology remains a priority and during the course of 2018 we plan to commence work on a new client database. We have noticed that as NHS services experience more pressures locally we are seeing an increase in clinically acute cases. Besides helping us to streamline our administration this project will provide us with much better insight into our clinical risk profile so that with increased client numbers we can ensure the continued proper and safe management of each individual case.

On the people and organisational front we welcomed a new Head of Operations at the start of the year and a Deputy Clinical Lead joined the team more recently. We have also introduced hub managers each of whom manage and co-ordinate administrators on a county basis across our various centres. This gives us better administration consistency and allows clinical managers to focus on their area of expertise without the need to worry about non-clinical issues. These changes build on an already highly competent and engaged staff and management team structure and I am excited at the strength in depth and commitment of our people for the year ahead.

We look forward to the prospect of digital marketing and our marketing mix is shifting from one that is paper based to online and social media marketing platforms. Our research indicates that most of our training and counselling clients find us via online search engines

## Statement from the Chief Executive - continued

and social media, and our focus continues on using these platforms. For example, between June and December 2017, hits increased from 1,000 a month to 11,000 a month because of improved online presence and communicating to audiences via social media.

One key business strategy is to both expand our training and counselling work geographically; and to harness technology so that we continue to be relevant to a more technology conscious and savvy client group. Technology will allow us to facilitate access in rural areas where geography proves a barrier to face to face interventions.

We intend to look to build a training presence in London during 2018, and we believe there is the capacity for a new entrant in this market and the potential to utilise our unique brand offering. We will also look at new business development opportunities that focus on use of technology and expanding the breadth of our training and for The Foundation to position itself as a pioneer in the counselling and training sector. This future 'fourth pillar' will help support the funding of infrastructure and protect the long-term charity funding, as the NHS contract work grows, but the income is more uncertain in the longer term.

Our team of staff, counsellors, trainers and trustees continue to provide a wealth of professional experience and insight which makes The Foundation a truly thriving and dynamic place of learning and care. I am grateful to all stakeholders for their hard work this year and engagement in ideas as to how to take forward their teams. The Foundation, as it grows, will continue to maintain the unique local presence established from its roots in WPF (Westminster Pastoral Foundation), but also embrace the nature of changing lifestyles and how people access mental health services so that we remain both accessible and relevant within our community.

*Robert Cuming – CEO*

## For the Year Ended 31 August 2017

The Trustees present their annual report with the accounts of the Company for the year ended 31 August 2017.

### **Legal and Administrative Details**

These are given on the preceding pages and elsewhere in this report.

### **Objects and Principal Activities**

The Trustees have had regard to the Charity Commission's guidance on public benefit when reviewing aims and objectives and in planning future activities.

Our objects are stated as follows:

- 1. Relief of suffering from mental or emotional difficulties by the provision of therapeutic counselling*
- 2. Education and training of persons in the practice of therapeutic counselling*
- 3. Promotion of better mental health and psychological well-being*

Our charitable ethos is to offer counselling at an affordable cost to those in need which, together with the training of counsellors to provide the service are our main activities for the public benefit. For our core, long term service, we ask clients to pay only what they feel they can afford for their therapy to ensure that our service is as widely accessible as possible.

We also work under contract with the NHS to provide short-term counselling to patients referred by GP surgeries.

In addition, we offer a full range of training courses to people who want to become professionally qualified in counselling. These run from Certificate to Diploma and Advanced Diploma level. A key attraction of our training is the opportunity for properly supervised placements which enables trainee counsellors to acquire the client hours necessary for their counselling qualifications.

We are an organisational member of the British Association for Counselling and Psychotherapy (BACP). Our Diploma and Advanced Diploma courses are accredited by BACP so that successful completion of these by our students, plus the necessary experience, enables them to become members of BACP.

## The Counselling Foundation Trustees' Report For the Year Ended 31 August 2017 - continued

### Activities in the year

#### COUNSELLING

Counselling sessions delivered: Year to 31 <sup>st</sup> August 2017				Year to 31 <sup>st</sup> August 2016		
Centre	For the NHS	Our Clients	Total	For the NHS	Our Clients	Total
Bedford	n/a	1,877	1,877	n/a	1,297	1,297
Broxbourne	2,264	2,170	4,434	670	2,420	3,090
Luton	3,161	1,844	5,005	2,141	1,932	4,073
St Albans	7,249	2,215	9,464	3,655	2,361	6,016
Stevenage	5,113	2,033	7,146	4,798	1,870	6,668
<b>TOTALS</b>	<b>17,787</b>	<b>10,139</b>	<b>27,926</b>	<b>11,264</b>	<b>9,880</b>	<b>21,144</b>

#### Our Clients – The Open Ended General Counselling Service

The open-ended counselling service showed a modest increase in the number of sessions delivered exceeding 10,000 sessions for the first time in the year ending August 2017, a 7% increase on the previous year. This was due mostly to a continued improvement in Bedford, the open-ended counselling service here is now running at similar levels to other centres, having tripled to around 1,900 sessions from a low of just over 650 in 2015. This overall increase is an achievement as we increased the number of NHS sessions to record numbers at the same time without any significant effect on the open-ended service.

Average fees for the open ended remained stable at around £21 per session for the same period, with the foundation absorbing some inflationary pressures, this still represents a 40% discount on the average fees in the area and is serviced by an increased number of students. In addition, the Foundation continues to benefit from the goodwill of experienced therapists who see the most challenging and troubled clients.

## The Counselling Foundation Trustees' Report For the Year Ended 31 August 2017 - continued

Following on from last year we have noticed a continued trend in terms of an increase in the complexity and risk levels associated with our open-ended clients. This is due to a number of factors not least of which is the cuts in secondary mental health treatment capacity and clients moving from our NHS short term service to access longer term help.

To answer this and in response to the overall increase in clinical work we have put additional safeguards in place, added resource to the clinical team with the recruitment of a senior clinical manager. We also recruited a new clinical lead in Broxbourne. We slightly increased our room capacity in Broxbourne over the year with the addition of one room at the council offices.

### **For the NHS - Any Qualified Provider (AQP) counselling service**

The number of sessions delivered on the NHS AQP contract in Hertfordshire has continued to rise monthly with total NHS sessions delivered at 14,626 across all three centres. This is a significant rise vs 9,123 total sessions in year previously. Equalling an additional 5.5k sessions delivered. This is due to the new IAPT contract awarded in October 2016. During the past year the team have continued to work above and beyond to manage the increased client, counsellor and estate required to successfully deliver the increasing numbers.

### **TRAINING**

<b>Student numbers</b>	<b>Autumn 2017</b>	<b>Autumn 2016</b>	<b>Autumn 2015</b>
Certificate in Psychodynamic Counselling Skills	91	103	100
Diploma in Psychodynamic Counselling	77	68	44
Advanced Diploma in Psychodynamic Counselling	25	16	12
<b>TOTALS</b>	<b>193</b>	<b>187</b>	<b>156</b>

The number of trainees continuing their training to Advanced Diploma has grown from 16 in 2016-17 to 25 in 2017-18 giving us the opportunity to reinstate the Advanced Diploma course at our Bedford Centre in addition to the St Albans cohort for the first time in many years.

Whilst the overall number of students continue to increase, Diploma students have benefited from experience of personal therapy prior to the start of the course resulting in trainees who are more prepared for the emotional demands of the course and clinical placement.

This year, over 75% of Diploma and Advanced Diploma trainees are on internal placements at the Foundation offering affordable open-ended counselling across our five centres.

## The Counselling Foundation Trustees' Report For the Year Ended 31 August 2017 - continued

After another successful year of Introduction to Counselling courses, our Foundation Certificate course continues to expand geographically. In addition to courses in Bedford, Luton and St Albans, we have a new cohort training in Welwyn Garden City.

Following a successful renewal of training accreditation by the BACP, the experienced and diverse teaching team continue to expand and adapt the curriculum to meet the needs of trainees and the clients they work with.

### **Future Strategy and Objectives**

1. The Foundation will continue to invest in and broaden its core counselling and training activities with the objective of increasing the numbers of clients and trainees we reach and engage with.
2. In the training arena we are looking seriously at the possibility of expanding our training offerings into the South London area. Our research indicates that in this geography there is an under supply of high quality counsellor training which we believe we can meet relatively easily with the courses and resources we already have in place. If successful and as this activity builds we would then look at the possibility of extending our counselling activity into the same geography.
3. We will also be exploring opportunities to extend the use of our counselling expertise into the corporate sector. To this end we have recently engaged a business development specialist with extensive healthcare expertise in both the corporate sector and with a background in healthcare consultancy. We think that opportunities exist to develop new offerings and income into this arena and over the next year we will be refining a position which identifies where these might lie.
4. In order to reflect these various new initiatives, we will be looking afresh at our branding and presentation externally. It may well be that in creating a corporate presence we will need to segment our branding to reach that potential market in a way which creates the best chance of success. To this end we will be initiating a branding review using external specialist advisers. We will explore opportunities to extend the Foundation's operations both within and outside of our current Hertfordshire and Bedfordshire geographic base.

## The Counselling Foundation Trustees' Report For the Year Ended 31 August 2017 - continued

5. As our volumes have increased on all fronts, and as they will continue to grow if these initiatives are successful, we have recognized the need to ensure that our clinical risks are well understood, monitored and controlled. Currently these are kept under close review on a case by case basis via our clinical governance structures. However, with increasing volumes there comes a need at some stage to establish a database solution to ensure that this management activity is fully effective. To that end during the course of this year we will be launching a project to build just such an IT based system. We already have a proposal on the table from an external firm which will allow us to take this forward. We now need to initiate the work itself.

### Financial Review

The result for the year, as reflected in the annexed accounts, is a surplus of £47,361 (2016 – surplus of £20,773). The principal funding sources that are used to deliver the Foundation's objectives continue to be counselling and training activities. The turnaround in the Foundation's financial performance that was noted in last year's Financial Review has been built upon this year, with a significant increase in the operating surplus. The Foundation has continued to strengthen its counselling and training activities and its operating results have benefitted from improved performance in both areas.

A detailed review of the delivery of the Foundation's services in 2016/17 is included elsewhere in the Trustees' Report but it should be noted here that a significant factor in delivering the substantially improved financial performance has been the continued implementation by the chief executive and his management team of robust financial control across the organisation, together with the application of a commercial mindset where considered appropriate, in the delivery of the objectives identified in the 2015/16 Trustees' Report, in conjunction with the exercise of strong oversight of the organisation's activities by the board.

The training operation has once again seen increases in student numbers across the core Foundation, Certificate and Diploma courses, a reflection of the high standing in which the Foundation's training is held. Based on student numbers accepted on courses for the 2017/18 academic year, the expectation is that training will continue to deliver a strong performance in the year ahead. There has been a significant increase in counselling activity this year. From an open-ended counselling perspective, an increased number of sessions, compared to the previous year, have been delivered, albeit at a reduced margin on this work, which, by its nature, is provided on a low fee basis. In last year's Financial Review, it was noted that the Foundation had been re-awarded the contract for delivery of the NHS AQP service, for a three-year term, with effect from 1<sup>st</sup> October 2016. With the number of other providers

## The Counselling Foundation Trustees' Report For the Year Ended 31 August 2017 - continued

delivering counselling under this contract having been significantly reduced from the contract's renewal, the Foundation has seen a dramatic increase in the number of sessions that it is delivering. It is a credit to the Foundation's staff that it has been able to considerably expand this area of activity and still be able to meet the contractual obligations. In addition, it has been able to continue to deliver under the ELFT contract, again, providing an increased number of sessions from that delivered in the previous year.

Whilst comprising of only a small element of overall income, the Foundation has continued to enjoy some success in terms of grants it has been awarded and donations it has received, but with a reduced amount received compared to the previous year. With the continued challenging economic climate, it is expected that competition for grants and donations in the charitable sector will increase, but The Foundation considers that there are still merits in devoting resources to this area.

Costs have increased significantly overall year on year. This increase, however, is commensurate with the significant increase in activity in The Foundation's core areas of operation. A robust approach to cost control continues to be adopted where considered appropriate. The rise in staff costs is consistent with the increase in head count and the additional hours that staff have been required to work across all areas of the organisation to deal with the significant increase in the volumes of activity and also in order to maintain the requisite level of service during periods of exceptional demand. The increased counselling and training costs are attributable to these increased levels of activity.

Much of the Foundation's resources are locked up in property assets from which it delivers its services. A review of the Foundation's property portfolio took place in the year with the objective of assessing whether greater value could be generated from any of these assets for the benefit of the Foundation in delivering its obligations going forward. As a result of the review, the Trustees agreed to seek to sell Bates House, the Foundation's freehold property utilised by the Bedford centre. A contract for sale with a third party has subsequently been agreed, and recently, the transaction has been successfully completed.

## The Counselling Foundation Trustees' Report For the Year Ended 31 August 2017 - continued

### **Reserves Policy**

The details of the movement in the year in the Foundation's Restricted, Designated Property and General Funds are given in notes 12 and 13 of the financial statements. The General Fund shows a surplus of £26,512 (2016: Deficit of £11,107). The short-term priority continues to be to return the General Fund to the level at which it stood prior to incurring the significant operating deficit in 2014/15, to be achieved through operating activities, and, thereafter, increasing the level of reserves to what the board consider to be appropriate, taking into account operational considerations and any other factors deemed to be relevant. The steps identified as needing to be taken to achieve this objective are noted elsewhere in the Trustees' Report.

The reserves measure upon which the Trustees primarily focus is cash resources. The Foundation's policy is to seek to retain the equivalent of a minimum of three months of the essential running costs of the organisation in cash in order to ensure that in the event of the loss of a major revenue stream, adequate time is given to allow for the sourcing of alternative revenue streams, or the discharge of contractual or financial obligations in an orderly manner if such a situation were to arise. The cash received from the sale of Bates House will be applied in part in order to ensure adherence to the Foundation's policy.

### **Structure and Governance**

The Charity is constituted as a company limited by guarantee. The governing documents are its Memorandum and Articles of Association and they provide for the Council of Management ("the Council") to be the governing body. Those appointed to the Council are the trustees in charity law and the directors in company law. The Company's members are appointed by the Council.

The Trustees confirm that during the year the charity has had due regard to the Charity Commissions guidance on public benefit.

Potential trustees are identified by a mixture of advertising and personal contact following which they are interviewed by a panel of trustees before formal appointment by the Council, which aims to have a range of experience and skills represented together with, so far as is possible, a balanced gender and ethnic mix reflective of our communities. New trustees are briefed on the Foundation's activities and their role on the Council in discussions with other trustees and the Foundation's management.

## The Counselling Foundation Trustees' Report For the Year Ended 31 August 2017 - continued

Under the Company's articles one third of the members of the Council retire each year and are eligible for re-appointment at the Annual General Meeting. Matters reserved for decision by the Council include strategy, annual budgets and the appointment and remuneration of the Chief Executive.

Those serving as trustees at the date of this report are listed on the pages preceding it. The following changes occurred during the period from publication of the last Report and Accounts and the date of this report:

### Appointed:

Mandy MacQueen	Date: 8 <sup>th</sup> August 2017
Mariola Valero	Date: 8 <sup>th</sup> August 2017

### Resigned:

David Hill	25 <sup>th</sup> April 2017
Rosi Rangelova	25 <sup>th</sup> April 2017
Mariola Valero	12 <sup>th</sup> December 2017

Operational management of the Foundation's activities is delegated to the Chief Executive who leads an executive management team comprised of a Head of Clinical and Training, a Operations Manager, a Finance Manager, a Training Manager, a Head of Marketing. Centre Heads, Training programme Managers and supervisors, all now directly employed staff, report to the Head of Clinical and Training and are responsible for day to day operations and development of services in their communities.

The Head of Clinical and Training has overall clinical responsibility for the Foundation and is supported by the CEO and the Foundation's senior clinicians.

### **Risk Management**

The Council has examined the major risks to which the Foundation may be exposed and is taking reasonable steps to secure/establish systems to mitigate those risks. The Foundation maintains and regularly reviews a log of key risks. This includes operational, financial, people and clinical risks.

The Foundation has insurance which includes indemnity insurance to guard resources and personnel (paid and unpaid, including Trustees) against litigation.

## The Counselling Foundation Trustees' Report For the Year Ended 31 August 2017 - continued

### **Role and Responsibilities of the Council of Management**

The Council is responsible for overall strategy; ensuring that the objects of the company are properly pursued and that its financial affairs are properly managed.

The Council is responsible for preparing the annual report and financial statements for each financial year in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice. Company Law requires the members of the Council to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including income and expenditure for that period. In preparing those financial statements, the members of the Council of Management are required to:

1. Select suitable accounting policies and then apply them consistently
2. Make judgments and estimates that are reasonable and prudent
3. Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue in business.

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

### **Auditors**

Our auditors, Mercer & Hole, have expressed their willingness to continue in that capacity. A resolution proposing their re-appointment for a further year will be put to the Annual General Meeting.

### **Disclosure of Information to Auditors**

So far as the Members of the Council are aware, there is no relevant audit information of which the company's auditors are unaware. The Members of the Council have taken all the steps that they ought to have taken in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of the information.

## The Counselling Foundation Trustees' Report For the Year Ended 31 August 2017 - continued

*On behalf of the Council of Management*

*Julian Gell , Chair*

**Date:**

# Report of the Independent Auditors to the Members of the Counselling Foundation for the Year Ended 31 August 2017

Independent Auditor's Report to the Members of the Counselling Foundation for the Year Ended 31 August 2017

## Opinion

We have audited the financial statements of The Counselling Foundation (the 'charitable company') for the year ended 31 August 2017 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

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 auditor's 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.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2017, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

# Report of the Independent Auditors to the Members of the Counselling Foundation for the Year Ended 31 August 2017

## **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 charitable company 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**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report<sup>1</sup>, other than the financial statements and our auditor's report thereon. 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.

## Report of the Independent Auditors to the Members of the Counselling Foundation for the Year Ended 31 August 2017

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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 the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in 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 directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

# Report of the Independent Auditors to the Members of the Counselling Foundation for the Year Ended 31 August 2017

## **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, 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 charitable company'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.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

## Report of the Independent Auditors to the Members of the Counselling Foundation for the Year Ended 31 August 2017

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Steve Robinson:

Senior Statutory Auditor

for and on behalf of Mercer & Hole

Chartered Accountants and Registered Auditors

Gloucester House, 72 London Road, St Albans, Hertfordshire, AL1 1NS

Date

# The Counselling Foundation statement of Financial Activities (Including Income and Expenditure Account)

FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2017

	Notes	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Total Funds 2016 £
<b>Income from:</b>					
Donations and grants	2	5,918	-	5,918	8,785
Charitable activities:					
Training and counselling	3	1,524,860	-	1,524,860	1,053,620
Other:					
Rents received		4,282	-	4,282	2,977
Miscellaneous income		3,752	-	3,752	8,162
Investments and interest		182	-	182	298
<b>Total income</b>		<b>1,538,994</b>	<b>-</b>	<b>1,538,994</b>	<b>1,073,842</b>
<b>Expenditure on:</b>					
Charitable activities:					
Training		389,098	-	389,098	277,960
Counselling		1,090,083	-	1,090,083	768,190
Other		12,452	-	12,452	6,919
<b>Total expenditure</b>	4	<b>1,491,633</b>	<b>-</b>	<b>1,491,633</b>	<b>1,053,069</b>
<b>Net income for the year</b>	5	<b>47,361</b>	<b>-</b>	<b>47,361</b>	<b>20,773</b>
Transfers between funds		-	-	-	-
<b>Net Movement in Funds</b>		<b>47,361</b>	<b>-</b>	<b>47,361</b>	<b>20,773</b>
<b>Total Funds at 1 September 2016</b>		<b>388,262</b>	<b>133,736</b>	<b>521,998</b>	<b>501,225</b>
<b>Total Funds at 31 August 2017</b>		<b>435,623</b>	<b>133,736</b>	<b>569,359</b>	<b>521,998</b>

Movements in funds are disclosed in the notes to the financial statements.

## The Counselling Foundation Balance Sheet As at 31<sup>st</sup> August 2017

	Notes	31 August 2017		31 August 2016	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	8		670,440		624,495
<b>Current assets</b>					
Debtors	9	291,053		149,111	
Cash at bank and in hand		173,400		236,968	
			<u>464,453</u>		<u>386,079</u>
<b>Liabilities</b>					
Creditors: amounts falling due within one year	10	(516,748)		(430,048)	
			<u>(52,295)</u>		<u>(43,969)</u>
<b>Net current (liabilities)</b>					
			<u>618,145</u>		<u>580,526</u>
<b>Total assets less current liabilities</b>					
Creditors: amounts falling due after more than one year	11		(48,786)		(58,528)
			<u>(48,786)</u>		<u>(58,528)</u>
<b>Net assets</b>			<u>569,359</u>		<u>521,998</u>
<b>Funds of the charity</b>					
<b>Restricted funds</b>					
			133,736		133,736
<b>Unrestricted funds</b>					
Designated property fund			409,111		399,369
General fund			26,512		(11,107)
			<u>435,623</u>		<u>388,262</u>
<b>Total charity funds</b>	13		<u>569,359</u>		<u>521,998</u>

On behalf of the Council of Management

.....  
Julian Gell, Director

Date

Company Number: 02713806

## The Counselling Foundation Cash Flow Statement 2017

	Note	2017		2016	
		£	£	£	£
<b>Cash generated by Operating Activities</b>	A		8,268		88,038
<b>Cash flows from Investing Activities</b>					
Interest income		182		298	
Payments to acquire tangible assets		(62,276)		(7,717)	
<b>Cash used in Investing Activities</b>			(62,094)		(7,419)
<b>Cash flows from Financing Activities</b>					
Repayments of borrowing		(9,742)		(6,797)	
<b>Cash used in Financing Activities</b>			(9,742)		(6,797)
<b>Change in cash and cash equivalents in the year</b>			(63,568)		73,822
Cash and cash equivalents at the beginning of the year			236,968		163,146
<b>Cash and cash equivalents at the end of the year</b>			173,400		236,968

### NOTE TO THE CASH FLOW STATEMENT

#### A. Reconciliation of net movements in funds to net cash flow from operating activities

	Note	2017		2016	
		£	£	£	£
<b>Net movement in funds</b>			47,361		20,773
<b>Non-operating cash flows eliminated</b>					
Depreciation		16,331		6,559	
Interest income		(182)		(298)	
			16,149		6,261
(Increase) / Decrease in debtors			(141,942)		22,359
Increase / (Decrease) in creditors			86,700		38,645
<b>Net cash generated by operating activities</b>			8,268		88,038

# The Counselling Foundation notes to the Financial Statements

FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2017

## 1. Accounting policies

- a) The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). The accounts are prepared in sterling rounded to the nearest £.

These financial statements for the year ended 31 August 2017 are the first financial statements of The Counselling Foundation prepared in accordance with the Charities SORP FRS 102. The date of transition was 1 September 2015. The Charity meets the definition of a public benefit entity under FRS 102.

- b) Donations and grants are included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- c) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- d) Revenue under contracts for services is recognised to the extent that the right to income has been obtained by the performance or part performance of the contractual obligation.
- e) Income from investments is included when receivable.
- f) Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.
- g) Expenditure is allocated to the particular activity where the cost relates directly to that activity. Combined costs are apportioned to fairly reflect the amount attributable to each activity.
- h) Fixed assets are capitalised at cost. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life.

Fixtures, fittings and equipment	15% straight line basis
Information technology equipment	25% straight line basis

No depreciation has been provided in respect of freehold and long leasehold properties. This is a departure from the requirements of the Companies Act 2006 which requires all properties to be depreciated. The directors consider that to depreciate the properties would not give a true and fair view. The properties are maintained to a high standard and as such their residual value is expected to be not less than their cost and therefore the depreciation is immaterial to the accounts. Impairment reviews are carried out on an annual basis. The directors consider that this policy results in the financial statements giving a true and fair view.

- i) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- j) Designated funds are unrestricted funds earmarked by the directors for particular purposes.
- k) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.
- l) Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to profit and loss account as incurred.

# The Counselling Foundation notes to the Financial Statements

FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2017

## 1. Accounting policies (continued)

- m) Fundraising and events costs are included within costs of generating funds. Audit fees and indemnity insurance costs are included within other costs. All other expenditure is included within costs incurred in the furtherance of the charity's objects. Central costs are allocated against counselling and training activities in proportion to income.
- n) The charity has a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the Statement of Financial Activities.
- o) 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.
- p) Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.
- q) 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.
- r) The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at the carrying value plus accrued interest less repayments. The financing charge to expenditure is at a constant rate calculated using the effective interest method.
- s) The accounts have been prepared on a going concern basis. Following a review by the Trustees of the cash flow and operating forecasts produced for the next 12 months, they are satisfied that the charity is able to meet its debts as they fall due. The Trustees review cash flow and operating forecasts on a regular basis, these comprising an integral part of the monthly management accounting information that is produced. The charity's cash position has been significantly strengthened by the recent sale of Bates House, its freehold property in Bedford, following a review of its property portfolio.

## 2. Donations and grants

	2017			2016
	Unrestricted £	Restricted £	Total £	Total £
General donations	5,918	-	5,918	8,785
	<u>5,918</u>	<u>-</u>	<u>5,918</u>	<u>8,785</u>

## 3. Income from charitable activities

	2017			2016
	Unrestricted £	Restricted £	Total £	Total £
Training income	553,554	-	553,554	401,941
Counselling income	971,306	-	971,306	651,679
	<u>1,524,860</u>	<u>-</u>	<u>1,524,860</u>	<u>1,053,620</u>

# The Counselling Foundation notes to the Financial Statements

FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2017

## 4. Total expenditure

	2017			Total £	2016 Total £
	Counselling £	Training £	Other		
Staff costs (note 6)	416,342	278,933	-	695,275	567,612
Counselling direct costs	532,442	-	-	532,442	300,442
Training direct costs	-	35,480	-	35,480	16,725
Premises	64,716	20,439	-	85,155	64,442
Mortgage interest	(863)	(485)	-	(1,348)	1,664
Communications	11,799	3,021	-	14,820	9,999
Audit fees	-	-	5,940	5,940	5,000
Consultancy	10,662	7,497	-	18,159	17,752
General expenses	17,764	14,678	-	32,442	23,905
Depreciation	10,452	5,879	-	16,331	6,559
Bank charges	3,332	2,510	-	5,842	4,712
Advertising	10,446	6,399	-	16,845	15,309
Travel	4,533	4,465	-	8,998	5,791
Post & stationery	8,267	3,423	-	11,690	8,887
Subscriptions	191	737	-	928	2,051
Insurance	-	-	6,512	6,512	1,919
Bad debts	-	6,122	-	6,122	300
	<u>1,090,083</u>	<u>389,098</u>	<u>12,452</u>	<u>1,491,633</u>	<u>1,053,069</u>

## 5. Net income for the year

Net income for the year is stated after charging:

	2017 £	2016 £
Interest payable	(1,348)	1,664
Depreciation	16,331	6,559
Auditors' remuneration for audit services	5,940	5,000
Operating lease commitments	<u>24,513</u>	<u>22,867</u>

# The Counselling Foundation notes to the Financial Statements

FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2017

## 6. Staff costs and numbers

Staff costs were as follows:	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Wages – management, finance and administration, counselling and training including National Insurance	636,520	528,724
Social security costs – management, finance and administration, counselling and training.	36,956	28,709
Pension contributions – management, finance and administration, counselling and training	3,817	3,148
Temporary administration staff costs	17,982	7,031
	<hr/>	<hr/>
Total staff costs	<u>695,275</u>	<u>567,612</u>

The number of employees whose emoluments exceeded £60,000 is stated below:	<b>2017</b>	<b>2016</b>
£60,001 - £70,000	<u>1</u>	-
	<u>1</u>	<u>-</u>

No trustee received any remuneration or pension contributions. Trustee expenses of £nil (2016: £nil) were reimbursed. The pension contributions related to monies paid into a defined contribution scheme for employees. Benefits are accruing for 24 members of staff under the defined contribution scheme. No outstanding contributions at the balance sheet date.

The monthly average number of persons employed by the charity during the year was:	<b>2017</b>	<b>2016</b>
	<b>Number</b>	<b>Number</b>
Management	5	4
Counselling and training staff	35	33
Administration and support	14	13
	<hr/>	<hr/>
	54	50

The average weekly number of full time equivalent employees during the year, calculated on the basis of full time equivalents was as follows:	<b>2017</b>	<b>2016</b>
	<b>Number</b>	<b>Number</b>
Management	4	3
Counselling and training staff	18	17
Administration and support	7	6
	<hr/>	<hr/>
	29	26

Indemnity insurance has been purchased to protect the charitable company at a cost of £6,512 (2016 - £1,919).

# The Counselling Foundation notes to the Financial Statements

FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2017

## 6. Staff costs and numbers ctd

Key management remuneration was as follows:	2017	2016
	£	£
	<u>156,322</u>	<u>106,965</u>

## 7. Taxation

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

## 8. Tangible fixed assets

	Freehold Property £	Long Leasehold Property £	Equipment £	Total £
<b>Cost</b>				
At 1 September 2016	279,258	318,413	46,552	644,223
Additions	-	-	62,276	62,276
Disposals	-	-	-	-
	<u>279,258</u>	<u>318,413</u>	<u>108,828</u>	<u>706,499</u>
At 31 August 2017	279,258	318,413	108,828	706,499
<b>Depreciation</b>				
At 1 September 2016	-	-	19,728	19,728
Charge for the year	-	-	16,331	16,331
Eliminated on disposals	-	-	-	-
	<u>-</u>	<u>-</u>	<u>36,059</u>	<u>36,059</u>
At 31 August 2017	-	-	36,059	36,059
<b>Net Book Value</b>				
At 31 August 2017	<u>279,258</u>	<u>318,413</u>	<u>72,769</u>	<u>670,440</u>
At 31 August 2016	<u>279,258</u>	<u>318,413</u>	<u>26,824</u>	<u>624,495</u>

# The Counselling Foundation notes to the Financial Statements

FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2017

## 9. Debtors

	2017 £	2016 £
Other debtors	288,465	140,864
Prepayments & Accrued Income	2,588	8,247
	<u>291,053</u>	<u>149,111</u>

## 10. Creditors: amounts falling due within one year

	2017 £	2016 £
Bank loan (note 11)	6,038	6,038
Other creditors	114,472	75,690
Social security creditor	7,768	9,236
Accruals	12,072	11,370
Deferred income	376,398	327,714
	<u>516,748</u>	<u>430,048</u>

Student fee income is deferred and released evenly across the academic year to which it relates.

All income deferred in the previous year has now been released. All income deferred at the year end was received in the year.

## 11. Creditors: amounts falling due after more than one year

	2017 £	2016 £
Bank loan	<u>48,786</u>	<u>58,528</u>

### Analysis of bank loan:

Amounts payable by instalments:

In five or more years	24,635	34,377
Between two and five years	18,113	18,113
Between one and two years	6,038	6,038
	<u>48,786</u>	<u>58,528</u>

The bank loan is secured on the Leasehold Property of the Company and at 31<sup>st</sup> August 2017 represented 15% of its book value. The original loan of £150,000 was repayable over 25 years from 1992 but was renegotiated in January 2000 for a further 25 years. During the year, the interest rate was a floating interest rate equal to a margin of 2% per annum over the Base Rate. The Foundation has an overdraft facility of £60,000 available which is repayable on demand.

# The Counselling Foundation notes to the Financial Statements

FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2017

## 12. Analysis of net assets between funds

	Restricted Funds	Designated Property Fund	General Funds	Total
	£	£	£	£
Tangible fixed assets	133,736	463,935	72,769	670,440
Current assets	-	-	464,453	464,453
Current liabilities	-	(6,038)	(510,710)	(516,748)
Long term liabilities	-	(48,786)	-	(48,786)
Net assets at 31 August 2017	133,736	409,111	26,512	569,359

## 13. Movement in funds

	At 1 September 2016	Incoming Resources	Outgoing Resources	Transfers	At 31 August 2017
	£	£	£	£	£
Restricted funds:					
Freehold Property	67,991	-	-	-	67,991
Leasehold Property	65,745	-	-	-	65,745
Total restricted funds	133,736	-	-	-	133,736
Unrestricted funds:					
Designated property fund	399,369	-	-	9,742	409,111
General fund	(11,107)	1,538,994	(1,491,633)	(9,742)	26,512
Total funds	521,998	1,538,994	(1,491,633)	-	569,359

Restricted funds:

### Freehold & Leasehold Property

These are funds that were provided specifically towards the purchase and renovation of properties.

Unrestricted funds:

### Designated Property Fund

Freehold and leasehold properties were purchased with funds, some of which were restricted and some were not. The designated fund comprises unrestricted funds invested in property and consequently not available for general purposes. The properties are used for delivering the Foundation's services.

### General Fund

This is donations and other income receivable or generated for the objects of the charity without further specified purposes.

# The Counselling Foundation notes to the Financial Statements

FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2017

## 14. Legal status of the Charity

The Charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity whilst he is a member, or within one year after he ceases to be a member. The Company was incorporated in England and Wales, the registered office is: 1 College Yard, Lower Dagnall Street, St Albans, Hertfordshire, AL3 4PA.

## 15. Operating lease commitments

At 31 August 2017 the charity had annual commitments under operating leases as set out below:

	<b>Land and buildings</b>	
	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Operating leases which expire in less than one year:	31,811	16,262
Operating leases which expire in the second to fifth year:	-	9,757
	<hr/>	<hr/>
	<b>31,811</b>	<b>26,019</b>

## 16. Related party transactions

There have been no related party transactions in the year.

# The Counselling Foundation notes to the Financial Statements

FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2017

## 17. Comparative funds

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £
<b>Income from:</b>			
Donations and grants	8,785	-	8,785
Charitable activities:			
Training and counselling	1,053,620	-	1,053,620
Other:			
Rents received	2,977	-	2,977
Miscellaneous income	8,162	-	8,162
Investments and interest	298	-	298
<b>Total income</b>	<b>1,073,842</b>	<b>-</b>	<b>1,073,842</b>
<b>Expenditure on:</b>			
Charitable activities:			
Training	277,960	-	277,960
Counselling	768,190	-	768,190
Other	6,919	-	6,919
<b>Total expenditure</b>	<b>1,053,069</b>	<b>-</b>	<b>1,053,069</b>
<b>Net income for the year</b>	<b>20,773</b>	<b>-</b>	<b>20,773</b>
Transfers between funds	-	-	-
<b>Net Movement in Funds</b>	<b>20,773</b>	<b>-</b>	<b>20,773</b>
<b>Total Funds at 1 September 2015</b>	<b>367,489</b>	<b>133,736</b>	<b>501,225</b>
<b>Total Funds at 31 August 2016</b>	<b>388,262</b>	<b>133,736</b>	<b>521,998</b>

