

REGISTERED COMPANY NUMBER: 02334448 (England and Wales)
REGISTERED CHARITY NUMBER: 800988

**REPORT OF THE TRUSTEES AND
AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020
FOR
THE DOVER COUNSELLING CENTRE**

McCabe Ford Williams
Chartered Accountants and Statutory Auditors
Charlton House
Dour Street
DOVER
Kent
CT16 1BL

THE DOVER COUNSELLING CENTRE

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FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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THE DOVER COUNSELLING CENTRE
REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 30 SEPTEMBER 2020

TRUSTEES	Ms P S Brown Mr D N R Foley Mrs N E G Hodgkinson Dr W T Moses MBE (Chairman) Ms L Soliman Mr S L Weaver Mr P Vernieue
REGISTERED OFFICE	Horizon House Gordon Road Whitfield DOVER Kent CT16 2ET
REGISTERED COMPANY NUMBER	02334448 (England and Wales)
REGISTERED CHARITY NUMBER	800988
AUDITORS	McCabe Ford Williams Chartered Accountants and Statutory Auditors Charlton House Dour Street DOVER Kent CT16 1BL

THE DOVER COUNSELLING CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 September 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal objective of the organisation is to provide counselling, consultancy, training and educational services to individuals, families and professional workers to the benefit of the community.

Focus of our work

After almost 32 years, Dover Counselling Centre has changed in terms of size, scale, and complexity; however, the trustees and staff have ensured that we remain faithful to the initial vision and ethos:

- To provide a counselling and consultancy service for individuals and families
- To provide a counselling and consultancy service to professional workers and employers
- To provide education and training to professional workers and employers.

This year's plans did not include a global pandemic, and moving a face to face, place based service, online in a matter of weeks has been a challenging and impressive feat.

Despite these challenges, Dover Counselling Centre has continued to do amazing work to support those who needed it most.

Improving Access to Psychological Therapies (IAPT)

Dover Counselling Centre has been delivering an IAPT programme since 2012. As part of the national programme, we provide a range of evidence-based, NICE recommended therapies alongside Cognitive Behavioural Therapy (CBT) to ensure service users can benefit from a range of treatment options suited to their needs.

Employer Services

As an established provider of Counselling and wellbeing support to organisations, we also provide training, supervision, conflict resolution and trauma support to businesses all designed to enable staff to work healthily and confidently.

There continues to be significant interest in workplace wellbeing and DCC has a role to ensure that such activities are facilitated.

Community Service

The truth is that for people who are affected by mental illness, they often find it hard to get the support they need, with many people being told they are too unwell to be supported by just their GP or IAPT but not ill enough to get the specialist help they need.

Our community service aims to fill this gap, by offering sessions that are provided at low cost, and we offer a minimal number of subsidised or free places.

THE DOVER COUNSELLING CENTRE

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

OBJECTIVES AND ACTIVITIES

Evaluating the services

In order to help us evaluate our services we seek feedback from our clients and customers.

This can be done through a variety of means - in counselling it is usually at the end of therapy, when clients can be asked about how satisfied they were with the service. There is not any one generic standard measure used, but the one that is used throughout IAPT is the patient experience questionnaire.

Client satisfaction represents a fundamental benchmark for good practice. Also, allowing clients to record their dissatisfaction, and make suggestions for improvement of services, is part of the ethical approach that DCC adopts when monitoring and evaluating its activities.

Written feedback from clients has been good and trustees were pleased to receive the following typical comments:

"This was possibly the most troubled and difficult time in my life. ** was the most remarkable therapist. She challenged me, supported me and enabled me to work through the extremely difficult road to recovery. CBT has become a part of my thought process and an invaluable tool for every area of my life. I am so grateful for the sessions with ** as they have truly changed my life so that I am present and positive for myself, my children, my husband family and friends back to myself!"

"You have really helped me, you really have. It has been easy to talk to you. I don't get on with many people but with you I do, you listen to me and are patient with me. I am really grateful for all your help."

"It was difficult to pluck up enough courage to have counselling, but I'm glad I did. I have learnt a lot about myself and behaviours and habits. It has taught me more than I ever would have imagined and I have found it very helpful and beneficial. Thank you very much."

Public benefit

The Trustees confirm that they have complied with their duty as prescribed in the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

THE DOVER COUNSELLING CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2020

ACHIEVEMENT AND PERFORMANCE

Review of activities

COVID-19

We have maintained our services through the various stages of lockdowns, lockdown easing and tier restrictions, thanks to a committed and positive team. The organisation has made rapid and dramatic changes to the IT infrastructure, working processes and practices to keep the organisation and services running.

All employees have remained fully employed since the year end and we have not made any redundancies and neither have we needed to furlough anyone.

Accordingly, the charity has had no need to reduce activities or to avail itself of any emergency government support. The Trustees believe the pandemic is not currently having a harmful impact on either the operations or financial position of the charity.

The continuing presence of COVID-19 in the population may prevent the return to pre COVID-19 activity for some time yet. However, the impact of COVID-19 on mental health and mental health services will be felt long after the physical health crisis subsides. Self-isolation, financial insecurity, bereavement and increases in substance abuse and domestic violence will affect people with pre-existing mental health conditions, the general public and the health and care workforce, with certain demographic groups disproportionately affected.

People

As the effects of the pandemic put greater pressures on our workforce, efforts to retain existing staff has been prioritised. This has included safeguarding the physical and mental health of the staff, investing in on-going training and professional development opportunities.

In August 2020 our first Trainee High Intensity Therapist graduated and is now qualified to provide evidence-based CBT for adults with depression and/or any of the anxiety disorders.

We have employed two more Trainee High Intensity Therapists and three trainee Psychological Practitioners this year, all of whom should qualify in August 2021.

Working with the Adult education CAPCAB (Counselling and Psychotherapy Central Awarding Body) we have been offering student placements for people who are undertaking training at diploma, degree, or master's level in counselling and psychotherapy. This year saw 4 students successfully complete their training and become qualified counsellors.

Commercial work

Traditionally our commercial work has been dominated by providing Workplace counselling - an employee support intervention that is usually short term in nature and provides an independent, specialist resource for people working across all sectors and in all working environments. With organisations giving their employees access to a free, confidential, workplace counselling service.

However, the focus during the pandemic has been shifted towards providing a wider range of products and services concentrating on supporting teams working remotely with their general wellbeing and resilience.

Most notably we are honoured to be supporting our NHS front line and support staff who have gone above and beyond to care for patients during the pandemic. Many of whom will have experienced prolonged periods of trauma and DCC have been able to provide trauma debriefs and stabilisation workshops both remotely and on site.

IAPT

DCC is commissioned by the NHS in England and to provide NICE-approved therapies for treating people with depression or anxiety.

As a result of the pandemic, NHS England stopped all face to face sessions and we had to move quickly and respond efficiently to protect our clients and adapt our services to providing therapy entirely remotely; either by telephone or using video conferencing platforms.

During the physical health peak of the crisis, there was a 73 % reduction in IAPT referrals, reflecting the closure of some referral routes and hesitancy about accessing support during the pandemic, rather than reflecting a decrease in demand.

THE DOVER COUNSELLING CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2020

This corresponds to a considerable fall in the number of GP appointments and referrals during the first lockdown. It may indicate that fewer patients presented at their GP surgery, or that fewer referrals (including self-referrals) were made following GP appointments.

However, the decrease in demand meant that as a service we could focus on our waiting lists and with the result that the number of clients waiting for therapy has reduced overall from 725 in September 2019 to 454 in 2020. Focussing on our waiting lists has meant that we did not suffer financially from the downturn in referrals.

Whilst referrals are gradually picking up it has led to clients presenting late to IAPT with more serious needs.

Community

COVID-19 had a much bigger impact on our Community Service as these clients tend to need more intensive support and the shift from "in person" care to remote care was not as easily facilitated.

We continue to offer longer term, low cost Counselling to those clients who are able to be supported remotely.

Our Garden Therapy project with Blossoms of Hope has been able to meet and the waste ground has been converted into a functioning garden with its first crop of vegetables and fruit harvested during the summer. The probation service has joined the garden and a group of service users are completing their "Community Pay Back" working on the garden once a week.

Property

The severe disruption due to COVID-19 and the lockdowns meant that we have not been able to utilise our rooms in Folkestone since March 2020 and Horizon House was closed from March 2020 to June. Since June we have operated limited administration service from Horizon House ensuring that Government guidelines are adhered to.

FINANCIAL REVIEW

Financial review

The principal funding source for the charity is currently the IAPT contract income, and while the Trustees are satisfied that funding is in place for the immediate future, they recognise that there is a risk that long term funding may become more difficult to secure.

The main expenditure is the provision of paid expertise and skills and there was an additional controlled increase in staffing costs as we invested further in our CBT team to compliment the other therapies we currently offer.

DCC sought to mitigate against the effects of COVID-19 and took appropriate action to protect our financial interests.

Reserves policy

The Charity's reserves have been increased in the year in an effort to ensure a continuation of community services for at least six months. This would allow any outstanding community services to be completed should funding ever stop.

With careful management, DCC's income remains greater than its expenditure.

Staffing levels, management salaries and running costs continue to be reviewed regularly to ensure DCC can successfully maintain reserves at an acceptable level.

FUTURE PLANS

The year ahead looks to be very different from the last as we continue to operate remotely. The pandemic has taught us to work differently and to build on that learning to create solutions and deliver our services in a variety of ways to suit our clients. Increased use of technology and remote service delivery will be the "new normal".

The consequences of the COVID-19 pandemic on mental health could be considerable and health leaders have warned that the peak in demand for mental healthcare in England is yet to come.

Work is ongoing nationally and locally by NHS trusts and commissioners to model what they expect the increase in demand to look like. This will mean DCC can plan how we will meet additional demands and tailor services to address the trauma people have experienced.

We welcome the recently published NHS Long Term Plan setting out further ambitions to improve mental health care in England, including a commitment to increase funding by at least £2.3 billion a year by 2023/24, which has been set aside specifically for mental health.

THE DOVER COUNSELLING CENTRE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The charity is constituted under a Memorandum of Association dated 5 December 1988 and is a registered charity (number 800988).

Organisational structure

The charity is organised in such a way that Trustees meet regularly in order to manage its affairs whilst day to day responsibility is delegated to the management team.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of The Dover Counselling Centre for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees 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 and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

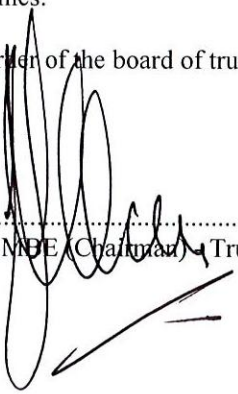
AUDITORS

The auditors, McCabe Ford Williams, will be proposed for re-appointment at the forthcoming Annual General Meeting.

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

Approved by order of the board of trustees on ~~23.06.21~~ 23.06.21 and signed on its behalf by:

.....
Dr W T Moses MBE (Chairman) - Trustee



**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
THE DOVER COUNSELLING CENTRE**

Opinion

We have audited the financial statements of The Dover Counselling Centre (the 'charitable company') for the year ended 30 September 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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 (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 September 2020 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.

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 Auditors' 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 Annual Report, other than the financial statements and our Report of the Independent Auditors 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.

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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
THE DOVER COUNSELLING CENTRE**

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, 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.

Our responsibilities for the audit of the financial statements

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 a Report of the Independent Auditors 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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



McCabe Ford Williams
Chartered Accountants and Statutory Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
Charlton House
Dour Street
DOVER
Kent
CT16 1BL

Date: 23 June 2021

THE DOVER COUNSELLING CENTRE

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

	Notes	Unrestricted funds £	Restricted fund £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	8,913	122,268	131,181	5,747
Charitable activities					
Counselling	5	1,459,475	-	1,459,475	1,686,685
Supervision		6,632	-	6,632	9,503
Training		1,750	-	1,750	1,300
Investment income	4	545	-	545	462
Total		<u>1,477,315</u>	<u>122,268</u>	<u>1,599,583</u>	<u>1,703,697</u>
EXPENDITURE ON					
Charitable activities					
Counselling	6	1,367,961	106,098	1,474,059	1,619,068
NET INCOME		<u>109,354</u>	<u>16,170</u>	<u>125,524</u>	<u>84,629</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		1,428,749	-	1,428,749	1,344,120
TOTAL FUNDS CARRIED FORWARD		<u><u>1,538,103</u></u>	<u><u>16,170</u></u>	<u><u>1,554,273</u></u>	<u><u>1,428,749</u></u>

The notes form part of these financial statements

THE DOVER COUNSELLING CENTRE

**BALANCE SHEET
30 SEPTEMBER 2020**

	Notes	Unrestricted funds £	Restricted fund £	2020 Total funds £	2019 Total funds £
FIXED ASSETS					
Tangible assets	12	273,847	-	273,847	258,454
CURRENT ASSETS					
Debtors	13	532,562	-	532,562	589,977
Cash at bank and in hand		857,283	16,170	873,453	668,294
		<u>1,389,845</u>	<u>16,170</u>	<u>1,406,015</u>	<u>1,258,271</u>
CREDITORS					
Amounts falling due within one year	14	(125,589)	-	(125,589)	(87,976)
NET CURRENT ASSETS		<u>1,264,256</u>	<u>16,170</u>	<u>1,280,426</u>	<u>1,170,295</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,538,103</u>	<u>16,170</u>	<u>1,554,273</u>	<u>1,428,749</u>
NET ASSETS		<u>1,538,103</u>	<u>16,170</u>	<u>1,554,273</u>	<u>1,428,749</u>
FUNDS	16				
Unrestricted funds				1,538,103	1,428,749
Restricted funds				16,170	-
TOTAL FUNDS				<u>1,554,273</u>	<u>1,428,749</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2020.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that 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 charitable 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 charitable company.

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

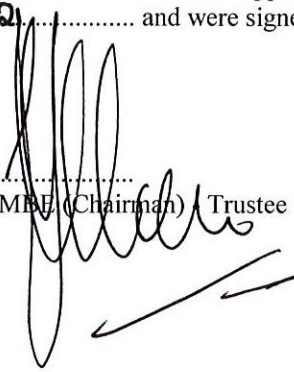
THE DOVER COUNSELLING CENTRE

BALANCE SHEET - continued
30 SEPTEMBER 2020

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

The financial statements were approved by the Board of Trustees and authorised for issue on 23.06.21 and were signed on its behalf by:

.....
Dr W T Moses MBE (Chairman) Trustee



THE DOVER COUNSELLING CENTRE

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

	Notes	2020 £	2019 £
Cash flows from operating activities			
Cash generated from operations	1	240,113	211,202
Net cash provided by operating activities		<u>240,113</u>	<u>211,202</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(35,499)	(6,140)
Interest received		545	462
Net cash used in investing activities		<u>(34,954)</u>	<u>(5,678)</u>
Change in cash and cash equivalents in the reporting period			
		205,159	205,524
Cash and cash equivalents at the beginning of the reporting period		<u>668,294</u>	<u>462,770</u>
Cash and cash equivalents at the end of the reporting period		<u><u>873,453</u></u>	<u><u>668,294</u></u>

The notes form part of these financial statements

THE DOVER COUNSELLING CENTRE

NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER 2020

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020	2019
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	125,524	84,629
Adjustments for:		
Depreciation charges	20,106	15,644
Loss on disposal of fixed assets	-	362
Interest received	(545)	(462)
Decrease in debtors	57,415	184,832
Increase/(decrease) in creditors	37,613	(73,803)
Net cash provided by operations	<u>240,113</u>	<u>211,202</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.10.19	Cash flow	At 30.9.20
	£	£	£
Net cash			
Cash at bank and in hand	668,294	205,159	873,453
	<u>668,294</u>	<u>205,159</u>	<u>873,453</u>
Total	<u>668,294</u>	<u>205,159</u>	<u>873,453</u>

The notes form part of these financial statements

THE DOVER COUNSELLING CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020

1. STATUTORY INFORMATION

The Dover Counselling Centre is an incorporated charity registered in England. The Charitable company's registered number, principal address and nature of operations can be found in the Report of Trustees.

The financial statements are presented in sterling which is the functional currency of the charity.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Amounts recoverable on contract are based on the stage of completion of ongoing counselling cases within the AQP contracts. These have been calculated on a sessional basis.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Freehold property	- Straight line over 50 years
Fixtures and fittings	- 20% on cost

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Going concern

The COVID-19 pandemic and subsequent "lock downs" have continued beyond the balance sheet date. The activities of the Charitable Company have been affected by the "lock downs" but such restrictions have not affected the going concern position of the Charitable Company.

THE DOVER COUNSELLING CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2020

3. DONATIONS AND LEGACIES

	2020	2019
	£	£
Donations	8,703	4,717
Client contributions	210	1,030
Grants	122,268	-
	<u>131,181</u>	<u>5,747</u>

Grants received, included in the above, are as follows:

	2020	2019
	£	£
Health Education England (see note 16)	<u>122,268</u>	<u>-</u>

4. INVESTMENT INCOME

	2020	2019
	£	£
Bank interest receivable	<u>545</u>	<u>462</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2020	2019
		£	£
AQP counselling	Counselling	1,319,940	1,547,919
Counselling	Counselling	139,535	138,766
Supervision	Supervision	6,632	9,503
Training	Training	1,750	1,300
		<u>1,467,857</u>	<u>1,697,488</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 7)	Totals
	£	£	£
Counselling	<u>1,137,647</u>	<u>336,412</u>	<u>1,474,059</u>

THE DOVER COUNSELLING CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2020

7. SUPPORT COSTS

	Other £	Governance costs £	Totals £
Counselling	330,712	5,700	336,412

Support costs, included in the above, are as follows:

Other

	2020 Counselling £	2019 Total activities £
Wages, national insurance and pensions	135,346	142,251
Staff training and supervision	15,865	-
Hire of equipment	2,410	1,578
Rent	18,216	18,647
Rates and water	1,176	1,235
Insurance	2,425	2,502
Light and heat	7,363	8,258
Telephone	12,969	10,295
Repairs and maintenance	30,175	40,525
Office expenses	69,866	66,811
Legal and professional fees	103	4,873
Bookkeeping	805	470
Bad debts	23	-
Sundry	12,228	12,477
Bank charges	1,636	1,424
Depreciation of tangible fixed assets	20,106	15,644
Loss on disposal of fixed assets	-	362
	<u>330,712</u>	<u>327,352</u>

Governance costs

	2020 Counselling £	2019 Total activities £
Auditors' remuneration	5,700	5,475

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2020 £	2019 £
Auditors' remuneration	5,700	5,475
Depreciation - owned assets	20,106	15,644
Hire of plant and machinery	2,410	1,578
Other operating leases	18,157	18,079
Loss on disposal of fixed assets	-	362
	<u> </u>	<u> </u>

THE DOVER COUNSELLING CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 September 2020.

Trustees' expenses

Trustees expenses amounting to £472 (2019 - £491) were reimbursed to two Trustees during the year (2019 - two).

10. STAFF COSTS

Total staff costs were as follows:

	2020	2019
	£	£
Wages and salaries	587,642	547,828
Social security costs	50,328	46,698
Pensions	10,889	8,255
	<u>684,859</u>	<u>602,781</u>

The average monthly number of employees during the year was as follows:

	2020	2019
Average number of employees	<u>23</u>	<u>23</u>

No employees received emoluments in excess of £60,000 (2019 - nil).

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

All comparatives for the Statement of Financial Activities for the year ended 30 September 2019 are in respect of unrestricted funds.

12. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1 October 2019	238,067	83,063	321,130
Additions	13,990	21,509	35,499
	<u>252,057</u>	<u>104,572</u>	<u>356,629</u>
DEPRECIATION			
At 1 October 2019	9,601	53,075	62,676
Charge for year	5,042	15,064	20,106
	<u>14,643</u>	<u>68,139</u>	<u>82,782</u>
NET BOOK VALUE			
At 30 September 2020	<u>237,414</u>	<u>36,433</u>	<u>273,847</u>
At 30 September 2019	<u>228,466</u>	<u>29,988</u>	<u>258,454</u>

THE DOVER COUNSELLING CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2020

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade debtors	440,538	494,012
Amounts recoverable on contract	89,474	94,376
Other debtors and accrued income	2,550	1,589
	<u>532,562</u>	<u>589,977</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	19,947	8,384
Social security and other taxes	26,860	14,369
Sundry creditors and deferred income	78,782	65,223
	<u>125,589</u>	<u>87,976</u>

Deferred income of £7,914 (2019 - £9,273) was included for the year ended 30 September 2020 in respect of contract service income received in advance.

15. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2020	2019
	£	£
Within one year	24,833	17,658
Between one and five years	77,117	72,512
	<u>101,950</u>	<u>90,170</u>

16. MOVEMENT IN FUNDS

	At 1.10.19 £	Net movement in funds £	Transfers between funds £	At 30.9.20 £
Unrestricted funds				
General fund	1,419,999	108,049	10,055	1,538,103
Designated fund - Summer house	6,250	6,500	(12,750)	-
Designated fund - Garden therapy	2,500	(5,195)	2,695	-
	<u>1,428,749</u>	<u>109,354</u>	<u>-</u>	<u>1,538,103</u>
Restricted funds				
Health Education England	-	16,170	-	16,170
	<u>-</u>	<u>16,170</u>	<u>-</u>	<u>16,170</u>
TOTAL FUNDS	<u>1,428,749</u>	<u>125,524</u>	<u>-</u>	<u>1,554,273</u>

THE DOVER COUNSELLING CENTRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2020

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,468,615	(1,360,566)	108,049
Designated fund - Summer house	6,500	-	6,500
Designated fund - Garden therapy	2,200	(7,395)	(5,195)
	<u>1,477,315</u>	<u>(1,367,961)</u>	<u>109,354</u>
Restricted funds			
Health Education England	122,268	(106,098)	16,170
	<u>1,599,583</u>	<u>(1,474,059)</u>	<u>125,524</u>

Comparatives for movement in funds

	At 1.10.18 £	Net movement in funds £	At 30.9.19 £
Unrestricted funds			
General fund	1,337,870	82,129	1,419,999
Designated fund - Summer house	6,250	-	6,250
Designated fund - Garden therapy	-	2,500	2,500
	<u>1,344,120</u>	<u>84,629</u>	<u>1,428,749</u>
TOTAL FUNDS	<u>1,344,120</u>	<u>84,629</u>	<u>1,428,749</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,701,197	(1,619,068)	82,129
Designated fund - Garden therapy	2,500	-	2,500
	<u>1,703,697</u>	<u>(1,619,068)</u>	<u>84,629</u>
TOTAL FUNDS	<u>1,703,697</u>	<u>(1,619,068)</u>	<u>84,629</u>

THE DOVER COUNSELLING CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

16. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.10.18 £	Net movement in funds £	Transfers between funds £	At 30.9.20 £
Unrestricted funds				
General fund	1,337,870	190,178	10,055	1,538,103
Designated fund - Summer house	6,250	6,500	(12,750)	-
Designated fund - Garden therapy	-	(2,695)	2,695	-
	<hr/>	<hr/>	<hr/>	<hr/>
	1,344,120	193,983	-	1,538,103
Restricted funds				
Health Education England	-	16,170	-	16,170
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>1,344,120</u>	<u>210,153</u>	<u>-</u>	<u>1,554,273</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	3,169,812	(2,979,634)	190,178
Designated fund - Summer house	6,500	-	6,500
Designated fund - Garden therapy	4,700	(7,395)	(2,695)
	<hr/>	<hr/>	<hr/>
	3,181,012	(2,987,029)	193,983
Restricted funds			
Health Education England	122,268	(106,098)	16,170
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>3,303,280</u>	<u>(3,093,127)</u>	<u>210,153</u>

Health Education England

The charity received funding from Health Education England totalling £122,268 during the year to contribute to the salaries, study costs and expenses of 6 staff members who were studying to become either a qualified High Intensity Therapist or Psychological Practitioner. Expenses during the year totalled £106,098.

Summer house

During the year the charity received further donations of £5,200 to which gift aid of £1,300 was added. The summer house was completed during the year so the funds have been transferred into general funds.

Garden therapy

During the year the charity received donations of £2,200 which were designated to be spent on garden therapy. Expenses during the year totalled £7,395 and the shortfall of £2,695 was covered from general funds.

THE DOVER COUNSELLING CENTRE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 September 2020.

18. COMPANY LIMITED BY GUARANTEE

The charitable company is limited by guarantee and has no share capital. Every member of the company undertakes, in the event of the winding up of the company, to contribute such amount as may be necessary not exceeding £1 each.

THE DOVER COUNSELLING CENTRE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2020

	2020 £	2019 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	8,703	4,717
Client contributions	210	1,030
Grants	122,268	-
	<hr/>	<hr/>
	131,181	5,747
Investment income		
Bank interest receivable	545	462
Charitable activities		
AQP counselling	1,319,940	1,547,919
Counselling	139,535	138,766
Supervision	6,632	9,503
Training	1,750	1,300
	<hr/>	<hr/>
	1,467,857	1,697,488
Total incoming resources	<hr/>	<hr/>
	1,599,583	1,703,697
EXPENDITURE		
Charitable activities		
AQP counselling	524,542	724,666
Counselling	98,731	98,012
Wages and national insurance	502,624	452,275
Pensions	10,890	8,255
Travel and entertaining	860	3,033
	<hr/>	<hr/>
	1,137,647	1,286,241
Support costs		
Other		
Wages, national insurance and pensions	135,346	142,251
Staff training and supervision	15,865	-
Hire of equipment	2,410	1,578
Rent	18,216	18,647
Rates and water	1,176	1,235
Insurance	2,425	2,502
Light and heat	7,363	8,258
Telephone	12,969	10,295
Repairs and maintenance	30,175	40,525
Office expenses	69,866	66,811
Legal and professional fees	103	4,873
Bookkeeping	805	470
Bad debts	23	-
Carried forward	296,742	297,445

This page does not form part of the statutory financial statements

THE DOVER COUNSELLING CENTRE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2020

	2020 £	2019 £
Other		
Brought forward	296,742	297,445
Sundry	12,228	12,477
Bank charges	1,636	1,424
Freehold property depreciation	5,042	4,761
Fixture and fittings depreciation	15,064	10,883
Loss on disposal of fixed assets	-	362
	<hr/>	<hr/>
	330,712	327,352
Governance costs		
Auditors' remuneration	5,700	5,475
	<hr/>	<hr/>
Total resources expended	1,474,059	1,619,068
	<hr/>	<hr/>
Net income	<u>125,524</u>	<u>84,629</u>

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