

Industrial and Provident Society registered number 24577R

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2010

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2010

The management committee present their report and accounts for the year ended 31 March 2010.

REFERENCE AND ADMINISTRATIVE DETAILS OF THE SOCIETY, ITS MANAGEMENT COMMITTEE AND ADVISORS

Women's Counselling and Therapy Service is an Industrial and Provident Society with charitable objectives incorporated under the Industrial and Provident Societies Act 1965 - 1978, and registered with the Registry of Friendly Societies, registration number 24577R. The society has charitable exemption with the Inland Revenue. The accounts comply with the law governing Industrial and Provident Societies, the society's governing document and SORP 2005-Accounting and Reporting by Charities.

The organisation operates under the name Women's Counselling and Therapy Service.

The registered office and operating address is: -

Oxford Chambers
Oxford Place
Leeds
LS1 3AX

The management committee, who served during the year and up to the date of this report, were: -

Barbara Lawton
Angela Sillett
Fiona Venner
Ravinder Panesar
Maureen Young (resigned November 2009)
Kuldip Bharj
Celly Rowe (appointed May 2009)
Geraldine Millward (appointed July 2009)
Tara Kenny (appointed April 2010)
Evleen Mann (appointed August 2010)
Faye Fox (resigned May 2009)
Jane Dolan (appointed November 2009, resigned February 2010)

Secretary: Ravinder Panesar (resigned November 2009)
Kuldip Bharj (appointed November 2009)

Director: Lavinia Lubbock

Bankers: National Westminster Bank plc
Westgate Branch
31 Westgate
Leeds
LS1 2RF

Reporting Accountants: Ian Pickup & Co
Chartered Accountants and Registered Auditors
123 New Road Side
Horsforth
Leeds
LS18 4QD

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2010

STRUCTURE, GOVERNANCE AND MANAGEMENT

Women's Counselling and Therapy Service (WCTS) is a charitable Industrial and Provident Society. The constitution of the organization was drawn up at its founding and last amended in 2006.

The Management Committee are recruited either by personal recommendation, direct approach or as a result of WCTS promotion including advertising. Appointment and induction is undertaken in accordance with WCTS policy which was agreed and implemented in 2009.

The Management Committee consists of not less than five and no more than twelve trustees. Officials in post during the year were the Chair, Secretary and Treasurer. The Management Committee meet every two months and focus on strategic objectives and financial issues. The Management Committee receives a report every two months from the Director as well as a financial review. Where appropriate, Sub-Committees are set up to review aspects of the service and meet every two months between management committee meetings. These Committees report to the Management Committee and decisions are ultimately made at board level. During the year the following committees were sitting:

Finance Sub-Committee
Clinical Services Sub-Committee
Policy Sub-Committee

We continue to contribute to the development of mental health services within the city and nationally through participation in forums such as Volition (the voluntary sector mental health network), the Leeds Alliance of Counselling Services and the National Network of Women's Counselling Services.

Risk Management

WCTS has, included in its current policies, a serious incident policy, a client confidentiality policy, a child protection policy and a vulnerable adults policy and has undertaken a comprehensive risk assessment prior to instigating an organisational risk assessment policy. This will include systems for managing clinical and organisational risks already incorporated into the above policies.

OBJECTS AND PRINCIPAL ACTIVITIES

WCTS supports the mental health and emotional well being of women living in Leeds prioritising those on a limited income.

We recognise there are many different groups of women whose needs may be overlooked by mental health services. Given that, WCTS has as its objectives:

- To provide individual and group counselling and psychotherapy to women living in Leeds who are on a limited income and who have moderate to severe mental health needs.
- To provide accessible, safe and supportive women-only service.
- To work in partnership with other relevant community groups in Leeds.
- To contribute to a strengthened and co-ordinated approach to mental health service provision and delivery to the women of Leeds.

The core activity of WCTS continued to be the provision of individual and group counselling and psychotherapy. All our activities are in support of our objectives.

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2010

We continue to receive the major part of our income from Leeds City Council, Adult Social Care. The WCTS has paid due regard to the FSA and Charity Commission's general guidance on public benefit in deciding what activities the organization should undertake.

ACHIEVEMENTS AND PERFORMANCE

This was a challenging year for WCTS. It began at the midpoint of a temporary arrangement trialling a service redesign in which the post of director and clinical manager were merged into one full time post, supported clinically by the senior therapist and administratively by an extended post of financial administrator.

The management committee confirmed this arrangement as permanent in June 2009. However, the financial administrator post was not filled until September 2009 and for two difficult months the service was also without a permanent administrative assistant. In November 2009, the senior therapist left and her post was not filled until February 2010. Despite these losses and disruptions, the service continued to function well.

In June 2009 we held an organisational training day facilitated by Lesley Murphy in which the threats and opportunities to WCTS were examined. In September 2009 we began some training for assessors with Lynda Ellis from the Northern School of Child and Adolescent Psychotherapy, reconsidering what makes a suitable referral and what is important about a women-only therapy service.

In October we conducted our second long term therapy follow-up in which 19 women who had completed therapy in 2008-09 gave us data enabling us to see the effects of the therapy on their lives.

At the AGM further changes took place with the resignation of the chair and the appointment in her place of Dr Celly Rowe. In December, she and the director held a service-user event in which 11 former clients took part in a two hour session to explore their experiences of the service offered by WCTS. This was a lively and informative event that left us in no doubt how important a women-only therapy service is to our clients.

2009-10 was also the second year in which WCTS received funding from the Department of Health Pacesetters Challenge Initiative supporting the development of therapists with Asian languages. We recognise that a diverse therapy workforce is of great importance to our clients and some clients will only access therapy provided it is in their own mother tongue.

We were particularly pleased to see referrals for our group therapy programme hold up well. In this year we ran four weekly psychotherapy groups and one monthly group while also beginning to recruit for a new, fifth weekly group.

At the end of the year, linked to the staff vacancies referred to, both client waiting times and client waiting lists had grown. We continue to focus our efforts both on increasing our capacity and on using existing resources to maximum efficiency and effectiveness.

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2010

Apart from the management committee, other volunteers to WCTS in the year ended 31 March 2010 were as follows :-

- An office volunteer averaging 2.5 hours a week.
- Two volunteer therapists averaging two clients a week each.
- One volunteer therapist seeing three clients a week.
- One volunteer therapist for six months who saw two clients a week for three months.

FINANCIAL REVIEW

The Statement of Financial Activities shows net incoming resources for the year of £8,307 and the reserves stand in total at £69,973 at 31 March 2010. The financial position of the society remains satisfactory.

Incoming resources for the year 2009/10 were £161,190, the majority (approx 89%) of this being from Leeds Adult Social Care. However in line with most charitable organisations funding streams for the year to 31 March 2012 remains uncertain. Leeds Adult Social Care has indicated that they will not be in a position to notify the funding position until after Autumn 2010. Donations from clients were slightly lower than last year at £8,814 and interest received from the bank accounts totalled £126. This was much lower than the last year but predictable in the current economic climate. We were able to secure extra funding of £7,446 from Pacesetters.

We are continuing to control our costs and apply for any available funding from various organisations as well as actively pursued sources of unrestricted funds mindful of the need to maintain the level of reserves in line with our policy. We have raised a small amount of funding by providing services for other organisations.

No assets are being held on behalf of others, either by the organisation or by the trustees acting as custodian trustees.

The management committee have established a reserves policy whereby free reserves held by the charity should equate to three months of the resources expended, which equates to around £38220 of general funds. At present the free reserves amount to £69293 which is in excess of the amount required under the reserves policy.

FUTURE PLANS

We will continue to deliver a culturally sensitive service to clients, through ongoing therapist training and development.

We will continue to provide a high quality service to women with significant levels of risk and disturbance.

We will also continue to offer a suitable range of therapeutic approaches including individual and group therapy.

We aim to sustain and improve links with specialist mental health services and to offer a limited service of staff support or external consultancy to other organisations.

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2010

Company Status

The Women's Counselling and Therapy Service is an Industrial and Provident Society registered with the Financial Services Authority. As a registered Industrial and Provident Society, it is a corporate body governed by its rules with liability limited by shares. During the financial year ended 31 March 2010 there were three additional members of the society.

STATEMENT OF RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

The law governing Industrial and Provident Societies requires the management committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the society as at the end of the financial year and of its income and expenditure for the year then ended.

In preparing those financial statements the management committee is required to

- select suitable accounting policies and then apply them consistently;
- 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 society will continue in business.

The management committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the society and to explain its financial transactions. They are also responsible for safeguarding the assets of the society taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005).

Accountants

The management committee have appointed Ian Pickup and Co to act as accountants and a resolution to re-appoint them will be proposed at the Annual General Meeting.

Members of the management committee who served during the year and up to the date of this report are as set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005)

Approved by the management committee and signed on its behalf by :

Celly Rowe (Chair)

25 October 2010

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

INDEPENDENT ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF WOMEN'S COUNSELLING AND THERAPY SERVICE LTD

We report on the accounts for the year ended 31 March 2010 set out on pages 8 to 15.

This report is made solely to the members of the society as a body. Our reporting work has been undertaken so that we might state to the members those matters we are required to state to them in an independent accountant'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 society and the members as a body, for our work, for this report, or for the opinion we have formed.

Respective responsibilities of the management committee and the independent reporting accountants

The society's management committee are responsible for the preparation of the accounts, and they consider that the society is exempt from an audit and that an independent accountant's report is needed. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the society, and making such limited enquiries of the officers of the society as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion

(a) the accounts are in agreement with the accounting records kept by the society under the requirements of the Industrial and Provident Societies Act 1965 and section 1 of the Friendly and Industrial and Provident Societies Act 1968;

(b) having regard only to, and on the basis of, the information contained in those accounting records, the accounts have been drawn up in a manner consistent with the accounting requirements of the Industrial and Provident Societies Act 1965 and the Friendly and Industrial and Provident Societies Act 1968; and

(c) the society satisfied the conditions for exemption from an audit of the accounts for the year specified in section 4A(1) Friendly and Industrial and Provident Societies Act 1968 and did not, at any time within that period, fall within any of the categories of societies not entitled to the exemption specified in section 4A(3) Friendly and Industrial and Provident Societies Act 1968.

As explained in Note 1, the management committee have made note of their concerns about going concern and the future of the activities of the society.

Ian Pickup & Co
Chartered Accountants and Registered Auditors
123 New Road Side
Horsforth
Leeds
LS18 4QD

Date:

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2010 (Including Income and Expenditure Account)

	NOTE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2010	TOTAL FUNDS 2009
		£	£	£	£
INCOMING RESOURCES					
Donations		9,114	-	9,114	9,551
Grants & contracts		143,340	7,446	150,786	197,372
Fees and other income		1,164	-	1,164	1,458
Investment income		126	-	126	2,236
Total incoming resources	2	153,744	7,446	161,190	210,617
RESOURCES EXPENDED					
Special projects		-	8,888	8,888	46,392
Service provision		142,385	-	142,385	147,683
Governance costs		1,610	-	1,610	3,156
Total resources expended	3	143,995	8,888	152,883	197,231
Net incoming resources for the year and net movement in funds	4	9,749	(1,442)	8,307	13,386
Fund balances at 1 April 2009		60,224	1,442	61,666	48,280
Fund balances carried forward at 31 March 2010	12	69,973	-	69,973	61,666

There were no recognised gains and losses for 2010 and 2009 other than those included in the income and expenditure account.

The notes on pages 10 to 15 form part of these accounts.

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

BALANCE SHEET AS AT 31 MARCH 2010

	NOTE	£	2010 £	£	2009 £
FIXED ASSETS					
Tangible assets	7		680		1,621
CURRENT ASSETS					
Debtors and prepayments	8	1,419		2,487	
Cash at bank and in hand		<u>72,042</u>		<u>95,937</u>	
		73,461		98,424	
CREDITORS: amounts falling due within one year					
	9	<u>(4,150)</u>		<u>(38,361)</u>	
NET CURRENT ASSETS					
			<u>69,311</u>		<u>60,063</u>
NET ASSETS					
			<u>69,991</u>		<u>61,684</u>
CAPITAL					
Share capital	10		18		18
Unrestricted funds	12		69,973		60,224
Restricted funds	12		-		1,442
			<u>69,991</u>		<u>61,684</u>

Approved by the Management Committee on 25 October 2010 and signed on its behalf:

Celly Rowe (Chair)

Kuldip Bharj (Secretary)

Barbara Lawton

The notes on pages 10 to 15 form part of these accounts.

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010

1. ACCOUNTING POLICIES

a) Basis of preparation of accounts

The financial statements are prepared under the historical cost convention, and in accordance with the Industrial and Provident Societies Act 1965 and the Friendly and Industrial Provident Societies Act 1968 and the Statement of Recommended Practice: Accounting and Reporting by Charities, issued in March 2005.

In the light of the Comprehensive Spending Review currently taking place throughout the country, which may have an effect on Leeds City Council's capacity to maintain their level of funding (they are currently WCTS's main source of funding), the management committee are considering alternative potential sources of funding. In the event that they are unsuccessful and the local authority funding has to be substantially reduced, it is possible that the society would have to significantly reduce its activities or consider closure.

b) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is calculated at the following annual rates which it is estimated will write off the original cost of the assets over their expected lives:

Fixtures and Fittings	-	15% straight line basis
Computer Equipment	-	33.3% straight line basis
Premises Improvements	-	16.6% straight line or over the outstanding term of the lease, whichever is shorter.

Fixed assets costing more than £500 are capitalised.

c) Income

All incoming resources are included in the statement of financial activities when the society is entitled to the income and the amount can be quantified with reasonable accuracy.

- Voluntary income is received by way of donations and gifts and is included in the Statement of Financial Activities when receivable. Grants, where related to performance and specific deliverables, are accounted for as the society earns the right to consideration by its performance.
- Donated services and facilities are included at the value to the society where this can be quantified. The value of services provided by volunteers is not included.
- Investment income is included when receivable
- Incoming resources from trading activity are accounted for when earned.
- Where income is received for expenditure in a future accounting period that amount is deferred.

d) Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered, and is included as part of the expenditure to which it relates

e) Unrestricted funds

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.

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010

1. ACCOUNTING POLICIES (CONTINUED)

f) Restricted funds

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.

g) Operating leases

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remains with the lessor, are charged to the Statement of Financial Activities in the year in which they fall due.

2. INCOMING RESOURCES

	Unrestricted funds £	Restricted funds £	2010 Total £	2009 Total £
Grants and contracts:				
Leeds City Council Adult Social Care	143,340	-	143,340	145,441
Department of Health	-	-	-	34,957
Co-op Foundation	-	-	-	6,474
PCT Grant	-	-	-	10,500
NHS - Pacesetters	-	7,446	7,446	-
Sub- total	<u>143,340</u>	<u>7,446</u>	<u>150,786</u>	<u>197,372</u>
Donations from clients	8,814	-	8,814	9,551
Other donations	300	-	300	-
Investment income	126	-	126	2,236
Fees & other income	1,164	-	1,164	1,458
	<u>153,744</u>	<u>7,446</u>	<u>161,190</u>	<u>210,617</u>

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010

3. TOTAL RESOURCES EXPENDED

				2010	2009
	Special projects	Service provision	Governance costs	Total	Total
	£	£	£	£	£
Staff costs	3,108	86,405	-	89,513	119,603
Recruitment & publicity	-	2,128	-	2,128	2,239
Therapy and supervision	4,620	21,616	-	26,236	30,106
Premises costs	-	17,783	-	17,783	22,686
Insurance	-	1,053	-	1,053	560
Administrative costs	-	5,468	-	5,468	5,562
Travel & subsistence	-	284	-	284	213
Depreciation	-	941	-	941	1,071
Cleaning and sundries	-	381	-	381	1,221
Books & subscriptions	-	414	-	414	757
Postage & stationery	200	3,094	-	3,294	2,669
Accountancy	-	-	1,163	1,163	1,380
Volunteer expenses	960	91	-	1,051	3,710
Annual report and meetings	-	382	4	386	1,768
Service User Development	-	125	-	125	-
Equipment	-	873	-	873	815
Training	-	1,347	443	1,790	2,871
Total	8,888	142,385	1,610	152,883	197,231

4. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

	2010	2009
	£	£
Reporting accountants' fee	1,163	1,380
Depreciation of tangible fixed assets	941	1,071

5. EMPLOYEE INFORMATION

The average number of employees, calculated on a full-time equivalent (FTE) basis was:

	2010	2009
	FTE	FTE
Managers	0.5	1
Co-ordinator	-	0.6
Therapy staff	1.9	1.7
Administration	0.9	1.5
	<u>3.3</u>	<u>4.8</u>

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010

Staff costs during the year were as follows:

	2010 £	2009 £
Wages and salaries	79,042	114,409
Social security costs	5,883	5,194
Temporary staff costs	4,588	-
	<u>89,513</u>	<u>119,603</u>

No employee earned £60,000 or more during the year (2008 – no employee earned £60,000 or more).

6. MANAGEMENT COMMITTEE AND EXPENSES

No member of the management committee received any remuneration during the year. (2009: £Nil).

No member of the management committee received any reimbursed expenses during the year (2009 – £nil).

7. TANGIBLE FIXED ASSETS

	Computer equipment £	Fixtures & fittings £	Premises alteration s £	Total £
Cost or valuation:				
At 1 April 2009	7,971	11,380	24,552	43,903
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2010	<u>7,971</u>	<u>11,380</u>	<u>24,552</u>	<u>43,903</u>
Depreciation:				
At 1 April 2009	6,610	11,120	24,552	42,282
Charge for the year	681	260	-	941
Eliminated on disposals	-	-	-	-
At 31 March 2010	<u>7,291</u>	<u>11,380</u>	<u>24,552</u>	<u>43,223</u>
Net book value				
At 31 March 2010:	<u>680</u>	<u>-</u>	<u>-</u>	<u>680</u>
Net book value				
At 31 March 2009:	<u>1,361</u>	<u>260</u>	<u>-</u>	<u>1,621</u>

8. DEBTORS

	2010 £	2009 £
Sundry debtors and prepayments	1,419	2,487
	<u>1,419</u>	<u>2,487</u>

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010

9. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	2010 £	2009 £
Creditors and accruals	4,150	3,228
Grants received in error	-	35,133
	<u>4,150</u>	<u>38,361</u>

10. SHARE CAPITAL

	2010 £	2009 £
As at 1 April 2009	18	16
Shares at £1 issued during the year	-	5
Shares redeemed during the year	-	(3)
At 31 March 2010	<u>18</u>	<u>18</u>

11. COMMITMENTS

At 31 March 2010 the society was committed to make the following annual commitments in respect of non-cancellable operating leases.

	Land & Buildings		Other	
	2010 £	2009 £	2010 £	2009 £
Expiry date:				
Less than 1 year	-	12,312	-	-
1 to 2 years	-	-	464	-
2 to 5 years	13,138	-	-	486
Over 5 years	3,268	-	-	-

12. MOVEMENT IN FUNDS

	Balance 1 April 2009 £	Incoming Resources £	Resources Expended £	Balance 31 March 2010 £
Restricted funds:				
NHS - Pacesetters	1,442	7,446	(8,888)	-
	<u>1,442</u>	<u>7,446</u>	<u>(8,888)</u>	<u>-</u>
Unrestricted funds:				
General Funds	60,224	153,744	(143,995)	69,973
Total funds	<u>61,666</u>	<u>161,190</u>	<u>(152,883)</u>	<u>69,973</u>

Purposes of restricted funds:

NHS Pacesetters – this funding was given to support training and development of BME therapists.

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds	-	-	-
Unrestricted funds	680	69,293	69,973
	<u>680</u>	<u>69,293</u>	<u>69,973</u>