

Industrial and Provident Society registered number 24577R

Women's Counselling and Therapy Service

Financial Statements

for the year ended 31st March 2009

Women's Counselling and Therapy Service Limited
Report of the Management Committee for the year ended 31st March 2009

The Management Committee presents its report and financial statements for the year ended 31st March 2009.

Reference and Administrative Information

Registered as an Industrial and Provident Society

Society Registration Number 24577R

Principal Office Oxford Chambers
 Oxford Place
 Leeds
 LS1 3AX

Management Committee

Ravinder Panesar	
Sarah Lindgreen	(resigned 20/01/09)
Barbara Lawton	
Saeideh Saeidi	(resigned 20/01/09)
Angela Sillett	
Maureen Young (Chair)	
Ravinder Samra	(resigned 04/01/09)
Catherine Lonagan	(resigned 29/09/08)
Faye Fox	(Joined 02/12/08)(resigned 19/05/09)
Fiona Venner	(Joined 2/12/08)
Celly Rowe	(Joined 19/05/09)
Kuldip Bharji	(Joined 20/01/09)
Gerry Milward	(Joined 21/07/09)

Secretary

Ravinder Panesar

Reporting Accountants

Slade & Cooper Limited
6 Mount Street
Manchester
M2 5NS

Bankers

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

Women's Counselling and Therapy Service Limited
Report of the Management Committee
for the year ended 31 March 2009

The Management Committee present their report and Financial Statements for the year ended 31st March 2009. The accounts comply with the law governing Industrial and Provident Societies, the society's governing document and SORP 2005 – Accounting and Reporting by Charities.

Structure, Management and Governance

WCTS is a Charitable Industrial and Provident Society. The constitution of the charity was drawn up at its founding and last amended in 2006.

Trustees 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 this year.

The Management Committee consists of not less than five and no more than 12 trustees. Officials in post during the year were the Chair and Secretary and the Treasurer. The Management Committee meet once a month and focus on strategic objectives, clinical direction and financial issues. The Management Committee receives a monthly report from the Manager and Clinical Manager as well as a financial review. Where appropriate, Sub-Committees are set up to review aspects of the service. These Committees report to the Management Committee and decisions are ultimately made at board level. During the year the following committees were sitting:

Following changes in the Management of WCTS it has been recognised that there was a need to form a Strategy Sub Committee and Finance Sub Committee for this financial year which can feed into the main Committee in addition to the Policy Group, Clinical Services Group.

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 a serious incident policy, a client confidentiality policy, a child protection policy and has undertaken a comprehensive risk assessment prior to instigating an organisational risk assessment policy. This will include systems for managing clinical 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 an 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

Report of the Management Committee for the year ended 31 March 2009

We continue to receive the major part of our income from Leeds Social Services. We also received a final year's grant from the Department of Health through Volunteering England, a further grant from the Department under the Pacesetters Wave 1 Challenge budget and a small amount of income from client donations, based on women's ability to pay.

The Charity has paid due regard to the Charity Commission's general guidance on public benefit in deciding what activities the charity should undertake.

Achievements and Performance

We continue to offer individual long term counselling and therapy on a one to one basis to some of the most vulnerable women in our society.

We also offer group therapy and in 08-09 have five groups running; one group is for women who have been sexually abused, one is for women with learning difficulties and a further three groups are either one- or two-year psychotherapy groups.

Three years ago The Department of Health, through, Opportunities for Volunteering, funded a project - Listen To Me - aimed at supporting the development of volunteer counsellors through delivering therapy to women already using the services of other agencies. The project was delivered by a co-ordinator and volunteer counsellors and piloted new counselling services for these community-based partner agencies. An end-of-project workshop entitled 'Listening To Women Citywide' was held at the West Yorkshire Playhouse in Leeds on the 30th January 2009. The event was opened by the Chief Executive of Leeds PCT; over 60 people attended and very positive and valuable feedback was received.

In addition to this we received funding from the Department of Health via Leeds Partnership NHS Foundation Trust for the Pace setters Wave One Challenge initiative which supported two BME trainee counsellors. WCTS had identified a need to support counsellors from the Asian communities having recognised the barriers that are faced in accessing and completing counselling training.

This service offered enabled the counsellors to be supported in their training, weekly supervision, mentoring and personal therapy..

The counsellors recruited were fluent in Punjabi, Urdu and Mirpuri. Clients were referred by Listen To Me partner agencies – DOSTI Asian Women's Support Service, Leeds Women's Aid – as well as through ordinary referral and self-referral routes.

WCTS is delighted that the Pacesetters project is now in its second year.

WCTS organised a Service User Event in October 2008.

The aim of this event was to elicit service users' views about the service they had received. Ninety seven clients who had been assessed were contacted and invited to the 2 hour event. Clients who were still undergoing therapy or who had taken part in the long term therapy follow-up were not contacted. Nineteen women responded and 7 women attended on the day. The feedback from this group of women was very positive and encouraging.

Financial Review and Results for the Year

Incoming resources for the year 2008/9 was £210,614 the majority of this being from Social Services. Donations from clients slightly higher than last year £9551 and bank interest received on our reserves £2236 which was lower than last year but predictable in the current climate.

A small amount of sundry income was received £1455.

We were able to secure a small amount of PCT funding £10,500 and following a successful bid to the Coop Foundation we were awarded £6474.

We have continued to control our costs and increase our funding from various private organisations and actively pursued sources of unrestricted funds mindful of the need to maintain the level of reserves in line with our policy.

Women's Counselling and Therapy Service Limited
Report of the Management Committee
for the year ended 31 March 2009

Reserves Policy

During the year our total reserves amounted to £61679 of which £1442 is restricted. The unrestricted reserves of £60221 equates to 3 months expenditure we are therefore operating within the reserves policy.

Future Plans

The management team have just updated our on-going strategic plan and have identified the need to secure funding to enable us to open and offer therapy five days per week instead of the current four.

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 and also endeavour to offer some therapy beyond the current limit of two years.

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

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

We will continue to monitor outputs and evaluate outcomes using internal systems; written client feedback, service user's events and long term therapy follow ups.

Women's Counselling and Therapy Service Limited
Report of the Management Committee
for the year ended 31 March 2009

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 ending 31st March 2009 the following changes in the membership of the Society took place:

Share issues	5
Shares cancelled	3

No of shares in the Society in issue at the end of financial year: 18

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 balance sheet date 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;
- * state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statement.
- * 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 books of account such as are necessary to give a true and fair view of the society's state of affairs and to explain its financial transactions. The management committee must also establish and maintain a satisfactory system of control of its books of account, its cash holdings and all its receipts and remittances, and hence is responsible for safeguarding the assets and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Accountants

A resolution to re-appoint the accountants, Slade and Cooper Ltd, 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 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:

..... Maureen Young (Chair)

..... Date

Registered Auditor's Audit Exemption Report
on the accounts
to the members of Women's Counselling and Therapy Service Limited
for the year ended 31st March 2009

We report on the accounts for the year ended 31st March 2009 set out on pages 7 to 16.

Respective Responsibilities of Committee of Management and Reporting Accountant

The Society's Committee of Management is responsible for the preparation of the accounts, and they consider that the Society is exempt from an audit. 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 purpose of this report. These procedures provide the only assurance expressed in our opinion.

Opinion

In our opinion the accounts and balance sheet for year ended 31st March 2009 are in agreement with the books of account kept by the society and that, on the basis of the information contained in the books of account, they comply with the requirements of the Industrial and Provident Societies Act 1965 and the Friendly and Industrial and Provident Societies Act 1968.

In our opinion the society has satisfied the conditions for exemption from an audit of the accounts for the year ended 31st March 2009 as set out in the Industrial and Provident Societies Act 1965 and the Friendly and Industrial and Provident Societies Act 1968 and did not at any time within the year fall within any of the categories of society not entitled to such exemption.

Slade & Cooper Limited
Accountants and Registered Auditors
6 Mount Street
Manchester
M2 5NS

Women's Counselling and Therapy Service Limited

**Statement of Financial Activities
and Income and Expenditure Account
for the year ended 31 March 2009**

	Note	Unrestricted funds £	Restricted funds £	2009 £	2008 £
Incoming resources	2				
Donations		9,551	-	9,551	9,775
Grants		157,505	39,867	197,372	177,738
Fees and other income		1,458	-	1,458	1,006
Bank interest		2,236	-	2,236	2,810
		<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources		170,750	39,867	210,617	191,329
		<hr/>	<hr/>	<hr/>	<hr/>
Resources expended	3				
Special projects		8,075	38,317	46,392	44,352
Service provision		142,773	4,910	147,683	146,576
Governance		1,296	1,860	3,156	2,422
		<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended		152,144	45,087	197,231	193,350
		<hr/>	<hr/>	<hr/>	<hr/>
Net incoming resources for the year	5	18,606	(5,220)	13,386	(2,021)
Transfers between funds		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Net movement in funds		18,606	(5,220)	13,386	(2,021)
Funds at 1 April 2008		41,618	6,662	48,280	50,301
		<hr/>	<hr/>	<hr/>	<hr/>
Funds at 31 March 2009		£ 60,224	£ 1,442	£ 61,666	£ 48,280
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Women's Counselling and Therapy Service Limited

Balance Sheet as at 31 March 2009

	Note	2009	2008
		£	£
Fixed assets			
Tangible assets	7	1,621	650
Current assets			
Debtors	8	2,487	4,039
Cash at bank and in hand		95,937	44,841
		98,424	48,880
Creditors: amounts falling due in less than one year	9	(38,361)	(1,234)
		60,063	47,646
Net current assets		60,063	47,646
Total assets less current liabilities		£ 61,684	£ 48,296
Share capital and reserves			
Share capital	10	18	16
Unrestricted funds		60,224	41,618
Restricted funds	11	1,442	6,662
		£ 61,684	£ 48,296

Maureen Young (Chair)

Ravinder Panesar (Secretary)

Gerry Milward

Date

Women's Counselling and Therapy Service Limited

Notes to the Accounts for the year ended 31 March 2009

1 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below. They have been applied consistently during the year, and in the preceding year.

a) Basis of preparation

The financial statements have been prepared under the historic cost convention and in accordance with the Industrial and Provident Societies Act 1965 and the Friendly and Industrial and Providents Societies Act 1968 and the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2005), and the Financial Reporting Standard for Smaller Entities (effective January 2007).

b) Fund accounting

- Unrestricted funds are available for use at the discretion of the management committee in furtherance of the general objectives of the society.
- Designated funds are unrestricted funds earmarked by the management committee for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

c) Incoming resources

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. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the society, are recognised when the society becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the society where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the society earns the right to consideration by its performance.

d) Resources expended

Expenditure is recognised on an accrual basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is included as part of the expenditure to which it relates.

Women's Counselling and Therapy Service Limited

Notes to the Accounts for the year ended 31 March 2009

e) **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.

f) **Tangible fixed assets**

Fixed assets are stated at cost less accumulated depreciation. Individual fixed assets costing less than £500 are not capitalised.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Fixtures & fittings	15% straight line
Computer equipment	33 ¹ / ₃ % straight line
Premises Improvements	16 ² / ₃ % straight line or over the outstanding term of the lease, whichever is shorter.

g) **Cash flow statement**

The company has taken advantage of the exemption in Financial Reporting Standard 1 from preparing a Cash Flow Statement on the grounds that it is a small entity.

Women's Counselling and Therapy Service Limited

**Notes to the Accounts
for the year ended 31 March 2009**

2 Incoming resources

	Unrestricted £	Restricted £	2009 £	2008 £
Grants				
Leeds City Council Social Services	140,531	4,910	145,441	137,776
Department of Health	-	34,957	34,957	34,956
Co-Op Foundation	6,474	-	6,474	-
PCT Grant	10,500	-	10,500	-
NHS Grant	-	-	-	5,006
	<hr/>	<hr/>	<hr/>	<hr/>
	157,505	39,867	197,372	177,738
	<hr/>	<hr/>	<hr/>	<hr/>
Donations from clients	9,551	-	9,551	9,775
Interest received	2,236	-	2,236	2,810
Sundry income	1,458	-	1,458	1,006
	<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources	£ 170,750	£ 39,867	£ 210,617	£ 191,329
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Women's Counselling and Therapy Service Limited

**Notes to the Accounts
for the year ended 31 March 2009 (continued)**

3 Total resources expended

	Special projects	Service provision	Governance costs	Total 2009	Total 2008
	£	£	£	£	£
Staff costs	22,547	97,056	-	119,603	136,410
Recruitment and publicity	674	1,565	-	2,239	919
Therapy and supervision	11,179	18,927	-	30,106	21,146
Premises costs	4,930	17,756	-	22,686	16,423
Insurance	142	418	-	560	714
Administrative costs	932	4,630	-	5,562	2,114
Travel and subsistence	-	213	-	213	229
Depreciation	-	1,071	-	1,071	1,311
Cleaning and sundries	285	936	-	1,221	1,498
Books and subscriptions	28	729	-	757	372
Postage and stationery	675	1,994	-	2,669	2,344
Audit and accountancy	-	-	1,380	1,380	1,234
Volunteer expenses	3,453	257	-	3,710	2,877
Annual report and meetings	-	108	1,660	1,768	400
Equipment	-	815	-	815	2,665
Training	1,547	1,208	116	2,871	2,694
Total resources expended	46,392	147,683	3,156	197,231	193,350

Women's Counselling and Therapy Service Limited

Notes to the Accounts for the year ended 31 March 2009 (continued)

4 Corporation tax

The society has been accepted as charitable by the HM Revenue & Customs. No provision has been made for taxation.

5 Net incoming/(outgoing) resources

This is stated after charging the following:

	2009	2008
	£	£
Reporting accountant's remuneration	1,380	1,234
Depreciation	1,070	1,311
	1,380	1,234

6 Staff costs

Staff costs during the year were as follows:

	2009	2008
	£	£
Wages and salaries	114,799	130,792
Social security costs	5,194	10,137
	£ 119,993	£ 140,929

The average number of employees (full-time equivalents) during the year was as follows:

	2009	2008
Managers	1.0	1.2
Co-Ordinator	0.6	0.6
Therapy staff	1.7	2.5
BME Development Worker/Therapy	0.0	0.6
Administration	1.5	1.5
	4.8	6.4

The number of employees earning over £60,000 per annum excluding pension contributions was nil (2008: nil)

Women's Counselling and Therapy Service Limited

**Notes to the Accounts
for the year ended 31 March 2009 (continued)**

7 Fixed assets

	Computer equipment £	Fixtures & fittings £	Premises alterations £	Total £
Cost brought forward 1 April 2008	5,930	11,380	24,552	41,862
Additions	2,041	-	-	2,041
Disposals	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Cost carried forward 31 March 2009	£ 7,971	£ 11,380	£ 24,552	£ 43,903
	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation brought forward 1 April 2008	5,930	10,730	24,552	41,212
Charge for the year	680	390	-	1,070
Disposals	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation carried forward 31 March 2009	£ 6,610	£ 11,120	£ 24,552	£ 42,282
	<hr/>	<hr/>	<hr/>	<hr/>
Net book value at 31 March 2009	£ 1,361	£ 260	£ -	£ 1,621
	<hr/>	<hr/>	<hr/>	<hr/>
<i>Net book value at 31 March 2008</i>	£ -	£ 650	£ -	£ 650
	<hr/>	<hr/>	<hr/>	<hr/>

8 Debtors

	2009 £	2008 £
Sundry debtors and prepayments	£ 2,487	£ 4,039
	<hr/>	<hr/>

9 Creditors: amounts falling due in less than one year

	2009 £	2008 £
Sundry creditors and accruals	3,228	1,234
Grant received in error	35,133	-
	<hr/>	<hr/>
	£ 38,361	£ 1,234
	<hr/>	<hr/>

Women's Counselling and Therapy Service Limited

Notes to the Accounts for the year ended 31 March 2009 (continued)

10 Share capital

	£
Shares of £1 each issued and fully paid at 1 April 2008	16
Shares issued during the year	5
Share capital cancelled	(3)

Shares of £1 each issued and fully paid at 31 March 2009	£ 18

11 Restricted funds

The restricted funds of the charity comprise the following unexpended balances of donations and grants held on trust to be applied for specific purposes:

	As at 1 April 2008 £	Incoming resources £	Outgoing resources £	Transfers £	As at 31 March 2009 £
C.A.M.H.S	934	-	(934)	-	-
NHS - Pacesetters	4,925	-	(3,483)	-	1,442
Department of Health - Opportunities for Volunteers	803	34,957	(35,760)	-	-
LCC Social Services	-	4,910	(4,910)	-	-
	£ 6,662	£ 39,867	£ (45,087)	£ -	£ 1,442
	£ 6,662	£ 39,867	£ (45,087)	£ -	£ 1,442

The balances on restricted funds are held for the following purposes:

NHS - Pacesetters This funding pays for part time BME trainee's supervision support, and part supervisor costs and admin.

Opportunities for Volunteers This funding pays for part time Co-Ordinator; part time Supervisor; supervision and training of volunteers, Management and admin support.

12 Analysis of net assets between funds

Fund balances at 31 March 2009 are represented by:	Restricted funds £	Unrestricted funds £	Total £
Fixed assets	-	1,621	1,621
Current assets	2,029	96,395	98,424
Creditors: amounts falling due in less than one year	(587)	(37,774)	(38,361)
	£ 1,442	£ 60,242	£ 61,684
	£ 1,442	£ 60,242	£ 61,684

Women's Counselling and Therapy Service Limited

Notes to the accounts for the year ended 31 March 2009

13 Payments to members of the management committee

No members of the management committee received any remuneration during the year.

14 Lease commitments

The society had the following annual commitments at the year end under non-cancellable operating leases:

	Equipment		Land and Buildings	
	2009 £	2008 £	2009 £	2008 £
Leases expiring in:				
Less than one year	-	-	12,312	-
One to two year	-	-	-	12,312
Two to five years	486	486	-	-
	<u>486</u>	<u>486</u>	<u>-</u>	<u>-</u>