

**Charity Registration No. 1145377**

**Company Registration No. 07804583 (England and Wales)**

**Women's Counselling And Therapy Service**  
**Annual Report And Financial Statements**  
**For The Year Ended 31 March 2019**

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Carol Burns Georgina Houston Liane Langdon Barbara Lawton Dr Celly Rowe FRCPsych FRCP Alyson Scott Angela Sillett Christine Simms Shahina Swain Ann Walker Maureen Young	(appointed 24 November 2018)     (Chair)      (resigned 24 November 2018)
<b>Secretary</b>	Tessa Denham	
<b>Principal staff</b>	Tessa Denham Amanda Alderson	Chief Executive Clinical Lead
<b>Charity number</b>	1145377	
<b>Company number</b>	07804583	
<b>Registered office</b>	Portland House 5 Portland Street Leeds LS1 3DR	
<b>Independent Examiner</b>	Laura Masheder FCA DChA Garbutt & Elliott LLP Chartered Accountants 33 Park Place Leeds LS1 2RY	
<b>Bankers</b>	National Westminster Bank plc Westgate Branch 31 Westgate Leeds LS1 2RF	

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# WOMEN'S COUNSELLING AND THERAPY SERVICE

## CONTENTS

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	<b>Page</b>
Trustees' report	1 - 9
Statement of trustees' responsibilities	10
Independent examiner's report	11
Statement of financial activities	12
Balance sheet	13
Statement of cash flows	14
Notes to the financial statements	15 - 27

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# WOMEN'S COUNSELLING AND THERAPY SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2019

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The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their annual report together with the financial statements of the charity for the year ended 31 March 2019. 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 2015).

### Objectives and activities

Our objectives are to:

1. Provide advice and guidance, counselling and psychotherapeutic services including self-help support for women and girls of all ages (and their families where necessary), living in Yorkshire and Humberside, who are suffering from psychological/mental health problems.
2. Advance the education of the public and of psychotherapists and mental health workers in particular, in the causes, effects, treatment and reduction of psychological/mental health problems in women and girls.

We operate mainly in the Leeds area, and particularly in areas suffering from economic deprivation.

Ultimately, our aims are to improve the life experiences and life chances of disadvantaged and vulnerable women and girls by: reducing their levels of psychological distress/mental health problems; improving their levels of self-esteem and confidence; increasing their resilience and empowering them with skills for dealing with problems or tackling difficult situations, relationships and mothering.

Helping women achieve these goals takes time, and we do it by providing access to trauma specialised long-term psychotherapeutic services that are gender specific: that is, services that take account of both deep and persistent gender inequalities and wider power structures in society, and the potential impact of severe and/or long-term adversity on development, capacity to form relationships and resilience, and the frequent labelling of people with such experiences as uncooperative, aggressive or hard to engage. Crucially, we provide a service that tolerates disrupted engagement, which is essential where issues of trust are critical. We adapt to the needs of individuals too, by using texts and phone calls to secure therapeutic work when necessary, by delivering therapy at the beneficiaries' preferred pace, and by providing practitioners from the same or different cultural identity, and with the same mother tongue.

Where specialised services appropriate for particular groups of women aren't available, we aim to develop and pilot such services. These include outreach services to reach particularly marginalised and isolated women, and extending our age range to include girls. We also continue to consider our role in supporting women after therapy. In this regard, building on our pilots we continued to offer a new approach of support and training for women who wish to provide peer support in their communities: an arms-length model which respects the self-management aspect of this activity. We also offered clinical consultation and supervision to other organisations, plus Leadership Coaching to a small number of women working with similar beneficiary populations.

This year was the second of a two-year project funded by Lloyds Bank Foundation for England and Wales: a project that accelerated citywide system changes in organisational services' responses to those with histories of child sexual abuse.

During the year we received confirmation of our first central government grant. £277,000 from the Ministry of Justice will provide significant capacity to support victims/survivors of sexual violence and abuse. We retained our BACP Accredited Service Status.

Not surprisingly, in the face of growing demand and rising operational costs, our funding limits those we can help. For example, our general counselling and therapy service can only work with around 85 women at any time. Demand for our services is rapidly rising, and the waiting list for our open access service was closed for more than three quarters of the year: the harsh reality is that within our current budgets we can only help fewer than one woman in every sixteen who seek support.

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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As part of our efforts to deliver the very best service we can, we review our objectives and activities annually with ex-service users, staff and at Board level. These reviews look at the benefits we provide to women, and also where we might achieve more. We refer to, and comply with, guidance from the Charity Commission on public benefit in these reviews, and whenever we plan future work. Specifically, the trustees consider how our work contributes to the strategic goals and objectives they've set. Trustees finalised a new three year Business Plan during the year and published a summary 'Looking backwards, facing forward'.

### Achievements and performance

- Summary
- Women who use the Service – profile and demographics
- Women's Outcomes – CORE Outcome Measures, qualitative evaluation, beneficiary feedback
- What the Service offers

### Summary

2018/19 was another successful year for the charity.

Building on our hard work and unswerving focus in previous years, the number of women accessing our Service has continued to increase dramatically, almost trebling over just five years to over 400 a year over the last three years. In 2018/19 nine in ten women presented with Moderate to Severe mental health problems. Beneficiaries engage in counselling for an average of 6 months and achieve 84% attendance, and we've had excellent success in terms of outcomes too, with 74% who attend for at least 11 sessions showing clinical and/or reliable improvement i.e. recovery. At least 75% of women say they now understand themselves better and, crucially, look after themselves better. Their relationships have improved too, including becoming more effective parents: a very positive knock-on effect that in turn reduces the chance of their children needing help.

We provided the open access service across Leeds during this period too, alongside specialist access services for women with learning difficulties, vulnerable mothers including pregnant women and new mothers, new services for 16-17 year olds, and work with women who've had successive removals of children into care. We also continued our highly specialised psychotherapy provision that reaches the most isolated women, working closely with *Hamara*, *Dosti* and *Asha*, and offering therapy from nine key venues in 'deprived' Leeds, as well as our city centre premises. We received a Maternal Mental Health Alliance award for Diversity and Inclusivity in August 2018.

Our unique new Visible initiative continues to work citywide, accelerating improvements to health and wellbeing outcomes for adult survivors for child sexual abuse, and generating some great publicity along the way. The project was the focus of a Sunday Observer Special Report in June 2019. <https://www.theguardian.com/society/2019/jun/09/adult-survivors-childhood-sex-abuse-come-forward>

We offered another six volunteer placements to trainee or newly qualified psychotherapists, and continued working with Leeds & York Partnership Foundation Trust to improve access to BME trainee Therapists, offering one joint placement during the year.

Leeds City Council carried out a formal Review of Service in the period. This resulted in a very positive report with the executive summary noting:

*'Satisfaction amongst WCTS clients is very high. Clients greatly value a women only service. Stakeholder satisfaction is also high, with key partner agencies highly valuing the service.'* *'The service performs well and consistently achieves or exceeds the majority of its outcome targets. Significant added value is provided through the organisation's long standing history of working successfully with the client group and their strategic partnership work across the city, as well as the range of other complementary services they currently deliver.'* *'The contract value .... represents good value for money when considered in relation to the number of women receiving counselling, the complexity of their needs and the outcomes achieved.'* *'In summary, this review has found clear evidence that WCTS is providing high quality support to women accessing its service.'*

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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The £2m Big Lottery funded *Women's Lives Leeds* project continued to identify and support women and girls with complex needs, providing invaluable opportunities for their voices to influence and inform the city's priorities, strategies and policies. We host a Complex Needs Worker for the project too, as well as supporting the project as a whole around issues of mental health. During the year we successfully lobbied for and provided input to Leeds' first State of Women's Health report. <https://observatory.leeds.gov.uk/health-and-wellbeing/needs-assessments/>

### The women who use the services: profile and demographics

Annual snapshots show that

- Four out of every five beneficiaries have experienced abuse violence or neglect
- Over half of women have experience of sexual abuse, neglect and or violence in childhood
- Over two thirds have experience of violence as adults.

With four in ten women experiencing both abuse, violence and or neglect over their life course.

- 34% have experienced childhood bereavement through loss of a parent (including through family breakdown); 16% were child carers;
- 43% are long term unemployed (over 6 months); 45% are severely isolated or vulnerable; 21% are linked with secondary mental health services; 23% have a history of substance misuse.

Before therapy, the average clinical score of the women we help is stable at 22, meaning Moderate Severe mental health problems. This clinical group is normally seen in secondary mental health services, but the women who use our Service find it hard to access or engage with more mainstream services because of their complex needs, or are excluded from them by limited accessibility.

The most common level of psychological distress at referral is Severe at 34%, then Moderate Severe and Moderate both at 26%, followed by Mild 9%, Low 3%, Healthy 2%.

Two thirds of women are on medication for their psychological concerns, including anti-depressants, anti-psychotics and anxiolytics. The women we help have an average of five problems/concerns at assessment, most commonly: anxiety (88%), depression (83%), self-esteem (75%), interpersonal problems (71%), and trauma/abuse (66%). A third struggle with bereavement or loss, physical problems, and/or work/life/welfare problems. Almost 100% of the five most commonly reported problems have lasted for at least 12 months, with around two thirds recurring or continuous.

Worryingly, all these problems appear to be far more prevalent than in the 2011 Primary Care national database, and levels of trauma/abuse at assessment remain over three times higher than the national average.

44% of beneficiaries are at risk of suicide and 57% are at risk of self harm.

Monitoring of beneficiaries accessing the service show:

- 100% of WCTS beneficiaries are on low incomes (i.e. below the DWP Median Net Family and Household income figure adjusted for household composition) or live in poverty. Three in five are long term unemployed: half of whom are on incapacity or sickness benefits:
- 28% of beneficiaries are from postcode areas LS7, LS9, LS10, LS14 and LS15 ranked in the lowest 3% of wards in England in the multiple deprivation index (25% 2017-18); a further 26% (21% 2017-18) come from LS8, LS11 and LS12 ranked within the lowest 10% of wards and also have the highest rates of suicide within the city.  
Overall, more than half of beneficiaries live in Leeds' most deprived areas:
- 29% of beneficiaries are from BME communities (26% 2017-18) (Leeds BME population 18.9%);
- A quarter of beneficiaries who define their status consider themselves to have a disability (20% 2017-18);

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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- 14% of those who disclose their sexuality define as lesbian, gay, bisexual or transgender, 22% of beneficiaries 'prefer not to say' – a slight increase from the previous period;
- The age range of women accessing the service is changing, with 23% aged between 16-25 (12% 2017-18) and 28% over 45 years old. The number of older women accessing the service continues to slightly increase;
- Around two thirds of beneficiaries are mothers; over half of whom have responsibility for children under 16. One in ten have experienced having a child(ren) removed into care.

### Women's Outcomes

We use two main tools to monitor beneficiary outcomes. The first is a clinical measure called Clinical Outcomes in Routine Evaluation (CORE): a rigorous system used throughout the NHS. The second is an equally useful feedback form completed at the end of therapy. Our CORE data is independently evaluated by CORE IMS at least bi-annually, while the client feedback is analysed annually.

While the average **CORE score** on entering our service was 22 (Moderate Severe), the average **CORE score** of women ending counselling during the year 2018/19 is 12 (Mild). This drop of 10 points corresponds to an average improvement of two severity levels, clearly showing the full extent of the positive impact our work has on the women we help.

**Independent evaluation** shows 74% of women attending for at least 11 sessions demonstrate clinical and/or reliable improvement i.e. recovery. This compares to 55% for similar services nationally, which means that we're typically achieving measurably excellent results for the women we work with.

Crucially, and equally positively, this recovery is also sustained. In 2012, we won an award from the British Association for Counselling and Psychotherapy for conducting research which revealed that 60% of participating beneficiaries were still experiencing reliable and significant change four years after their therapy. The longevity of these recoveries isn't just excellent for the individual service user herself: it also reduces their need for future interventions, which in turn frees up our services for other women.

Analysis of 49 **Beneficiary feedback** forms in March 2018 shows that 94% agreed or strongly agreed with the statements 'I felt able to work with my counsellor' and 89% with 'I felt understood by my counsellor'. Within 'Improvements since the start of counselling' 94% of beneficiaries agreed or strongly agreed with the statement 'I feel I understand myself better'. 76% reported they were looking after themselves better, 78% that they had made changes in how they dealt with their problems, and 75% that they tackle difficult situations better. 73% said their relationships have improved and 77% report that they've become more effective parents.

Nine out of ten beneficiaries agreed that counselling helped with these improvements

95% of beneficiaries found the therapy venue convenient; 100% said the rooms were accessible and comfortable; 86% felt that they were offered an appointment within a reasonable length of time; 96% that they were offered appointments at convenient times; and 84% found the written information helpful.

**Some of the feedback** from beneficiaries in 2018/19:

*The support of WCTS and specifically [Therapist] has helped me get through the last year. I am now beginning to look forward instead of back. Thank you!*

*This has been incredibly helpful experience for me. I got further than I thought I would, it helps me daily in dealing with ongoing challenges.*

*I feel these sessions have gained my confidence to become a better mother and daughter (to my parents) my relationships are better and I am happy to be independent and have my own choices.*

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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*I want to say thank you to you [therapist] for the counselling. Counselling helped a lot. Counselling has helped me see a lot of change in my life. Counselling gave me hope. It helped me do things and do it better.*

*The counselling has provided a safe space, one where I can be heard without judgement, to work through some issues that have come to light since becoming pregnant with my first child. We have worked through some family and childhood issues and how it now affects my parenting experience. Additionally, I feel that the counsellor helped me get through my second pregnancy with minimal intervention from medical professionals, at least in comparison to my first. Therefore, the second time around I was less anxious and had a much more positive experience.*

*I am pleased that I was able to work with someone who did not judge me but listen to me especially around difficult times. I needed a breath of fresh air to re-charge my batteries and to have a different outlook on life. Life isn't perfect and neither am I. Things will always happen, but it is how I deal with them from now on that counts. I thank [therapist] for guiding me in this direction.*

*I have always found counselling better than tablets. I feel better after this group. I think art therapy is good, relaxing and I've never done anything like this before. I feel better now about trying new things.*

Input from our annual ex-service user events, held at the start of each year, led to us securing new premises with more waiting room space and a fully accessible, direct access ground floor.

Looking forward, we're exploring how we might support women to support their children after domestic abuse.

Feedback at the March 2019 ex-beneficiary event continued to emphasise the value of the service to women and the importance of women-only space. "Makes it a safe space having women-only space". Some felt strongly that they were coming because it is women's counselling, and some felt work with men could divert resources away from women and isolate women who need it. They talked about being a client and the welcome they received. "Staff were amazing, compassionate, reassuring, not abrupt or cold, not superior or judgemental". "My time for two years was a positive experience". "Being welcomed by name I felt part of something".

### **What the Service offers**

WCTS offers a safe, confidential and culturally sensitive space where women can speak openly and deeply about their experiences, feelings and thoughts. Crucially, we're providing something they usually can't access in any other area of their lives. Our support enables women to express and resolve painful experiences, and to begin to review and change their attitude towards themselves and others. This vital opportunity reduces psychological distress and mental health problems, and it also increases women's resilience to everyday ups and downs as well as more challenging life events.

Casework support around wider health and social needs enables women to use the therapy we offer to maximum benefit – it means they get 'added value' from their contact with us.

Our services are 'trauma specialised', which means they take account of the potential impact of severe and/or long-term adversity on development, resilience, and the capacity to form relationships. They also address the frequent mislabelling of people with histories of trauma as uncooperative, hard to engage, non-compliant or treatment resistant, needy or aggressive.

Our approach is all about responsiveness to individual need and flexibility in understanding individual circumstances. Within a clear psychotherapeutic framework, guided by the BACP's Ethical Framework for Counselling Professions, our focus is on the relationship between beneficiary and therapist, or on relationships with other group members. It's in the context of these safe, understanding and thoughtfully challenging relationships that real and lasting change takes place.

WCTS employs a wide range of highly skilled counsellors/psychotherapists, offering counselling in five community languages and from different therapeutic modalities, including psychodynamic, humanistic, analytic, gestalt, person centred, and the creative arts therapies. Every modality acknowledges just how important a sense of safety and trust is before the relationship can foster exploration, learning and change.

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# WOMEN'S COUNSELLING AND THERAPY SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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Understandably, women continue to highlight the importance of confidentiality in their feedback: their need to trust someone enough to speak openly, and the profound impact of feeling supported and understood. They talk about feeling welcomed and accepted at WCTS: about their relief at having someone they can regularly express their often troubled or troubling thoughts and feelings to.

Importantly, providing a longer-term therapeutic relationship helps therapy progress at a pace that traumatised women can easily manage. It's significant that many women only gradually feel stable and trusting enough to begin talking in intimate detail about formative life events, and that's one of the key benefits of long-term therapy like ours. They identify and explore the ongoing impact of these experiences and, over time, this enables them to make both small and huge changes in their understandings of themselves and their behaviours. In turn, this helps them begin to make choices that contribute to improving their lives and those of their children, families and communities.

Our service is unique in Leeds for its special mix of accessibility and long-term support. It's free or low cost, delivered in venues women can reach easily and feel safe in, and personalised to their unique needs, even with some interpreter and child care support where necessary. It's also long term, with counselling or psychotherapy lasting up to two years with the majority delivered by fully qualified, accredited and experienced female staff. Both individual and group psychotherapy is offered, and some women complete a period of focused individual work before moving into group work to deepen their explorations of relationship with others. We offer 12-week psychoeducational courses too, designed to help women reflect upon their current difficulties and previous trauma, develop skills and strategies for managing their emotional wellbeing, and build their resilience to life's ups and downs.

Casework, or key working, is offered whenever there's a need for wider support in order to maximise the benefit to be gained from the psychotherapy we offer.

*"It has changed my point of view to many things. I am more secure in what I want and in what I want to do. Now I know where to ask for help when I need it"*

We offer an open access service for women and girls 16+ in the beneficiary group, both from our city centre premises and now venues across Leeds. It's funded by Leeds City Council Adult Social Care, the Henry Smith Charity, the Community Fund, Charles Hayward Foundation, The Brelms Trust CIO, Garfield Weston Foundation, and The Bromley Trust. Over the year, this open access service worked with 282 women including 98 in outreach. Through the outreach service, there continues to be a focus on reaching isolated south Asian women this year.

All women accessing this service are unable to access other services to meet their needs. They're not able to pay for counselling, they need a female therapist, and they're only able to feel safe enough to speak of their experiences – often years or decades of neglect, sexual or domestic abuse and/or violence – in a women's service. WCTS is a service that recognises their strengths, is compassionate about their challenges, and that supports them in their desire and efforts to make changes: together we celebrate them and their achievements, large and small.

*"Counselling is ultimately life-long beneficial to me. Thank you"*

*"If I hadn't been able to come I don't know where I'd be today"*

*"I have found the group supportive and it has helped me grow"*

*During the year a further 76 women accessed the specialised services:*

We've successfully helped women deal with the consequences of fractured families, domestic abuse, children with challenging behaviours, traumatic labours and births, bereavement, and overcoming the negative impacts of aspects of their own childhoods, including multigenerational poverty.

Our perinatal work continues to see very positive results, and we received a Maternal Mental Health Alliance award for Diversity and Inclusivity in August 2018.

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# WOMEN'S COUNSELLING AND THERAPY SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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To keep our service as current, relevant and inclusive as possible, we also started working with 16 and 17-year olds for the first time, establishing a 16–25-year-old specialism within the Service funded by BBC Children in need, The Pilgrim Trust and Jimbo's And expanded provision for women aged 50+, at risk of violence funded by Comic Relief.

*I would like to thank you for helping me find the strength to explore my past and make the changes I needed to. I feel that the support I received allowed me to discuss things openly without being judged and taught me the value of using my voice and being assertive. I have learnt so much over the past 6 months about myself and my self esteem has raised enormously- i now believe in myself! I am so grateful for this service and thankful for the great work delivered by [Therapist]. what an amazing service.*

### Wider work

Evaluation Reports of our work can be found [www.womenstherapyleeds.org.uk](http://www.womenstherapyleeds.org.uk)

We're very proud, and excited, to be hosting and coordinating the Visible project. Visible is pioneering city-wide initiative to improve services with, and for, adult survivors of child sexual abuse. Funding from Lloyds Bank Foundation for England and Wales is supporting this work to May 2019, and we're carrying out this work in close partnership with Leeds Involving People. You'll find more information at [www.visibleproject.org.uk](http://www.visibleproject.org.uk)

We play a big part in the strengthened and co-ordinated approach to mental health service provision for the women of Leeds through our involvement in key city-wide forums like Volition (the Leeds voluntary sector mental health forum), the NHS Perinatal Mental Health Pathway Group and the Leeds Domestic Violence Forum. We also acted as Third Sector Advocate on sexual violence to the West Yorkshire PCC Domestic Abuse and Sexual Violence Advisory Board. Our CEO gave her annual guest lecture to Leeds University BA Mental Health Nurses on mental health and trauma. During the year we were, as Women's Lives Leeds, a partner in the first Leeds State of Women's Health Report. <https://observatory.leeds.gov.uk/health-and-wellbeing/needs-assessments/>

Each year, as part of their learning, a number of women who've used our service take part in a discussion seminar with students of Leeds University MA in Psychotherapy.

### Financial review

It remains a very challenging operating environment for WTCS, the charity has responded accordingly by maintaining and further diversifying its funding base, operating with a diverse range of funding streams. In March 2019 we were awarded a three-year grant from the Ministry of Justice for work with victims/survivors of sexual abuse and violence. Careful financial management means we're increasingly able to respond flexibly in relation to emerging needs and opportunities – vital in such a complex and volatile operating environment. The Statement of Financial Activities shows net expenditure for the year of £2,162 (2018: net income of £30,059) with reserves totalling £135,338 at 31 March 2019 (2018: £137,500).

### Principal funding sources

Income for the period from 1 April 2018 to 31 March 2019 were £573,827 (2018: £594,255). The largest single funding stream is a contract with Leeds City Council Adults and Health of £143,340 of income (2018: £143,340). Other contributions are from NHS CCGs which total; £59,474 (2018: £115,340) and from charitable trusts and foundations; £328,418 (2018: £285,201). Donations amounted to £8,178 (2018: £7,772) and fees £3,300 (2018: £12,384).

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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### **Reserves policy**

The trustees continued to monitor progress against the reserves policy (i.e. that free reserves held by the charity should equate to at least 50% of future years unfunded commitments eg building lease and three months' running costs, based on the agreed budgeted expenditure for the subsequent financial year).

Budgeted expenditure for 2019/20 is £580,916 (2018/19: £567,334). The reserves target is £143,000 (2018: £142,000). The reserves are needed to meet the working needs of the charity in the event of a significant drop in funding, to maintain provision for redundancy and legal costs or other untoward events. At present the free reserves amount to £100,614 (2018: £94,202) which falls short of the target of £143k. The Board is continuing to look at ways to build the reserves and has also considered contingency plans in the event of a significant reduction in finances in the short term. For example, we reviewed our approach to longer term liabilities.

### **Plans for Future Periods**

In 2019-20 we'll be implementing our exciting new three-year strategy 'Looking backwards, facing forwards'. <https://www.womenstherapyleeds.org.uk/about-us/specific-goals/> We'll also expand our capacity for working with victims/survivors of sexual violence and abuse, including a focus on women aged 50+ who are vulnerably housed and at risk. We are aiming to reach over 500 women annually by 2024 maintaining outcomes and increasing accessibility to support.

We'll carry on developing services for those who are excluded from services too, and continue to work in the Women's Lives Leeds consortium, focussing on maximising the impact of citywide priorities, strategies and policies, as well as responding to new opportunities.

### **Structure, governance and management**

WCTS has operated continuously since 1982. Initially as an Industrial and Provident Society with charitable objectives and subsequently as a charitable company limited by guarantee, incorporated on 10 October 2011 and registered as a charity in January 2012. WCTS is governed by articles of association.

The Board is usually made up of between five and twelve trustees, and it recruits by open advertising, personal recommendation and direct approach, depending on the expertise or skills needed at the time of vacancies. One third of the trustees retire each Annual General Meeting, and retiring trustees are welcome to stand for re-election. Officers in post during the year were the Chair, deputy Chair, Treasurer, Secretary and Membership Secretary. During the year a trustee (a qualified accountant) took over the role of Treasurer.

Potential trustees attend an initial introductory meeting with the Membership Secretary and three Board meetings as a guest. New trustees receive a comprehensive induction pack, which includes Charity Commission guidance 'The Essential Trustee', and are invited to attend an induction session with the Chair and Chief Executive. This session covers areas such as legal responsibility; the Articles; services and finances. Board responsibilities are reviewed annually.

The Board meets seven times a year and receives regular reports from the Chief Executive, including reports on financial performance and other key performance indicators like clinical service / therapy outcomes. Where it's appropriate, Sub Committees are set up to review and/or oversee certain aspects of the organisation in more detail. These Sub Committees meet quarterly, or more frequently as appropriate; they report and make recommendations for decision to the Board. During the year the following committees were sitting:

- Business Sub Committee - quarterly
- Clinical Services Sub Committee - quarterly

A mentoring scheme is in place, where an experienced Board member works with a new Board member for up to a year. A system of formal annual Board appraisals is undertaken biannually.

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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A scheme of delegation (reviewed annually) is also in place and day-to-day responsibility for the provision of services rests with the Chief Executive along with the Clinical Lead. The Chief Executive is responsible for ensuring WCTS delivers the services specified and that key performance indicators are met. The Clinical Lead has responsibility for the day-to-day operation of clinical services reporting to the clinical subcommittee. The executive leadership team meets weekly, and comprises the Chief Executive, three Services Managers and the Operations Manager.

We continue to review our employee remuneration and reward packages in order to make sure we always attract and retain the best possible staff for our work.

*WCTS is guided by local, regional and national policy and strategy. For example, at a national level the Government's Next Steps on the NHS Five year forward view for mental health; at local level the city wide Leeds Health and Wellbeing Strategy. The organisation also keeps closely in touch with developing practice in the counselling and psychotherapy field. For example, the implementation of the British Association for Counselling and Psychotherapy's new Ethical Framework for the Counselling Professions [bacp.org.uk](http://bacp.org.uk). Key publications focusing on women's needs such as the new Leeds State of Women's Health Report 2019, or working with women's issues such as Women Centred Working, also inform the work.*

### **Risk Management**

The trustees have reviewed the major risks to the charity and the risk register is updated annually. Appropriate risk mitigation strategies are in place, and areas such as health & safety, safeguarding and finance are standing items on Board agendas. Included in its current policies, WCTS has a serious incident policy, a beneficiary confidentiality policy, and child and adult safeguarding policies.

The trustees consider the Chief Executive, the Services Managers (one of which is clinical lead) and the Operations Manager as comprising the key management personnel of the charity in charge of directing and controlling the charity, and running and operating the charity on a day-to-day basis.

The pay of the charity's key management staff is reviewed annually and may be increased in accordance with national indicators such as inflation or average earnings where financially possible and prudent. The remuneration is also benchmarked with charities of a similar size and activity to ensure that the remuneration set is fair and not out of line with that generally paid for similar roles.

### **Fundraising**

We strive to achieve the highest fundraising standards and we value our supportive funders.

We are staying up to date with developments in charity regulation, data protection and the Fundraising Preference Service (FPS) to make sure we are legally compliant and adhering to all guidelines. Our fundraisers follow the Institute of Fundraising's Code of Practice.

### **Small Company Rules**

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

Approved and signed on behalf of the board by:

**Ms A Scott**

Trustee

Dated: 15 July 2019

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# **WOMEN'S COUNSELLING AND THERAPY SERVICE**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2019**

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Company law requires the trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Charitable Company as at the end of the financial period and of the surplus or deficit of the Charitable Company for that period.

In preparing those financial statements the Board 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 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 Company and which enable them to ensure that the accounts 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.

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WOMEN'S COUNSELLING AND THERAPY SERVICE

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I report to the trustees on my examination of the financial statements of Women's Counselling and Therapy Service (the charity) for the year ended 31 March 2019.

### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act;  
or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

**Laura Masheder FCA DChA**

Garbutt & Elliott LLP  
Chartered Accountants  
33 Park Place  
Leeds  
LS1 2RY

25 July 2019

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Total 2018 £
<b><u>Income from:</u></b>					
Donations and legacies	3	8,178	328,418	336,596	292,973
Charitable activities	4	146,640	89,665	236,305	301,233
Investments	5	926	-	926	49
<b>Total income</b>		<b>155,744</b>	<b>418,083</b>	<b>573,827</b>	<b>594,255</b>
<b><u>Expenditure on:</u></b>					
Charitable activities	6	149,332	426,657	575,989	564,196
<b>Net income/(expenditure) for the year/ and net movement in funds</b>		<b>6,412</b>	<b>(8,574)</b>	<b>(2,162)</b>	<b>30,059</b>
Fund balances at 1 April 2018		94,202	43,298	137,500	107,441
<b>Fund balances at 31 March 2019</b>		<b>100,614</b>	<b>34,724</b>	<b>135,338</b>	<b>137,500</b>

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 15 - 27 form part of these financial statements.

A fully detailed Statement of Financial Activities for the year ended 31 March 2018 is shown at note 20.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## BALANCE SHEET AS AT 31 MARCH 2019

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	Notes	2019 £	£	2018 £	£
<b>Current assets</b>					
Debtors	12	43,616		2,677	
Cash at bank and in hand		266,109		278,455	
		<u>309,725</u>		<u>281,132</u>	
<b>Creditors: amounts falling due within one year</b>					
	13	(174,387)		(143,632)	
Net current assets			135,338		137,500
<b>Funds of the Charity</b>					
Restricted funds	15		34,724		43,298
Unrestricted funds			100,614		94,202
			<u>135,338</u>		<u>137,500</u>

For the financial year ended 31 March 2019 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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.

The notes on pages {nOtepagerange,0} form part of these financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006

The financial statements were approved by the Trustees on 15 July 2019

**Alyson Scott**  
Chair of Trustees  
Company Registration No. 07804583

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2019

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	Notes	2019 £	£	2018 £	£
<b>Cash flows from operating activities</b>					
Cash used by operations	19		(13,272)		(24,835)
<b>Investing activities</b>					
Interest received		926		49	
<b>Net cash generated from investing activities</b>			926		49
<b>Net decrease in cash and cash equivalents</b>			(12,346)		(24,786)
Cash and cash equivalents at beginning of year			278,455		303,241
<b>Cash and cash equivalents at end of year</b>			266,109		278,455

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# WOMEN'S COUNSELLING AND THERAPY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

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### 1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### Charity information

Women's Counselling and Therapy Service Limited is a Company Limited by Guarantee and is also a registered charity. The registered office is Portland House, 5 Portland Street, Leed, LS1 3DR

Each member of the company has undertaken to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS103)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

The financial statements have been prepared under the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

Women's Counselling and Therapy Service Limited meets the definition of a public benefit entity under FRS102.

Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### 1.2 Going concern

The trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. They have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the next 12 to 18 months, and have adequate contingency plans in the event that income streams are reduced. Consequently the accounts have therefore been prepared on the basis that the charity is a going concern.

#### 1.3 Charitable funds

Unrestricted funds represent funds which are expendable at the discretion of the Trustees in the furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment and include designated funds.

Restricted funds represent grants, donations and legacies received which are allocated by the donor for particular project or activity.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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### 1 Accounting policies (Continued)

#### 1.4 Income

Income represents all resources which become available to the charity but excludes gains on investments. Grants and donation are recognisable when the charity becomes entitled to receive the funds, when it is probable that the funds will be received and that they can be measured with sufficient accuracy.

Investment income is recognised on an accruals basis and comprises of interest receivable during the accounting period.

#### 1.5 Expenditure

Expenditure is recognised in the period in which it is incurred and includes attributable VAT which cannot be recovered.

Charitable expenditure comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them.

Support costs include those costs incurred in supporting the work of the charity.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	Over the remaining lease term
Fixtures and fittings	15% straight line
Computers	33.3% straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Individual fixed assets costing £1,000 or more are capitalised.

#### 1.7 Cash and cash equivalents

Cash at bank and cash in hand includes cash and short term highly liquid investments with a maturity within the 12 months after the balance sheet date.

#### 1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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### 1 Accounting policies

(Continued)

#### **Basic financial assets**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS102 to all of its financial instruments.

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid.

#### **Other financial assets**

Financial assets, other than those held at fair value through profit and loss, are assessed for indicators of impairment at each reporting end date.

#### **Impairment of financial assets**

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. Any impairment loss is recognised in the income and expenditure account.

#### **Derecognition of financial assets**

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

#### **Basic financial liabilities**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfers of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement value after allowing for any discounts which may be due.

#### **Other financial liabilities**

Amounts recognised as provisions are best estimates of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

#### **Derecognition of financial liabilities**

Financial Liabilities are only derecognised when, and only when, the charity's obligations are discharged, cancelled or they expire.

### 1.9 Taxation

Women's Counselling and Therapy Services is a registered charity and as such is a charity within the meaning of schedule 6 of the Finance Act 2010. Accordingly, the Charity is potentially entitled to tax exemption under part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992 in respect of income and gains arising.

### 1.10 Employee benefits

The costs of short term employee benefits are recognised as a liability and an expense where settlement of obligations does not fall within the same period.

### 1.11 Retirement benefits

The charity has made arrangements for a defined contribution scheme for the members of staff. The assets of the scheme are held separately from those of the charity. Pension costs charged in the Statement of Financial Activities represent contributions payable by the charity in the year.

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities.

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2019 £	2019 £	2019 £	2018 £
Donations and gifts	8,178	-	8,178	7,772
Grants	-	328,418	328,418	285,201
	<u>8,178</u>	<u>328,418</u>	<u>336,596</u>	<u>292,973</u>
			<b>2019</b>	<b>2018</b>
			<b>£</b>	<b>£</b>
<b>Grants receivable for core activities</b>				
The Brelm's Trust CIO			3,000	2,250
Charles Hayward			15,000	15,000
Tudor Trust			11,875	28,750
Leeds Fund Strategic Mental Health Grant			10,522	24,688
Henry Smith Charity			40,000	40,000
Lloyds Bank Foundation for England and Wales			78,500	67,159
Jimbo's Fund			7,500	10,000
Community Fund			98,328	97,354
Pilgrim Trust			14,228	-
Awards for All			10,000	-
BBC Children in Need			34,465	-
Garfield Weston			5,000	-
			<u>328,418</u>	<u>285,201</u>

The Charity benefits greatly from the involvement and enthusiastic support of a number of volunteers, details of which are given in our annual report. In accordance with FRS102 the economic contribution of volunteers is not recognised in the financial statements.

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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### 4 Charitable activities

	2019 £	2018 £
Performance related grants	233,005	288,849
Other income	3,300	12,384
	<u>236,305</u>	<u>301,233</u>
<b>Performance related grants</b>		
Leeds City Council Adults and Health	143,340	143,340
NHS Leeds CCG	59,474	115,340
Women's Lives Leeds	30,191	30,169
	<u>233,005</u>	<u>288,849</u>

### 5 Investments

	2019 £	2018 £
Interest receivable	926	49
	<u>926</u>	<u>49</u>

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 6 Charitable activities

	2019 £	2018 £
Staff costs	367,736	383,988
Recruitment, DBS checks	1,415	1,471
Therapy, supervision, freelance workers	30,998	34,739
Partner costs	12,749	9,027
Staff and volunteer training	5,595	4,105
Premises costs	36,349	20,122
Direct client costs	18,296	23,854
Postage and stationery	2,735	3,009
Consultancy fees	11,050	10,816
Service user involvement	268	444
Volunteer expenses	1,132	1,375
	<u>488,323</u>	<u>492,950</u>
Share of support costs (see note 7)	87,666	71,246
	<u>575,989</u>	<u>564,196</u>
<b>Analysis by fund</b>		
Unrestricted funds	149,332	158,057
Restricted funds	426,657	406,139
	<u>575,989</u>	<u>564,196</u>

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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7 Support costs	2019 £	2018 £
Staff costs	30,985	29,427
Premises costs	12,116	7,825
Insurance	1,535	1,461
Administrative costs	18,145	12,726
Travel and subsistence	4,319	5,882
Books and subscriptions	409	513
Accountancy fees	2,004	1,908
Other professional fees	12,228	3,146
Annual report and meetings	933	4,344
Office equipment	4,992	4,014
	<hr/>	<hr/>
	87,666	71,246
	<hr/> <hr/>	<hr/> <hr/>

Accountancy fees include fees paid to the independent examiner of £985 (2018:£936) and accountancy fees of £685 (2018: £654).

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 8 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2019 Number	2018 Number
Charity Managers	1	1
Therapy Managers and staff	16	16
Charity and Therapy administration	3	4
	20	21
	20	21

#### Employment costs

	2019 £	2018 £
Wages and salaries	362,273	375,487
Social security costs	24,684	26,727
Other pension costs	11,764	11,201
	398,721	413,415
	398,721	413,415

The charity participates in a defined contribution pension arrangement for the benefit of its employees. No contributions were unpaid at 31 March 2019 (2018: £nil).

The key management personnel of Women's Counselling and Therapy Service Limited are the trustees, Tessa Denham; Chief Executive, Mandy Alderson; Clinical Lead/Services Manager, Angela Higgins; Operations Manager, Fiona Lothian; Services Manager, and Katie Whitehouse; Services Manager. The total employee benefits of the key management personnel of the charity were £164,517 (2018: £152,316).

There were no employees whose annual remuneration was £60,000 or more. (2018 - No employees)

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

No trustees claimed expenses during the year. (2018: Two trustees claimed a total of £62 for travel expenses).

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 10 Tangible fixed assets

	Leasehold improvements	Fixtures and fittings	Computers	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2018	24,552	7,972	11,381	43,905
Disposals	(24,552)	-	-	(24,552)
At 31 March 2019	-	7,972	11,381	19,353
<b>Depreciation and</b>				
At 1 April 2018	24,552	7,972	11,381	43,905
Eliminated in respect of disposals	(24,552)	-	-	(24,552)
At 31 March 2019	-	7,972	11,381	19,353
<b>Net book value</b>				
At 31 March 2019	-	-	-	-
At 31 March 2018	-	-	-	-

### 11 Financial instruments

	2019 £	2018 £
<b>Carrying amount of financial assets</b>		
Financial assets measured at amortised cost	308,024	279,791
<b>Carrying amount of financial liabilities</b>		
Financial liabilities measured at amortised cost	167,869	138,548

### 12 Debtors

	2019 £	2018 £
<b>Amounts falling due within one year:</b>		
Other debtors	34,693	1,336
Prepayments and accrued income	8,923	1,341
	43,616	2,677

### 13 Creditors: amounts falling due within one year

	Notes	2019 £	2018 £
Other taxation and social security		6,521	5,084
Deferred income	14	147,250	119,780
Accruals and deferred income		20,616	18,768
		174,387	143,632

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 14 Deferred income

	2019 £	2018 £
Balance brought forward	119,780	189,688
Released to income	(119,780)	(189,688)
Deferred at year end	147,250	119,780
	<u>147,250</u>	<u>119,780</u>

### 15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

Current year	Movement in funds			Balance at 31 March 2019 £
	Balance at 1 April 2018 £	Income	Expenditure £	
Lloyds Bank Foundation for England and Wales - Invest and Transform Programmes	3,460	78,500	(78,227)	3,733
BBC Children in Need	-	34,465	(29,028)	5,437
NHS Leeds CCGs	10,395	59,474	(69,869)	-
Henry Smith Charity	20,000	40,000	(45,000)	15,000
Community Fund	301	98,328	(88,884)	9,745
Other Restricted Funds	9,142	107,316	(115,649)	809
	<u>43,298</u>	<u>418,083</u>	<u>(426,657)</u>	<u>34,724</u>

#### Purposes of restricted funds:

Lloyds Bank Foundation - contributions towards salary and on costs of the Counselling and Therapy Services Manager, the Chief Executive, and a contribution towards core costs.

NHS Leeds CCG – to fund a project supporting improvements in Leeds mental health services with adult survivors of child sexual abuse and to fund a specialised service for women in the perinatal period.

BBC Children in Need - to support a project working with 16 and 17 year olds.

Charles Hayward Foundation - contribution towards the running costs of providing therapy for the beneficiaries.

Community Fund - to provide outreach support to isolated and vulnerable women of Leeds living in areas of deprivation including a focus on provision for south Asian women.

Other restricted funds - contributions from various funders towards the general therapy service or towards specific projects supporting vulnerable women.

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 15 Restricted funds

(Continued)

Prior year	Movement in funds			Balance at 31 March 2018 £
	Balance at 1 April 2017 £	Income £	Expenditure £	
Lloyds Bank Foundation for England and Wales - Invest Programme	-	25,000	(25,000)	-
Lloyds Bank Foundation for England and Wales - Transform - Domestic and Sexual Abuse Programme	-	42,159	(38,699)	3,460
The Breilm's Trust CIO	-	2,250	(2,250)	-
Charles Hayward Foundation	-	15,000	(15,000)	-
NHS CCG - CSA Network Project	4,551	21,750	(17,203)	9,098
NHS CCG - Repeat Removals	1,541	-	(1,541)	-
NHS CCG - WomenSpace	6,023	34,117	(40,140)	-
NHS CCG - Leeds Health Fund Perinatal Service	163	59,473	(58,339)	1,297
Henry Smith Charity	-	40,000	(20,000)	20,000
Leeds Fund Strategic Mental Health Grant	4,888	24,688	(22,372)	7,204
Big Lottery Fund	868	97,354	(97,921)	301
Jimbo's Fund	-	10,000	(10,000)	-
Women's Lives Leeds	484	30,169	(28,775)	1,878
Tudor Trust	209	28,750	(28,899)	60
	<u>18,727</u>	<u>430,710</u>	<u>(406,139)</u>	<u>43,298</u>

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 16 Analysis of net assets between funds

	Net current assets 2019 £	Tangible fixed assets 2019 £	Total 2019 £
Restricted Funds	34,724	-	34,724
Unrestricted Funds	100,614	-	100,614
	<u>135,338</u>	<u>-</u>	<u>135,338</u>

  

	Net current assets 2018 £	Tangible fixed assets 2018 £	Total 2018 £
Restricted Funds	43,298	-	43,298
Unrestricted Funds	94,202	-	94,202
	<u>137,500</u>	<u>-</u>	<u>137,500</u>

### 17 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2019 £	2018 £
Within one year	27,081	1,109
Between two and five years	26,250	831
In over five years	20,781	-
	<u>74,112</u>	<u>1,940</u>

### 18 Related party transactions

There were no disclosable related party transactions during the year (2018 - none).

# WOMEN'S COUNSELLING AND THERAPY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

<b>19 Cash generated from operations</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
(Deficit)/surplus for the year	(2,162)	30,059
<b>Adjustments for:</b>		
Investment income recognised in statement of financial activities	(926)	(49)
<b>Movements in working capital:</b>		
(Increase) in debtors	(40,939)	(1,319)
Increase/(decrease) in creditors	30,755	(53,526)
<b>Cash used by operations</b>	<b>(13,272)</b>	<b>(24,835)</b>

### 20 Comparative Statement of Financial Activities

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total 2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Income from:</u></b>			
Donations and legacies	7,772	285,201	292,973
Charitable activities	155,724	145,509	301,233
Investments	49	-	49
<b>Total income</b>	<b>163,545</b>	<b>430,710</b>	<b>594,255</b>
<b><u>Expenditure on:</u></b>			
Charitable activities	158,057	406,139	564,196
<b>Net movement in funds</b>	<b>5,488</b>	<b>24,571</b>	<b>30,059</b>
Fund balances at 1 April 2017	88,714	18,727	107,441
<b>Fund balances at 31 March 2018</b>	<b>94,202</b>	<b>43,298</b>	<b>137,500</b>