

Charity Registration No. 1145377

Company Registration No. 07804583 (England and Wales)

Women's Counselling And Therapy Service Limited

Annual Report And Financial Statements

For The Year Ended 31 March 2021

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Carol Burns Sarah Dempsey Georgina Houston Liane Langdon Barbara Lawton Dr Celly Rowe FRCPsych FRCP Christine Simms Shahina Swain Ann Walker Andrea Bucknor	(Appointed 21 September 2020)
Secretary	Tessa Denham	
Principal staff	Tessa Denham Liz Ballinger (to January 2021) Nicola Vantoch-Wood (from January 2021) Angela Higgins Emma Marsh Helen Wilson Kathy Engler Mags Shevlin	Chief Executive Clinical Lead Clinical Lead/Services Manager Operations Manager Services Manager Services Manager Services Manager Services Manager
Charity number	1145377	
Company number	07804583	
Registered office	Portland House 5 Portland Street Leeds LS1 3DR	
Independent Examiner	Laura Masheder FCA DChA Garbutt & Elliott LLP Chartered Accountants 33 Park Place Leeds LS1 2RY	
Bankers	National Westminster Bank plc Westgate Branch 31 Westgate Leeds LS1 2RF	

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

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WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

The Legal and Administrative Information page forms part of this report.

WCTS has operated continuously since 1982, initially as an Industrial and Provident Society with charitable objectives, and then as a charitable company limited by guarantee from 2011. WCTS is governed by articles of association.

The Board usually comprises between eight and twelve trustees, recruiting by open advertising, personal recommendation and direct approach, depending on the required expertise or skills. One third of trustees retire each Annual General Meeting, and are welcome to stand for re-election. Officers in post during the year were the Chair, deputy Chair and Treasurer. The CEO acts as the Company Secretary and Membership Secretary.

Potential trustees attend an initial introductory meeting with the Chair 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 like legal responsibility; the Articles; services; and finances. Board responsibilities are reviewed annually. An experienced Board member mentors and works with each new Board member for up to a year, while a system of formal annual Board appraisals is undertaken biannually.

The Board meets eleven times a year and receives regular reports from the Chief Executive, covering financial performance and other key performance indicators like clinical service / therapy outcomes.

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, supported by 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 framework of clinical services. The executive management team meets weekly, and comprises the Chief Executive, Clinical Lead, Services Managers and the Operations Manager.

We continually review our employee remuneration and reward packages 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, and informed by input and feedback from service users. For example Leeds Mental Health Strategy 2020-2025 and Closing the Revolving Door the final report from the 7 year Lottery funded WiFi project focusing on young people experiencing multiple disadvantage. WiFi findings show that women with multiple needs need a range of support services with a focus on safety (eg suitable and secure housing) and positive outcome. They found that emotional wellbeing and mental health services are essential in women engaging in services.

This year, research from *Agenda* revealed a "deeply concerning increase in poverty and destitution and a growing future crisis in women and girls' mental health". The experiences of 150 community organisations highlighted mental health problems worsening, an increasing complexity of need (including those related to multiple traumas), and the deep and demonstrable connection between financial problems and mental health.

Alarmingly, 85% of surveyed organisations think the pandemic will cause long-term mental health problems for women and girls, creating further strain for already overstretched statutory mental health services. With the risk of a 'lost generation', WCTS fully supports *Agenda's* call for a social recovery strategy to prevent further long-term damage to the most vulnerable women and girls.

A Leeds survey in 2020 *Voices in Lockdown* from Women's Lives Leeds Alliance gave us worrying but invaluable insights into the disproportionate impact of the pandemic on women and girls, particularly BAME women. Negative impacts included women in keyworker roles with inadequate protection, school closures affecting job security, severe financial instability, the emotional burden of 'holding it all together' (including little or no support for caring responsibilities), and the increased risk of domestic violence. Women were deeply concerned about a backwards movement in terms of gender inequality. It was also clear that those women hardest hit by austerity are most likely to be affected by the pandemic. The UK now has around 5 million children living in poverty, of which 46 per cent are BAME children.

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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. During the year a Covid Risk Assessment was developed and updated monthly long with an Issues Log – these were presented to the Board bi monthly.

The trustees consider the Chief Executive, the Clinical Lead, the Services Managers and the Operations Manager as key management personnel, 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 like inflation or average earnings where financially possible and prudent. Remuneration is also benchmarked with charities of a similar size and activity to ensure that it's fair and in line with that generally paid for similar roles.

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 working with women and girls experiencing multiple disadvantage.

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

Helping women achieve these goals takes time, and we do it by providing access to trauma specialised long-term psychotherapeutic services that are woman centred and increasingly intersectional specific: that is, services that take account of both gender and wider power structures in society, and the potential impact of severe and/or long-term adversity on development, capacity to form and sustain healthy relationships and resilience. Crucially, we provide a service that tolerates disrupted engagement, which is essential where issues of trust are critical, and where women are carers. 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 appropriate specialised services aren't available, we aim to develop and pilot them. These include outreach services to reach particularly marginalised and isolated women, and extending our age range to include 16 and 17 year olds (supported by funding from BBC Children in Need and the Pilgrim Trust). Supported by Comic Relief we continued to reach women aged 50+ at risk of violence and a core grant from the Ministry of Justice helped us increase capacity to work with survivors/victims of sexual harassment, abuse and violence.

This year showed us just how important the Service is. With the stark disproportionate impact of the pandemic on women and girls (including increase in gender based violence) and particularly those from diverse communities services which recognise these intersectional impacts and offer specialised holistic support are essential. This year has exacerbated already serious health inequalities.

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Not surprisingly, in the face of growing demand and rising operational costs, and despite the commitment and generosity of partners, 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 continues to rise, even more rapidly this year and the waiting list for our open access service was closed for more than three quarters of the year. A Leeds statutory service offering support to those with Moderate needs is currently holding a waiting list of over 2500 people. The harsh reality is that within our current budgets we can only help a few of the many women who need and seek support.

As part of our efforts to deliver the best possible service, 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, and published, in the strategic plan 'Looking backwards, facing forward'.

This year we continued to host the Visible project (www.visibleproject.org.uk) which accelerates citywide system changes in organisational services' responses to those with histories of sexual abuse / violence in childhood. A further two years funding (2021-23) was secured during the year for core elements of this work from the Leeds NHS CCG.

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

What a year! Shock, stress and pressure, bereavement, unfolding understanding, acceptance. Crisis management, business continuity, adaptation, learning, and reset towards recovery and emergence of improved offers / Service. Without doubt the impact of Covid on women and girls lives is profound. *Voices in Lockdown 2020* told us what women and girls were dealing with and informed our responses.

2020/21 was the most challenging year in the charity's 39-year history. Ultimately it was a successful year for the charity, where services were adapted and compassionate support for women maintained / improved – with the support of all our partners - in the face of 'threat' and resultant trauma responses.

The Service proved resilient, building on the hard work and unswerving focus of previous years. Staff adapted to lockdowns, home schooling, IT issues, physical health needs etc to deliver a high quality remote service. They increased their flexibility to meet needs of service users facing similar issues to ensure access and sustainable engagement. Staff provided a steady presence for women and girls as services became more inaccessible and fractured – continuing to support women to build or re build health attachment and relationship. The number of women accessing our Service decreased but the length of support they received increased and excellent mental health outcomes were maintained.

This year we engaged more fully with what it means to be an anti-racist / discriminator organisation. We hope the tragic deaths of George Floyd and Breonna Taylor – as well as many others before and since – marks a turning point in the global north's relationship with racism, racial trauma and injustice. At WCTS, we took taking steps to face the challenge of reflecting upon our individual and organisational parts in oppression.

Over the past year we held monthly staff discussions, implementing focused training on unconscious bias, privilege, diversity and intersectionality. Staff now have the opportunity to come together in a Race and Diversity peer support group, and we've commissioned an organisation, *Words of Colour*, to facilitate an audit of our practice and a re-visioning exercise as we go into our 40th year of service next year.

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This progress has helped us look at how our work can better support women dealing with racism and its impacts, and all forms of discrimination. It is enabling us to work better as a team and also together with our partners in addressing racist behaviour.

Importantly, the work is encouraging us to be more explicit about centring the service within a social justice perspective by directly acknowledging factors like poverty, discrimination and exclusion: factors our clients often face, and which we can link to their wellbeing and the mental health problems they are experiencing.

The numbers of women we worked with decreased by a quarter to 319 (458 2019 -20 and 388 2018-19). Of these, 90% presented with clinical mental health problems: three quarters in the Moderate, Moderately Severe and Severe groupings. Over two thirds of women and girls present with histories of trauma and abuse (more disclose during counselling). 94% of problems / concerns have lasted over 12 months, a quarter continuously, and 80% are Moderate, Moderately Severe, Severe. These levels of psychological distress are profoundly debilitating affecting all areas of life. We aim to work with each woman's unique experience and need.

Conversely, this year women engaged in counselling for an average of 20 sessions over 8 months (up from 16 sessions in 6 months). We've continued to have excellent success in terms of outcomes too, with two thirds who attend for one to one support showing clinical and/or reliable improvement i.e. recovery.

Changes in psychological Domains are:

- Functioning: 21 (Moderately Severe) /40 reducing to 13 (Mild)
- Problems: 25 (Severe) reducing to 15 (borderline Mild-Moderate)
- Wellbeing issues: 25 (Severe) reducing to 16 (Moderate)
- Risk: 7 (clinical population) reducing to 1 (non-clinical population)

84% of women say they counselling has helped with understanding themselves better and, crucially, 97% with looking after themselves better. 84% say they can tackle difficult situations better. Their relationships have improved (83%) too, including becoming more effective parents: a very positive knock-on effect that in turn reduces the chance of their children needing help. 100% of respondents said they felt able to work with their counsellor.

We provided all services remotely and face to face during this period, the open access service, specialist access services for vulnerable mothers, including pregnant women, new mothers, 16-17 year olds, women who've had successive removals of children into care, older women at risk of violence, and survivor/victims of sexual harassment, abuse and violence. Unfortunately, lockdowns and social distancing restrictions severely limited our face to face highly specialised psychotherapy provision that reaches the most isolated women, working closely with *Hamara*, *Bangladeshi Centre* and *Asha*. However from summer 2020 we returned to offering therapy from key venues in 'deprived' Leeds, as well as our city centre premises.

The unique new Visible initiative continues to work citywide, accelerating improvements to health and wellbeing outcomes for adult survivors of child sexual abuse.

We continued to work as a founding partner to the £2m Big Lottery funded *Women's Lives Leeds* project supporting women and girls with complex needs, providing invaluable opportunities for their voices to influence and inform the city's priorities, strategies and policies.

The women we help: profile and demographics

Before therapy, the average clinical score of the women we help is stable at 19 (2020: 21; 2019: 22), meaning borderline Moderate - Moderately Severe mental health problems. 50% of women have needs normally addressed in secondary 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 severity is Severe at 20%, then Moderately Severe at 28% and Moderate at 27%, followed by Mild 18%, Low 7%, Healthy 2%.

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The women we help have an average of five problems/concerns at assessment, most commonly: anxiety / stress (93%), depression (77%), self-esteem (63%), interpersonal problems (61%), and trauma/abuse (61%). Of these five problems over 94% of each is in the Moderately Severe. With over 90% lasting for at least 12 months, and over 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.

35% of beneficiaries are at risk of suicide and 37% are at risk of self-harm; 5% are at risk of harming others.

Monitoring of beneficiaries accessing the service show excellent reach into target beneficiary populations:

- 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: a significant proportion are on incapacity or sickness benefits.
- 25% 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 (26% 2019-20; 28% 2018-19); a further 31% (33% 2019-20; 26% 2018-19) come from LS8, LS11 and LS12, ranked within the lowest 10% of wards and also having the highest rates of suicide within the city. Overall, almost two thirds of beneficiaries live in Leeds' most deprived areas.
- 87% of women and girls living in the most affluent areas of Leeds are White; compared to 64% in the most deprived.
- 32% of beneficiaries are from BME communities (35% 2019-20; 29% 2018-19) (Leeds BME population 18.9% Census 2011).
- Approximately 27% of women living the most (20%) deprived areas of Leeds are of Asian heritage compared with 13% in Leeds overall; 23% are Black compared with 7% overall.
- 27% of beneficiaries who define their status consider themselves to have a disability (31% 2019-20; 25% 2018-19).
- 20% of those who disclose their sexuality define as lesbian, gay, bisexual or transgender.
- The age range of women accessing the service is stable after a significant change in 2017, with 27% aged between 16-25 (25% 2019-20; 23% 2018-19) and 28% over 45 years old (31% 2019-20; 28% 2018-19). The number of older women accessing the service continues to slightly increase. We are (proportionally) reaching more Leeds young women living in the most deprived areas than older women. This reflects the national and local 'left shift' – aim to engage with mental health problems at an earlier point.
- As in previous years 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.
- Of those who name a religious affiliation 47% are Muslim and 40% Christian.

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.

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While the average **CORE score** on entering our service was 19 (borderline Moderate / Moderately Severe), the average **CORE score** of women ending counselling during the year 2019/20 is 12 (Mild). This is an average improvement across two severity levels, clearly showing the full extent of our work's positive impact.

Independent Evaluation shows 64% of women and girls demonstrate clinical and/or reliable improvement i.e. recovery. Increasing to 70% for those accessing at least 6 sessions. Improvement increased with number of sessions attended. This compares to 55% for similar services nationally, which means that we're typically achieving measurably excellent results for the women we work with. This improvement is comparable to last year however, this does represent a reduction in 'recovery' outcomes (from 75+% in previous years when we used the CORE34 measure – we started using a shorter CORE10 measure to reduce the admin burden on beneficiaries however the measure is less sensitive).

Changes in psychological Domains are:

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- Risk: 7 (clinical population) reducing to 1 (non-clinical population)

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.

Women attend for an average of 20 sessions over eight months; contact with the service is just over ten months.

Analysis of Beneficiary **feedback** forms in March 2021 shows that 100% agreed or strongly agreed with the statements 'I felt able to work with my counsellor' and 'I felt understood by my counsellor'. Within 'Helpfulness of counselling' 84% of beneficiaries agreed or strongly agreed with the statement 'I feel I understand myself better'. Within the context of a global pandemic 84% that they tackle difficult situations better; 75% reported they were looking after themselves better, 75% that they had made changes in how they dealt with their problems, and 83% said their relationships have improved, for some including becoming more effective parents.

Feedback around convenience and accessibility remained strong: 100% of beneficiaries found the venue convenient and the counselling was accessible; 93% felt that they were offered an appointment within a reasonable length of time; 94% that they were offered appointments at convenient times; and 92% found the written information helpful.

Some of the feedback from beneficiaries in 2020/2021:

Thank you so much for all your help! Really, seriously life changing. I've been offered such a brilliant service. Such a honour I'm so lucky!

(Helpful) knowing that I would receive the telephone call at a specific time on a specific day

I have really enjoyed my time using the service. It has helped me come out of a dark place.

I feel very privileged to have been able to access your service during the pandemic I feel I know have more skills to use during difficult situations and I am able to understand others better in relation to different situations and how I can react.

I found my therapy sessions extremely beneficial and helped me to feel better. My sessions helped me to understand patterns in my life and how I respond to difficult situations. I felt listened to and my therapist was non-judgmental she really helped to break down the issues and each week we set targets. This service is extremely needed and I have recommended it to friends.

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*If anything, current circumstances are more difficult than when I started and there have been negative changes, mostly due to Covid-19. **The counselling provided by WCTS have been an invaluable resource to me over the course of one year.** I have learnt a lot about myself and how to cope better and have greatly improved my mental health. While many of the problems are still there, I feel that I can cope better and understand how to help myself more after therapy and I'm extremely grateful for the opportunity to have such effective therapy, I could not otherwise afford.*

I'm so grateful for this service, for having the time to slowly build trust and be able to access my own feelings. I could not have done this in short term counselling. And I'll be forever grateful to my counsellor, who was brilliant - kind, insightful, challenging + patient!

We were unable to hold the annual ex-beneficiary event. Previous year's events continued to emphasise the value of the service to women and the importance of women-only space. Women continue to feel strongly that they were coming because it is women's counselling – The name is what drew me in. They talked about being a client and the welcome they received. It was nice to see the same Receptionist each time. I had a brilliant experience and always found the Reception staff very friendly and professional.

Quotes from the 2019 event show how much the service continues to mean to women, after they've left:

The service was invaluable and I recommend it to anyone who needs it.

It pretty much saved my life. It was the first time I've probably ever trusted anybody.

It's been life changing for all of us at the most difficult points in our lives.

It was invaluable. I can't tell you how much.

Having two years changed my mind-set of opening up and letting anyone in for the first time ever.

I lived week for week for my counselling session.

If I won the lottery, I would fund this place.

Two ex-service users serve on the Board of Trustees offering a unique perspective from their experiences.

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 women and girls usually can't access in any other area of their lives.

A listening ear

Not judgemental or prescriptive - support for whatever I was going through

I felt I had complete understanding and empathy

This year we additionally focused on phone and digital inclusion – with support of partners Ministry of justice and Comic Relief we were able to source phones and tablets to enable women to access support remotely.

I didn't like the thought of telephone counselling at all, but I'm surprised at how well it's worked. It was difficult at first at home, to find the time and space, but me and the counsellor made it work, and that felt good.

I'd always prefer face-to-face, but being able to have counselling on the telephone meant that I didn't have to worry about taxis or fares or child care.

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.

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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 between client and therapist can foster exploration, learning and change.

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 with.

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 and 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, 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 to maximise the benefit to be gained from the psychotherapy we offer.

We offer an open access service for women in the beneficiary group, both from our city centre premises and venues across Leeds. During the year this was also offered remotely. It's funded by Leeds City Council Adult Social Care, the Pilgrim Trust, Garfield Weston Foundation and the Big Lottery Fund. The core grant from Ministry of Justice supports the charity and enables us to continue offering much needed support to those dealing with the impacts of sexual harassment, abuse and violence.

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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.

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 Inclusion in August 2018. We also continued working with 16 and 17-year olds for the first time, within the 16–25-year-old specialism provided by the Service. We offered these young women shorter contracts of six to twelve sessions.

16 and 17 year olds told us:

It was positive because I didn't feel rushed to talk, I was able to take my time as talking is difficult for me.

It's changed me as a person for the better. I look at a situation more carefully now before jumping in. I'm also more aware of the possible triggers that could set off my mental health issues.

I've been able to talk to people with more confidence and I haven't had any breakdowns since starting.

I've been able to talk to my Mum a lot more and I don't get upset as easily I find things easier to cope a bit better.

Therapy has helped with my confidence and how I deal with stress and anxiety. I've learnt how to cope with my voices to make them quieter and easier to deal with.

Now much more comfortable talking about myself/my feelings without fear of judgement.

I was able to do a lot of things I never dreamed of doing a year ago. Being social, going out.

Wider work

Evaluation Reports of our work can be found at www.womenstherapyleeds.org.uk

We are delighted to continue hosting the Visible project: this follows on from the October 2015 city-wide conference *Childhood Sexual Abuse – the challenge to mental health services*. Leeds North CCG committed to further funding for 2021 - 23. Visible is a pioneering city-wide initiative to improve services with, and for, adult survivors of child sexual abuse. Visible carries out this work in close partnership with Leeds Involving People, and there's more information at 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 Group and the Leeds Strategic Mental Health Partnership. Our CEO acts as Third Sector Advocate on sexual violence to the West Yorkshire PCC Domestic Abuse and Sexual Violence Advisory Board.

Financial review

WTCS has responded to this extremely challenging operating environment by maintaining and further diversifying its funding base, operating with a diverse range of funding streams. In November 2019 we were awarded a five-year contract for £240,000 annually, within the NHS Leeds Wellbeing Service for specialised psychological therapies for women within the perinatal period. 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 a net deficit for the year of £5,017 with reserves totalling £203,448 at 31 March 2021 (2020: £208,465).

Principal funding sources

Income for the year to 31 March 2021 was £799,347 (2020: £745,201). The largest single funding stream is a contract with Leeds Community Healthcare of £143,235 of income (2020: £143,340). Other contributions are from NHS CCGs which total £210,382 (2020: £153,863) and from charitable trusts and foundations £415,434 (2020: £396,880). Donations amounted to £275 (2020: £5,659) and fees £10,872 (2020: £1,230).

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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. Reserves have been steadily built towards meeting this policy over recent years. Budgeted expenditure for 2021/22 is £817,582 (2020/21: £880,636). The reserves target is £210,000 (2020: £244,000). 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, after accounting for the designated funds amount to £32,153 (2020: £9,066) which falls short of the target of £210,000. 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.

Plans for Future Periods

As we finalise these accounts we are focusing on both offering a safe secure Service in relation to the Covid-19 pandemic, for example continuing to increase face-to-face support, and on the 'What have we learnt? What are women and girls telling us? How have needs changed? What does it mean that remote services are helpful in the face of limited or non-existent childcare services?'

Lloyds Bank Foundation speaks of how charities are 'Reacting, Recovering and Renewing' from the crisis of the pandemic. This helpful reflects WCTS' approach. In the long term we'll keep remote services as part of our offer, recognising the increased accessibility that it brings for some. However, evidence is extremely limited particularly with our beneficiary population and we need to better understand the interdependencies between needs, risk, face-to-face or remote and outcomes.

We will continue to work on anti-racist / discriminatory practice with the aim that **all** women in Leeds feel WCTS is for them as much as anyone. And has equal access to the same high quality service specifically appropriate to them and their needs. We will continue to deepen our understanding of our reach using Leeds Public Health data and work to address mental health inequalities. We will work to reach more Black women.

In 2021, we will publish a 10-year plan as part of celebrating 40 years of service. We'll continue to consolidate our growth and aim to maximise any opportunities to meet the anticipated increase in demand. In this we will re-examine user involvement and coproduction in the context of a service intention of psychological change and the optimum conditions for this.

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

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:

.....

Liane Langdon

Dated:

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2021

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 LIMITED

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

I report to the trustees on my examination of the financial statements of Women's Counselling and Therapy Service Limited (the charity) for the year ended 31 March 2021.

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 Mashedor FCA DChA

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

Dated:

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
<u>Income from:</u>					
Grants, donations and legacies	3	7,297	415,434	422,731	402,539
Charitable activities	4	363,821	12,299	376,120	341,496
Other trading activities	5	380	-	380	-
Investments	6	116	-	116	1,166
Total income		371,614	427,733	799,347	745,201
<u>Expenditure on:</u>					
Charitable activities	7	330,491	473,873	804,364	672,074
Net income/(expenditure) before transfers		41,123	(46,140)	(5,017)	73,127
Gross transfers between funds		26,638	(26,638)	-	-
Net income/(expenditure) and net movement in funds		67,761	(72,778)	(5,017)	73,127
Fund balances at 1 April 2020		126,365	82,100	208,465	135,338
Fund balances at 31 March 2021		194,126	9,322	203,448	208,465

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 16 - 29 form part of these financial statements.

A fully detailed Statement of Financial Activities for the year ended 31 March 2020 is shown at note 21.

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 LIMITED

BALANCE SHEET AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Current assets					
Debtors	12	12,472		1,328	
Cash at bank and in hand		517,590		350,377	
		<u>530,062</u>		<u>351,705</u>	
Creditors: amounts falling due within one year	13	(326,614)		(143,240)	
Net current assets			203,448		208,465
			<u>203,448</u>		<u>208,465</u>
Funds of the Charity					
Restricted funds	17		9,322		82,100
<u>Unrestricted funds</u>					
Designated funds	18	161,973		117,299	
General unrestricted funds		32,153		9,066	
		<u>194,126</u>		<u>126,365</u>	
			203,448		208,465
			<u>203,448</u>		<u>208,465</u>

For the financial year ended 31 March 2021 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 18-31 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

Liane Langdon
Chair of Trustees
Company Registration No. 07804583

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash generated from operations	20		167,097		83,102
Investing activities					
Interest received		116		1,166	
Net cash generated from investing activities			116		1,166
Net increase in cash and cash equivalents			167,213		84,268
Cash and cash equivalents at beginning of year			350,377		266,109
Cash and cash equivalents at end of year			517,590		350,377

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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, Leeds, 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 2019) – (Charities SORP (FRS102)), 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. Whilst the global economy has been significantly impacted by the COVID-19 virus, the charity still has reserves sufficient to meet its immediate requirements. 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.

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies (Continued)

1.4 Income

Income represents all resources which become available to the charity but excludes gains on investments. Grants and donations 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:

Fixtures and fittings	15% straight line
Computers	33% 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 LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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 LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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.

The Trustees are of the opinion that 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 Grants, donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Donations and gifts	275	-	275	5,659
Grants	7,022	415,434	422,456	396,880
	<u>7,297</u>	<u>415,434</u>	<u>422,731</u>	<u>402,539</u>

In the previous year restricted grants were £387,473 and restricted donations were £nil. Unrestricted grants in the current year include £7,022 of furlough government grant income (2020 - £nil).

	2021	2020
	£	£
Grants receivable for core activities		
The Brelm's Trust CIO	-	3,000
Bromley Trust	15,000	15,000
Charles Hayward Foudation	3,000	12,000
Comic Relief	24,955	47,436
Comic Relief COVID 19 Funding	40,000	-
Henry Smith Charity	56,300	20,000
Lloyds Bank Foundation for England and Wales	-	42,583
Jimbo's Fund	-	2,500
Ministry of Justice	138,600	92,400
Big Lottery - Community Fund	70,720	98,328
Ministry of Justice Covid Funding	37,341	-
BBC Children in Need	29,518	34,149
The Pilgrim Trust	-	15,077
Together Women Projects	-	9,407
Garfield Weston	-	5,000
	<u>415,434</u>	<u>396,880</u>

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

3 Grants, donations and legacies

(Continued)

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.

4 Charitable activities

	2021 £	2020 £
Performance related grants	357,842	340,266
Other income	18,278	1,230
	<u>376,120</u>	<u>341,496</u>
Performance related grants		
Leeds City Council Adults and Health	143,235	143,340
NHS Leeds CCG	210,382	153,863
Women's Lives Leeds	4,225	43,063
	<u>357,842</u>	<u>340,266</u>

5 Other trading activities

	2021 £	2020 £
Fundraising events	380	-
	<u>380</u>	<u>-</u>

6 Investments

	2021 £	2020 £
Interest receivable	116	1,166
	<u>116</u>	<u>1,166</u>

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

7 Charitable activities

	2021 £	2020 £
Staff costs	553,073	473,838
Recruitment, DBS checks	2,424	2,739
Therapy, supervision, freelance workers	19,818	19,824
Partner costs	10,116	10,644
Staff and volunteer training	6,383	8,602
Premises costs	29,571	26,228
Direct client costs	4,441	9,724
Postage and stationery	1,362	3,595
Consultancy fees	52,730	17,260
Service user involvement	300	902
Volunteer expenses	196	245
	<u>680,414</u>	<u>573,601</u>
Share of support costs (see note 8)	123,950	98,473
	<u>804,364</u>	<u>672,074</u>
Analysis by fund		
Unrestricted funds	330,491	135,051
Restricted funds	473,873	537,023
	<u>804,364</u>	<u>672,074</u>

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

8 Support costs	2021	2020
	£	£
Staff costs	36,071	34,807
Premises costs	9,857	8,742
Insurance	3,987	2,825
Administrative costs	24,325	21,038
Travel and subsistence	801	5,322
Books and subscriptions	2,607	414
Accountancy fees	3,420	2,940
Other professional fees	19,348	12,830
Office equipment	23,534	9,555
	<u>123,950</u>	<u>98,473</u>

Accountancy fees include fees paid to the independent examiner of £1,420 (2020: £1,350), accountancy fees of £1,155 (2020: £1,100) and tax fees of £275 (2020: £nil).

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 (2020: No trustees).

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Charity Managers	1	1
Therapy Managers and staff	20	19
Charity and Therapy administration	4	3
	<u>25</u>	<u>23</u>

Employment costs

	2021 £	2020 £
Wages and salaries	528,256	461,322
Social security costs	38,601	34,740
Other pension costs	22,287	12,583
	<u>589,144</u>	<u>508,645</u>

The charity participates in a defined contribution pension arrangement for the benefit of its employees. Unpaid contributions totalled £3,090 at 31 March 2021 (2020: £2,300).

The key management personnel of Women's Counselling and Therapy Service Limited are the trustees, Tessa Denham; Chief Executive, Liz Ballinger; Clinical Lead, Nicola Vantoch-Wood; Clinical Lead/ Services Manager, Angela Higgins; Operations Manager, Emma Marsh; Services Manager, Helen Wilson; Services Manager, Kathy Engler; Services Manager, Mags Shevlin; Services Manager.

The total employee benefits of the key management personnel of the charity were £206,334 (2020: £182,524).

There were no employees whose annual remuneration was £60,000 or more (2020 - No employees).

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

11 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
Cost			
At 1 April 2020	11,381	7,972	19,353
At 31 March 2021	<u>11,381</u>	<u>7,972</u>	<u>19,353</u>
Depreciation			
At 1 April 2020	11,381	7,972	19,353
At 31 March 2021	<u>11,381</u>	<u>7,972</u>	<u>19,353</u>
Net book value			
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2020	<u>-</u>	<u>-</u>	<u>-</u>

12 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Other debtors	10,872	-
Prepayments and accrued income	1,600	1,328
	<u>12,472</u>	<u>1,328</u>

13 Creditors: amounts falling due within one year

	Notes	2021 £	2020 £
Other taxation and social security		11,782	10,023
Deferred income	14	226,420	108,918
Accruals and deferred income		88,412	24,299
		<u>326,614</u>	<u>143,240</u>

14 Deferred income

	2021 £	2020 £
Balance brought forward	108,918	147,250
Released to income	(108,918)	(147,250)
Deferred at year end	<u>226,420</u>	<u>108,918</u>

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

15 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:

	2021 £	2020 £
Within one year	22,600	28,069
Between two and five years	1,364	23,965
	<u>23,964</u>	<u>52,034</u>

16 Related party transactions

There were no disclosable related party transactions during the year (2020 - no disclosable transactions).

17 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 2021 £
	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	
BBC Children In Need	4,824	29,518	(34,342)	-	-
Big Lottery Fund - Community Fund	11,114	70,720	(81,834)	-	-
Bromley Trust	15,000	15,000	(30,000)	-	-
Charles Hayward Foundation	12,000	3,000	(15,000)	-	-
Comic Relief	10,869	24,955	(35,824)	-	-
Comic Relief Covid-19 Funding	-	40,000	(40,000)	-	-
Henry Smith Charity	-	56,300	(46,978)	-	9,322
Ministry of Justice	-	138,600	(138,600)	-	-
Ministry of Justice -Covid Funding	-	37,341	(37,341)	-	-
NHS Leeds CCG	26,638	-	-	(26,638)	-
The Pilgrim Trust	1,655	-	(1,655)	-	-
Visible	-	8,074	(8,074)	-	-
Women's Lives Leeds	-	4,225	(4,225)	-	-
	<u>82,100</u>	<u>427,733</u>	<u>(473,873)</u>	<u>(26,638)</u>	<u>9,322</u>

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

17 Restricted funds

(Continued)

In the prior year, NGS Leeds CCG was incorrectly allocated to restricted funds, and has been transferred out into unrestricted general funds.

Purposes of restricted funds:

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

Big Lottery Fund 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.

Bromley Trust - funding towards core costs.

Charles Hayward Foundation - funding towards the general therapy services.

Comic Relief - to fund psychological therapies and associated case work for wider health and social needs for women aged 50+ at risk of violence.

Comic Relief Covid-19 Funding - Towards organisational stability and survival during the initial stages of the pandemic including training and equipment to enable staff to work and offer services safely and securely remotely; upgrading systems; equipment for service users to access services remotely; additional management costs; PPE, screens and partitions; staff wellbeing and support; etc.

Henry Smith Charity - funding towards the running costs of providing therapy for the beneficiaries.

Ministry of Justice - a core cost grant providing funding for services to victims/survivors of sexual violence.

Ministry Of Justice Covid-19 Funding - Towards organisational stability and survival during the initial stages of the pandemic including training and equipment to enable staff to work and offer services safely and securely remotely; upgrading systems; equipment for service users to access services remotely; additional management costs; PPE screens and partitions; staff wellbeing and support; etc.

NHS Leeds CCG – This relates to a service contract which was included in restricted funds in 2020 in error and has since been transferred to unrestricted funds in 2021.

Pilgrim Trust - to fund psychological therapies for 16-25 year olds.

Visible - to fund a project supporting improvements in Leeds health and wellbeing services with adult survivors of child sexual abuse

Women's Lives Leeds - funding as part of the Big Lottery Fund across Leeds, and initiative to support the most vulnerable women and girls with a focus on complex needs to ensure that many more women and girls in Leeds are empowered to live healthier and safer lives.

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

17 Restricted funds

(Continued)

Prior year	Movement in funds				Balance at 31 March 2020 £
	Balance at 1 April 2019	Income	Expenditure	Transfers	
	£	£	£	£	
Invest and Transform Programmes	3,733	42,583	(46,316)	-	-
BBC Children in Need	5,437	34,149	(34,762)	-	4,824
Henry Smith Charity	15,000	20,000	(35,000)	-	-
Community Fund	9,745	98,328	(96,959)	-	11,114
Charles Hayward Foundation	-	12,000	-	-	12,000
NHS Leeds CCG	-	153,863	(127,225)	-	26,638
Garfield Weston	-	5,000	(5,000)	-	-
Jimbo's Fund	809	2,500	(3,309)	-	-
Women's Lives Leeds	-	43,063	(43,063)	-	-
The Brelm's Trust CIO	-	3,000	(3,000)	-	-
Bromley Trust	-	15,000	-	-	15,000
Comic Relief	-	47,436	(36,567)	-	10,869
Ministry of Justice	-	92,400	(92,400)	-	-
The Pilgrim Trust	-	15,077	(13,422)	-	1,655
	<u>34,724</u>	<u>584,399</u>	<u>(537,023)</u>	<u>-</u>	<u>82,100</u>

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019	Transfers	Balance at 1 April 2020	Transfers	Balance at 31 March 2021
	£	£	£	£	£
Maternity Leave Fund	-	17,000	17,000	-	17,000
Future Service Development Fund	-	10,000	10,000	15,000	25,000
Contingency Fund	-	55,299	55,299	1,000	56,299
40th Anniversary Research Fund	-	20,000	20,000	-	20,000
Building Fund	-	15,000	15,000	28,674	43,674
	-	117,299	117,299	44,674	161,973

Purposes of designated funds:

Maternity Leave Fund - Provision for supporting maternity leave.

Future Service Development Fund - Provision for developing services for marginalised groups who are not served by mental health services with a view to evidencing outcomes.

Contingency Fund - Provision to respond in short term to unforeseen circumstance.

40th Anniversary Research Fund - Provision for additional research.

Building Fund - Provision to secure stable sustainable premises for the Service.

19 Analysis of net assets between funds

	Net current assets 2021	Total 2021	Net current assets 2020	Total 2020
	£	£	£	£
Restricted Funds	9,322	9,322	82,100	82,100
Unrestricted Funds	32,153	32,153	9,066	9,066
Designated Funds	161,973	161,973	117,299	117,299
	203,448	203,448	208,465	208,465

WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

20 Cash generated from operations	2021 £	2020 £
(Deficit)/surplus for the year	(5,017)	73,127
Adjustments for:		
Investment income recognised in statement of financial activities	(116)	(1,166)
Movements in working capital:		
(Increase)/decrease in debtors	(11,144)	42,288
Increase/(decrease) in creditors	183,374	(31,147)
Cash generated from operations	<u>167,097</u>	<u>83,102</u>

The charity had no debt during this or the previous year.

21 Comparative Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	Total 2020 £
<u>Income from:</u>			
Grants, donations and legacies	15,066	387,473	402,539
Charitable activities	144,570	196,926	341,496
Investments	1,166	-	1,166
Total income	<u>160,802</u>	<u>584,399</u>	<u>745,201</u>
<u>Expenditure on:</u>			
Charitable activities	135,051	537,023	672,074
Net movement in funds	25,751	47,376	73,127
Fund balances at 1 April 2019	100,614	34,724	135,338
Fund balances at 31 March 2020	<u>126,365</u>	<u>82,100</u>	<u>208,465</u>