

# Renew Counselling Ltd (a company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

Company Number: 04099810 (England and Wales) Charity Number: 1084940

# REFERENCE AND ADMINISTRATIVE INFORMATION

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#### REFERENCE AND ADMINISTRATIVE INFORMATION

### FOR THE YEAR ENDED 31 MARCH 2020

**Patrons** 

The Rt. Revd. Stephen Cottrell, Bishop of Chelmsford The Rt. Revd. Alan Williams, Bishop of Brentwood

The Lord Petre,

Members of Council and

**Charity's Trustees** 

Tim Rose - Chairman

Paul Hancock - Treasurer

Emma Plunkett Revd Jane Richards

Su Morgan Ruth O'Neill

**Key Staff Appointments** 

Chief Executive and Company Secretary

Nikki Schuster

Counselling Managers - Hilary Lydon, Jo Miles and Lisa Brown

Counselling Manager (Schools Service) - Justine Colley

Pathway Leader (Training) – Paul Galbally Senior Offices Manager – Emma Smith

**Status** 

Renew Counselling is a company limited by guarantee, company

number 4099810, registered in England and a registered charity,

number 1084940.

Registered and Principal

Office

Sadlers House 2 Legg Street Chelmsford Essex CM1 1AH

**Accountancy Consultant** 

Paul Thompson F.C.C.A

Thompson Accountancy Services Limited. 40 Hackamore, Benfleet, Essex SS7 3DU

**Auditors** 

Haysmacintyre 26 Red Lion Square London WC1R 4AG

**Bankers** 

Barclays Bank plc, Brentwood HSBC, Stratford, London E15

Solicitors

Prettys

1 Legg Street, Chelmsford, Essex CM1 1JS

**Investment Advisers** 

Royal London Asset Management

55 Gracechurch Street, London EC3V 0UF

#### REPORT OF THE COUNCIL

#### FOR THE YEAR ENDED 31 MARCH 2020

#### Structure & Governance

#### **Governing Document**

Renew Counselling is a company limited by guarantee and also a registered charity. Its governing document is the memorandum and articles of association. The Directors of the Company are the Trustees of the charity and are known as the Renew Counselling Council.

#### **Recruitment and Appointment of Trustees**

Trustees are recruited having regard to the age, gender, cultural and skills mix required to maintain good governance and the ethos of the Charity. Trustees are appointed by Members' vote at the Charity's Annual General Meeting. All Members of Renew Counselling are entitled to vote. The Trustees also have the power to co-opt up to three people to the Council. An induction process is in place to ensure Trustees understand the work of Renew Counselling and their responsibilities as Trustees.

#### **Organisational Structure**

Renew Counselling Council meets four to six times a year. Council is responsible for governance and approves all the strategic and operational plans for Renew Counselling. There are trustees' committees covering operations, finance investments and fundraising. A Chief Executive is appointed by the Trustees to manage the day-to-day operations of the charity.

### **Risk Management**

The Council of Renew Counselling, in consultation with the senior management team, has developed a process for regular review, assessment and management of risk within the organisation:

By anticipating future trends, opportunities and risks, Council endeavours to make best use of Renew Counselling's resources, responding positively to changes in the external environment and continuing to deliver high quality services representing best value for money.

An in-depth analysis of the major risks facing Renew Counselling has been undertaken. The Risk Review document is reviewed on a quarterly basis. The Chief Executive reports to Council highlighting any risks and the strategies that have been implemented to minimise risk. All Council members are then involved in the ongoing identification and management of risk and a record is kept of development activity required to reduce risk. This record is monitored and kept updated to ensure that strategies are in place to minimise Renew Counselling's exposure to financial, legal, professional, ethical and employment risk.

The principal risks and uncertainties identified by the charity are as follows:

Risk Identified	Action taken to mitigate the risk					
Safeguarding matters	Regularly update policies and mandatory annual training for all staff					
Going concern	Diverse income streams and prudent investing of reserves;					
Reduction in client and student numbers	Regular marketing of services to maintain client and student numbers					

The Reference and Administrative information set out on page 2 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

# **REPORT OF THE COUNCIL (continued)**

# FOR THE YEAR ENDED 31 MARCH 2020

# **Related Parties**

Renew Counselling works closely with a range of voluntary, statutory and community organizations in order to ensure a high quality comprehensive service for our own clients and for the purposes of contributing to the planning and delivery of services for people within our communities. Where possible we contribute to consultations on the development of services through various local strategic planning structures.

# **REPORT OF THE COUNCIL (continued)**

# FOR THE YEAR ENDED 31 MARCH 2020

### Objects, Aim & Mission of Renew Counselling

#### The Object of Renew Counselling

Renew Counselling is established to improve emotional and mental health by providing counselling and psychotherapeutic support.

In furtherance of the said objects, but not further or otherwise, the company shall have power:

- (a) to provide high quality, low cost, accessible and responsive counselling and psychotherapeutic interventions to anyone of school age and above and to couples in East London and Essex.
- (b) to train counsellors to a high standard
- (c) to supervise and train other professionals who are engaged with emotional and mental health issues
- (d) to take over the assets, liabilities and general undertaking of the West Ham Central Mission

### The Mission of Renew Counselling

Through a range of professional counselling and other support services, we seek to enable people to:

- · Gain insight into, and understanding of, the issues in their lives
- · Explore possibilities for change
- · Develop their own choices and solutions
- Discover ways of getting to where they want to be
- Use support and develop strategies to enable them to deal with future difficulties

Through such activity we aim to enable people to lead more fulfilling lives and contribute to the wider development of family, community and society for public benefit.

#### **Our values**

#### We believe that:

- every human being is
  - unique
  - valuable
  - destined to live fully whatever that might be

### We will:

- be non-judgemental whatever the issue
- respect age, gender, ethnicity, sexual orientation and faith
- provide the 'space' that counselling gives
- offer a response tailored to individual need

### We are committed to:

- honouring the Christian faith and vision that founded our organisation
- working with other professionals through our training courses
- working within the British Association of Counselling & Psychotherapy (BACP)
   Ethical Framework
- · reflect these values in our structure, relationships and as an employer

# REPORT OF THE COUNCIL (continued) FOR THE YEAR ENDED 31 MARCH 2020

### **Activities of Renew Counselling**

In order to achieve the above aims Renew Counselling uses both strategic and operational planning processes, establishing priorities for development of the work.

The primary objective is the delivery of accessible, professional counselling services for children, young people and adults. Renew Counselling also delivers professional training in counselling children and adolescents. Services are currently provided across Mid and South Essex and East London Boroughs in our own centres and in schools across the region.

We provide professional training in counselling to HE Diploma and HE Degree level from our training suite in Chelmsford as an Academic Franchise partner of Anglia Ruskin University.

# The Role of Volunteers at Renew Counselling

It is important to mention the significance and the added value of being a voluntary organisation and to recognise the huge contribution made by individuals in meeting our charitable aim.

A number of people provide various professional and support activities to enable us to provide services for those in our local community. It is difficult to quantify this in terms of a 'monetary value' in any meaningful way, however without the support of such people Renew Counselling would not be in a position to respond to the needs of as many people as it can. The support is therefore of immense value in terms of our capacity to make a difference in the community.

Having a proportion of voluntary counsellors within the organisation is a way of meeting the increased demand in services where funding is limited or the client's ability to contribute is restricted. Allied with a policy of offering placements for trainees across all areas of our work we have developed a more diverse staff group with the potential of developing personal and professional growth through these different roles and transition between them. The move away from purely paid counsellors is in accord with our status of charity and a Third Sector organisation.

We are particularly indebted to the following groups who made a regular commitment throughout the year:

People who have provided administrative and reception support on a voluntary basis enabling us to deliver services to people at their time of need.

People who provided professional counselling / therapeutic supports in terms of delivering services to individuals / groups on a trainee or volunteer basis.

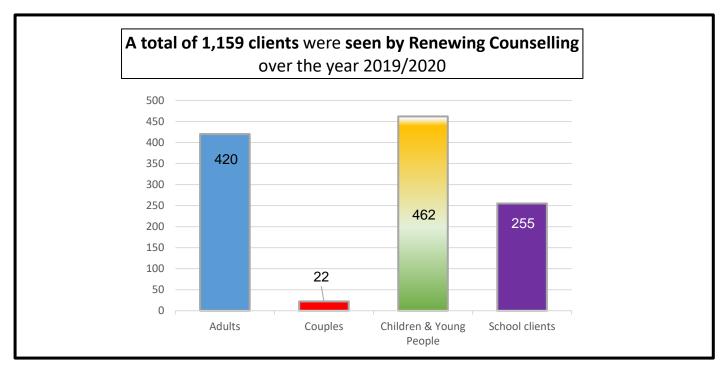
People who have given time and expertise through various advisory and planning committees, professional consultations and also organising activities.

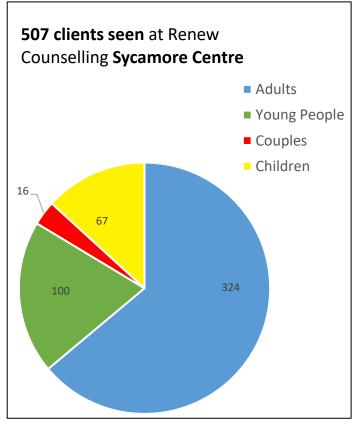
In addition Renew Counselling would like to acknowledge the voluntary contribution made by most of its paid staff members who demonstrate commitment and dedication to the service over and above contracted hours.

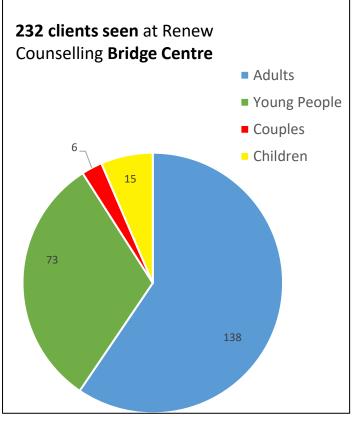
# **REPORT OF THE COUNCIL (continued)**

# FOR THE YEAR ENDED 31 MARCH 2020

# Activity 2019 / 2020

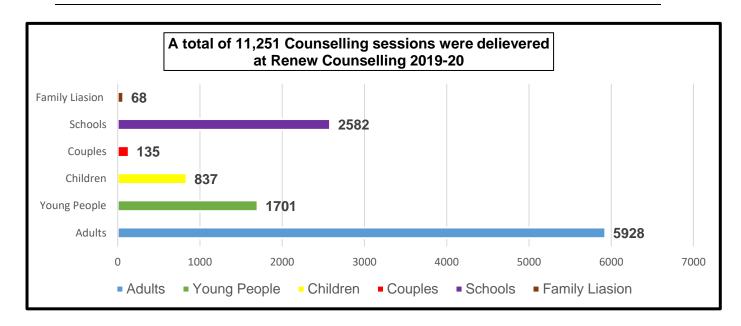


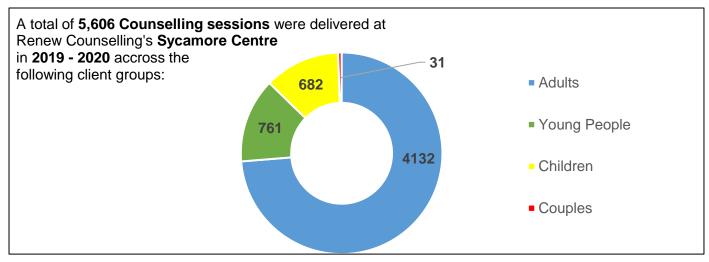


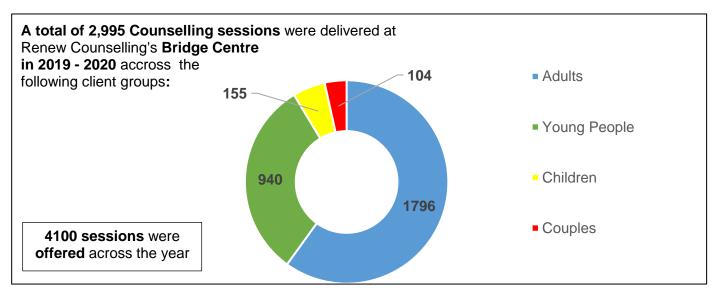


# **REPORT OF THE COUNCIL (continued)**

# FOR THE YEAR ENDED 31 MARCH 2020



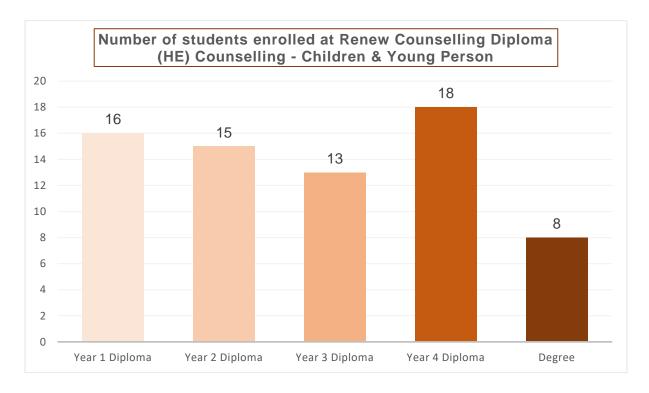




# **REPORT OF THE COUNCIL (continued)**

# FOR THE YEAR ENDED 31 MARCH 2020

# Number of Students 2019 / 2020



# **REPORT OF THE COUNCIL (continued)**

#### FOR THE YEAR ENDED 31 MARCH 2020

# Aim of Renew Counselling

Our aim is to enable people to easily access low-cost counselling. In order to do this we will:

- Make information about our services easy to find by continuously updating the information on our web-site and by regularly mailing information about our services to local health professionals, libraries, educational establishments, youth services, local churches and community centres
- Provide training and information sessions to local churches
- Maintain good relationships with other key stakeholders in the field of mental health
- Develop and expand our services where possible in light of suggestions made by our existing service users
- Continue to offer counselling at a range of community locations such as libraries and to extend these where possible
- Continue to provide counselling services during evenings
- Ensure that we can provide accommodation for clients with disabilities either in our premises or by hiring suitable alternative rooms if the degree of disability prohibits the use of our own
- Provide interpreters where the range of languages spoken by our own counsellors is insufficient including BSL and ESL if necessary
- Ensure the availability of a nominal contribution sessional rate to those on low-income or benefit
- Continue to develop our training courses and obtain BACP accreditation for our Diploma Course

### **REPORT OF THE COUNCIL (continued)**

#### FOR THE YEAR ENDED 31 MARCH 2020

#### **Statement on Public Benefit**

The object, aim, mission, achievements and performance sections of this report clearly set out the activities which Renew Counselling undertakes for the public benefit.

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Commission in determining the activities undertaken by the Charity.

The Council of Trustees makes the following observation on the two key principles of public benefit.

# Principle 1: There must be identifiable benefit or benefits

#### 1a It must be clear what the benefits are:

The clear benefits provided by Renew Counselling are delivered through the service delivery areas of counselling centres and associated projects providing professional accredited counselling and training – initial and continuing professional development to those working with children and young people - which are described elsewhere in this report and reflected in the allocation of resources expended set out in the Statement of Financial Activities.

#### 1b The benefits must be related to the aims:

Renew Counselling aims to support people in East London and Essex who are experiencing personal, emotional or mental health problems to overcome or respond more effectively to them. All benefits derived are consequential to this aim.

# 1c Benefits must be balanced against any detriment or harm:

Our service delivery model principally uses qualified counsellors, we also have counsellors who have progressed sufficiently in their training to be able to undertake placement activity, who are required to have regular clinical supervision and work to the British Association for Counselling and Psychotherapy (BACP) Ethical Framework for the Counselling Professions 2018 to ensure that there is no detriment or harm caused. Renew Counselling is accredited by the BACP which requires that our policies, practices and structures are such as to meet the standards set out in the Ethical Framework for eth Counselling Professions 2018. This ensures that client welfare and wellbeing are paramount. Risk is constantly reviewed in clinical supervision, risk registers are maintained within Counselling centres and referrals made to statutory mental health services where necessary.

# Principle 2: Benefit must be to the public or a section of the public

# 2a The beneficiaries must be appropriate to the aim:

The beneficiaries are children, young people and adults living within East London and Essex, which directly accords with our object and aim.

# Where the benefit is to a section of the public, the opportunity to benefit must not be unreasonably restricted by geographical or other restrictions; or by the ability to pay any fees charged:

The reports from the Counselling Centres demonstrate that we are delivering services to children, young people and adults across East London and Essex. A small amount of this work is funded by statutory bodies and is therefore 'free at the point of delivery' to clients. Where clients approach us directly for counselling which doesn't fall within the remit of such contracts fees are calculated on 'an ability to pay' basis, although the true cost of sessions is made clear. A minimum fee operates in order to ensure that clients properly 'own,' commit to

# **REPORT OF THE COUNCIL (continued)**

#### FOR THE YEAR ENDED 31 MARCH 2020

and value the therapeutic encounter. The Council of Trustees are content that this is in accord with the BACP Ethical Framework for the Counselling Professions 2018 and that our fees do not preclude from receiving counselling. Indeed clients who are unable to access counselling and therapy elsewhere are enabled to do so through Renew Counselling.

# 2c People in poverty must not be excluded from the opportunity to benefit:

People in poverty are the reason for the Charity's existence as is set out in the object. As reported above many of our clients are unable to access professional accredited counselling and therapy elsewhere.

#### 2d Any private benefits must be incidental:

In order to provide counselling and therapy to a professional level and support the extensive service that are delivered, Renew Counselling employs and remunerates staff. This benefit to staff is incidental as their employment is essential to carry out our charitable aims.

# **REPORT OF THE COUNCIL (continued)**

#### FOR THE YEAR ENDED 31 MARCH 2020

#### **Financial Review**

The statement of financial activities shows a deficit of (£196,962) for the year compared with a deficit of (£162,103) for 2018/19.

Renew Counselling has been particularly fortunate in 2018/19 to receive a number of generous donations and legacies which have contributed both to supporting work with those that cannot afford to pay the full cost of counselling.

# Income generated

The income received by the charity in the year is broken down as follows:

Contributions received from clients: £ 339,917

Donations from supporters and legacies £ 21.788

Investment income (including rental income): £ 237,166

Grants, Training and Service Level Agreements: £ 243,224

Renew Counselling is indebted to the generosity of the numerous individuals, churches, community groups, grant making trusts, companies, and statutory commissioners for the continuing support of its work. In particular we would like to thank our anonymous supporters and the following:

# Income generated 2019/20

Trusts & Foundations
The SMB Charitable Trust
Ebenezer Trust
LCVS
Widford Lodge School

**Statutory**Mid Essex CCG
Basildon and Brentwood CCG

# **REPORT OF THE COUNCIL (continued)**

#### FOR THE YEAR ENDED 31 MARCH 2020

# Fundraising approach and performance

The charity undertakes fundraising activity to its supporters via direct mailing two or three times each year in line with the Fundraising Code of Practice set by Fundraising Regulator. Our fundraising promise is:

'When you support you can be sure of the following:

- We will never sell your contact details to anyone
- We will only contact you if you have expressed an interest in our work
- If you ask us to change how we communicate with you, or stop, we will respect that
- We try hard to ensure no one ever feels pressurised to support our work
- All our activities are open, fair, honest and legal'

Our overall fundraising has been less during the year.

The trustees consider the senior management team, consisting of the Chief Executive, Counselling Managers, Senior Offices Manager and Pathway Leader (Training), comprise the key management personnel of the charity of directing and controlling, running and operating the Charity on a day to day basis. All trustees give their time freely and no director received remuneration in the year.

The pay of all staff is reviewed annually and normally increased in accordance with average earnings to reflect a cost of living adjustment.

### **REPORT OF THE COUNCIL (Continued)**

# FOR THE YEAR ENDED 31 MARCH 2020

# Investment policy and objectives

Renew Counselling holds funds in investment property and stocks and shares as a result of endowments made to the charity over its long history. The endowment fund is utilised to generate much needed income to enable the charity to extend its services to those who cannot afford to meet the full cost of counselling. Our investment managers are instructed to maximise income while safeguarding the value of the assets under management and to invest only in those holdings, which are compatible with our social and ethical standpoint.

Investments performance against objectives - Renew Counselling derives investment income from a portfolio of equities and bonds managed by investment managers (detailed on page 1) and rents from freehold property in Plaistow E13 and Chelmsford, Essex.

#### **Fund Accounting and Reserves Policy**

Funds which are represented by the legacy of property over the long history of the charity are accounted for in the expendable endowment fund. The charity depends upon the income generated by its expendable endowment to fund the provision of counselling to those in need who are unable to contribute to meeting the full cost and without this income Renew Counselling would not be able to carry out its current charitable activities. In accordance with Accounting and Reporting by Charities Statement of Recommended Practice (revised) the endowment fund is excluded from the reserves of Renew Counselling.

It remains the policy of Renew Counselling that free reserves (i.e. funds not committed or invested in fixed assets) should be at a level of between three to six months expenditure, which equates to between £264,254 and £528,508. At this level, current activities could be continued in the short term in the event of a significant drop in funding. In such circumstances there would be an urgent need to consider how the funding could be replaced and/or the activities changed. At present the surplus of free reserves, stands at £182,728 (2019: £407,222). The free reserves have increased due to the sale fixed assets, however the trustees have agreed to reinvest the free reserves next year. The charity also has a cash investment within the expendable endowment. The trustees have agreed to call upon the cash balance if required to alleviate any operational or cash flow issues and therefore consider the charity to be a going concern.

#### **Future Strategy**

- To develop our work with eating disordered clients
- To develop our family liaison work
- To increase the number of students on our training courses
- To ensure the future life of the bursary in order to provide accessible counselling for those on benefits or low income

# **REPORT OF THE COUNCIL (continued)**

#### FOR THE YEAR ENDED 31 MARCH 2020

# **Trustees' Responsibilities Statement**

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

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

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as we are aware:

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

### **Auditors**

The annual general meeting confirmed the appointment of haysmacintyre as auditors.  This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)) and in accordance with the special provisions of the Companies Act 2006 relating to medium-sized entities.
Approved by the Council of Renew Counselling on and signed on its behalf by:
Гim Rose Chairman)

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF RENEW COUNSELLING LIMITED

We have audited the financial statements of Renew Counselling Limited for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Charitable Company Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 14, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed auditor under the Companies Act 2006. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at <a href="https://www.frc.org.uk/auditscopeukprivate">www.frc.org.uk/auditscopeukprivate</a>.

# **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of the charitable company's net movements in funds, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

# Opinion on other matter prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the Trustees report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- The Trustees' report has been prepared in accordance with applicable legal requirements.

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF RENEW COUNSELLING LIMITED (Continued)

# Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- the charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the charitable company financial statements are not in agreement with the accounting records and returns; or
- · certain disclosures of trustees' remuneration specified by law are not made; or
- · we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report and Strategic Report.

Murtaza Jessa Senior Statutory Auditor for and on behalf of haysmacintyre, Statutory Auditors haysmacintyre 26 Red Lion Square London WC1R 4AG

Date:

# <u>Statement of Financial Activities (incorporating an Income and Expenditure Account)</u> <u>For the year ended 31st March 2020</u>

		Unrestricted	Expendable Endowment	2020 Total	2019 Total
INCOME ON:	Note		£	£	<u>£</u>
Donations and legacies Investment Income	4	21,788 237,166	-	21,788 237,166	68,792 189,138
Charitable activities:					
Grants, training & service level agreements Fees received	2 2	243,224 339,917	-	243,224 339,917	227,148 342,507
Total income		842,095	-	842,095	827,585
EXPENDITURE FROM:					
Cost of generating funds Costs of generating voluntary income		(19,281)	(7,422)	(26,703)	(26,721)
Charitable activities Counselling services Education and training		(768,820) (261,492)	-	(768,820) (261,492)	(740,158) (250,202)
Total expenditure	3	(1,049,593)	(7,422)	(1,057,015)	(1,017,081)
Net income before other recognised gains/losses		(207,498)	(7,422)	(214,920)	(189,496)
Other recognised gains /losses Gain/(loss) on revaluation / disposal of investments			0.45	0.45	40.000
Unrealised Gain/(loss) Realised Gain/(loss)	8 8		845 17,113	845 17,113	16,329 11,064
Net movement in funds		(207,498)	10,536	(196,962)	(162,103)
Transfers between funds		-	-	-	-
Funds brought forward		616,370	4,701,160	5,317,530	5,479,633
Funds carried forward		408,872	4,711,696	5,120,568	5,317,530

All income and expenditure derive from continuing activities. The charity has neither operations nor discontinued any of its commenced new ones in the year.

The notes on pages 22 to 34 form an integral part of these Financial Statements.

# Balance Sheet As at 31st March 2020

	Notes		2020			2019
		<u>£</u>		<u>£</u>	<u>£</u>	<u>£</u>
Fixed assets						
Tangible fixed assets	6			1,718,353		1,752,398
Investment properties	7			3,404,395		3,404,394
Investments at market value	8			12,648		169,690
				5,135,396		5,326,482
Current assets						
Debtors	9	140,108			105,811	
Cash	10	134,447			138,520	
		274,555			244,331	
Current liabilities						
Creditors	11 _	(289,383)			(253,283)	
Net current assets				(14,828)		(8,952)
Not conto				- 400 FC0		
Net assets				5,120,568		5,317,530
<u>Funds</u>						
Expendable Endowment Funds	12			4,711,696		4,701,160
Unrestricted Funds (General)	12			408,872		564,520
Unrestricted Funds (Designated)	13			, -		51,850
Total Funds				5,120,568		5,317,530
Approved on behalf of the trustees	on					
					Treasurer	
P Hancock						
					Chairman	
T Rose						

The financial statements have 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

The notes on pages 22 to 34 form an integral part of these Financial Statements.

# STATEMENT OF CASH FLOWS AND CONSOLIDATED STATEMENT OF CASH FLOWS

	Notes	2020 £	2019 £
Cash flows from operating activities		(179,540)	(107,122)
Cash flows from investing activities	_	407	0.047
Dividends and interest Sale of investments	4 8	467 175,000	2,047 200,000
cale of involutional	J	170,000	200,000
Net cash provided by/(used in) investing activities		175,467	202,047
Change in cash and cash equivalents in the reporting period Cash and cash equivalents at the beginning of the reporting period Cash and cash equivalents at the end of the reporting period		(4,073) 138,520 134,447	94,925 43,595 138,520
NOTES TO THE CASH FLOW STATEMENT			
		2020 £	2019 £
Reconciliation of Net Income to Net Cash Flow from Operating Activities		~	~
Net income for the reporting period		(214,919)	(189,495)
Depreciation charges	6	34,046	36,367
Interest and Dividends (Increase) in debtors	4 9	(467) (34,297)	(2,047) 52,942
(Decrease) in creditors	11	36,097	(4,889)
Net cash provided by/ (used in) operating activities		(179,540)	(107,122)
Analysis of Cash and Cash Equivalents			
• • • • • • • • • • • • • • • • • • •		2020	2019
		£	£
Cash at bank and in hand	10	134,447	138,520
	•	134,447	138,520

The notes on pages 22 to 34 form an integral part of these Financial Statements.

# Notes to the accounts For the year ended 31st March 2020

# 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:

# **Basis of preparation**

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 (FRS 102) (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### Preparation of accounts on a going concern basis

The trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern. The review of our financial position, reserves levels and future plans gives Trustees confidence the charity remains a going concern for the foreseeable future.

### (i) Income recognition

Income comprises donations, including under Gift Aid, grants, legacies, fees received from counselling and training, and investment and rental income from endowed funds.

Donations, legacies and grants are recognised when receipts is probable, can be measured accruately and legal entitited to the income. All other income is credited to the statement of financial activities on an accruals basis. In addition, Renew Councelling receives help and support in the form of voluntary assistance and donations of goods. Owing to the difficulty of valuing this help and support, such items are not included in the financial statements.

# (ii) Expenditure

All expenditure is included on the statement of financial activities on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate Cost of generating funds includes the costs associated with attracting voluntary and investment income. Charitable expenditure comprises those costs incurred by the charity in the delivery of counselling services to its beneficiaries, and education and training activities.

Governance costs include those costs associated with meeting the constitutional and statutory requirements and those linked with the strategic management of the charity.

The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

# (iii) Fixed assets

Freehold land and buildings and investment properties are included in the balance sheet at valuation. Expenditure on IT equipment is included in the balance sheet at cost

Expenditure on other fixed assets is written off to the statement of financial activities in the year of acquisition.

# Notes to the Accounts (Continued) For the year ended 31st March 2020

### (iv) Depreciation

Depreciation is charged on freehold property excluding land to write off the cost of buildings over 50 years.

Depreciation is charged on leasehold improvements to depreciate the cost over the term of the lease. Depreciation is charged on IT equipment to write off the cost over three years

#### (v) Investments

Listed investments are included on the balance sheet at market value at the balance sheet date. Gains and losses on revaluation and on the sale of listed investments are included on the statement of financial activities. No unlisted investments are held.

# (vi) Fund Accounting

Funds held by the charity are either:

Unrestricted general funds which can be used in accordance with Renew Counselling's objects at the discretion of the trustees.

Restricted funds that can be used only for certain restricted purposes within Renew Counselling's objects.

Expendable Endowment Funds which represent those assets that have been endowed to the Charity and which are held to generate income to support the operating costs of Renew Councelling. The Charity would not be able to carry out its current charitable activities without the valuable

#### Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments, including trade and other debtors and creditors are initially

contribution of the investment income generated from the expendable endowment.

### Operating leases

Rental charges are charged on a straight line basis over the life of the lease

#### **Funds**

Unrestricted funds are donations and other income receivable or generated for the objects of the charity. Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are those funds which are to be used in accordance with specific instructions imposed by the donor or trust deed.

#### **Employee benefits**

#### · Short term benefits

Short term benefits including holiday pay are recognised as an expense in the period in which the service is received

# · Employee termination benefits

Termination benefits are accounted for on an accrual basis and in line with FRS 102.

#### · Pension scheme

Renew Counselling operates a defined contribution pension scheme for the benefit of its employees. The assets of the scheme are held independently from those of Renew in an independently administered fund. The pensions costs charged in the financial statements represent the contributions payable during the year.

#### Legal status

Renew Counselling is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

#### **Estimates and Judgements**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Although these estimates are based on the trustees' best knowledge of the amount, events or actions actual results ultimately differ from these estimates.

# Renew Counselling

# Notes to the Accounts (Continued) For the year ended 31st March 2020

#### 2. INCOME ON:

Coursellies Assisting	<u>Unrestricted</u>	2020 <u>Total</u> <u>£</u>	2019 <u>Total</u> <u>£</u>
Counselling Activities Schools	41,744	41,744	41,612
	41,744	41,744	41,612
Education & Training Anglia Ruskin University	201,480 243,224	201,480 <b>243,224</b>	185,536 <b>227,148</b>
Fee Income	339,917 339,917	339,917 <b>339,917</b>	342,507 <b>342,507</b>

# Renew Counselling

# Notes to the Accounts (Continued) For the year ended 31st March 2020

# 3. EXPENDITURE FROM:

	Basis of allocation	Voluntary Income	Investment Management	Counselling services	Education & Training	Governance	<u>2020</u>	2019
	Ba	<u>ه</u> ک	<u>≥</u> ≅	S e	Ed Tra	ဗိ	<u>Total</u>	<u>Total</u>
Costs directly		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
allocated to activities								
Staff costs & fees	Direct	3,921	-	471,414	181,102	61,127	717,564	655,502
Communications	Direct	1,957	-	400	1,754	-	4,111	5,287
Recruitment	Direct	-	-	3,518	1,125	-	4,643	8,818
Volunteer Expenses	Direct	-	-	12	-	-	12	-
Audit Fees	Direct	-	-	-	-	10,152	10,152	9,948
Support costs								
allocated to activities								
Administration costs	Staff time	10,282	7,422	92,994	21,545	67,901	200,144	203,409
Premises costs	Usage	-		45,317	17,020	17,020	79,357	70,475
Legal & Professional	Usage	-		4,496	-	-	4,496	24,698
Depreciation	Usage	-		34,046	-	-	34,046	36,367
Bank Charges	%	249		2,117	-	124	2,490	2,577
Governance Recharged		2,872		114,506	38,946	(156,324)	-	-
Total Resources expende	-d _	19,281	7,422	768,820	261,492	-	1,057,015	1,017,081

Resources expended are directly allocated to the activities to which they relate where possible rather than on a notional percentage basis as in previous years. Administration Costs and Premises costs have been apportioned to the usage. Legal & Professional fees are according to the amounted charged. Depreciation relates wholly to buildings occupied for Counselling services. Bank Charges have been apportioned as a percentage of the total cost.

# **EXPENDITURE FROM:**

	Basis of allocation	Voluntary Income	Investme nt Manage	Counselli ng services	Educatio n & Training	Governan ce	<u>2019</u> <u>Total</u>	2018 <u>Total</u>
Costs directly		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
allocated to activities								
Staff costs & fees	Direct	3,688	-	433,932	160,410	57,472	655,502	664,268
Communications	Direct	805	-	80	4,402	-	5,287	7,776
Recruitment	Direct	-	-	5,821	2,997	-	8,818	9,636
Volunteer Expenses	Direct	-	-	-	-	-	-	244
Audit Fees	Direct	-	-	-	-	9,948	9,948	9,780
Support costs allocated to activities Administration costs Premises costs Legal & Professional Depreciation Bank Charges Governance Recharged	Staff time Usage Usage Usage %	10,242 - - - 258 2,671	9,057	84,922 40,215 24,698 36,367 2,190 111,933	29,425 15,130 - - - 37,838	69,763 15,130 - - 129 (152,442)	203,409 70,475 24,698 36,367 2,577	190,216 67,258 29,909 9,455 1,807
Total Resources expende	d _	17,664	9,057	740,158	250,202	-	1,017,081	990,349

# Notes to the Accounts (Continued) For the year ended 31st March 2020

4.	Investment income		2020 £		<u>2019</u> <u>£</u>
	Rent receivable		236,699		<u>~</u> 187,091
	Dividend income		467	·	2,047
			237,166	: :	189,138
5.	Net Income for the Year				
	This is stated after charging:		<u>2020</u> £		<u>2019</u> £
	Depreciation		34,046		36,367
	Auditors' remuneration		10,152		9,948
6	Tangible fixed agests				
6.	Tangible fixed assets	Freehold	Leasehold	ΙΤ	
		Property	Property	Equipment	
		Sadlers	Bodey		Total
		House Chelmsford	House Basildon		
		Chemisiora	Dasiluoli		
			£		£
	Cost or Valuation				
	Cost or Valuation As at March 2019	1,768,000	83,976	73,285	1,925,261
		1,768,000	83,976 -	73,285 -	1,925,261
	As at March 2019	1,768,000 - <b>1,768,000</b>	83,976 - <b>83,976</b>	73,285 - <b>73,285</b>	1,925,261 - <b>1,925,261</b>
	As at March 2019 Additions As at March 2020 Depreciation	1,768,000	83,976	73,285	1,925,261
	As at March 2019 Additions As at March 2020	-	-	- -	-
	As at March 2019 Additions As at March 2020 Depreciation	1,768,000	83,976	73,285	1,925,261
	As at March 2019  Additions  As at March 2020  Depreciation As at March 2019	<b>1,768,000</b> 29,467	<b>83,976</b> 72,069	<b>73,285</b> 71,326	1,925,261 172,862
	As at March 2019  Additions  As at March 2020  Depreciation As at March 2019  Charge for year	1,768,000 29,467 29,467	<b>83,976</b> 72,069 3,359	<b>73,285</b> 71,326 1,220	1,925,261 172,862 34,046
	As at March 2019  Additions  As at March 2020  Depreciation As at March 2019  Charge for year  As at March 2020	1,768,000 29,467 29,467	<b>83,976</b> 72,069 3,359	<b>73,285</b> 71,326 1,220	1,925,261 172,862 34,046

a) Sadlers & Bodey House have now been revalued on 6th August 2018 by Land and Comercial Surveyors Limited

b) Sadlers House Chelmsford 1st floor is now used by Renew and is now used as a comercial property

# Notes to the Accounts (Continued) For the year ended 31st March 2020

# 7. Investment Properties

	York House	385 Barking Road	13 Flavius Way	87 Gavin Way	21 Granger Row	Total
	£	£	£	£	£	£
Cost or Valuation						
As at March 2019	2,164,000	369,000	291,236	331,546	248,613	3,404,395
Addition	-	-	-	-	-	-
As at March 2020	2,164,000	369,000	291,236	331,546	248,613	3,404,395
Depreciation As at March 2019	-	-	-	-	-	-
Charge for year	-	-	-	-	-	-
On disposals	-	-	-	-	-	-
As at March 2020	_	-	-	-	-	-
Net Book Values						
As at March 2019	2,164,000	369,000	291,236	331,546	248,612	3,404,394
As at March 2020	2,164,000	369,000	291,236	331,546	248,613	3,404,395

a) York House has now been revalued and the new lease is in the prosess of being signed

b) Sadlers House Chelmsford 1st floor is now used by Renew and is no longer used as investment property

c) 21 Granger Road sold for £332,500 and is subject to exchange

# Notes to the Accounts (Continued) For the year ended 31st March 2020

A S P C R	t 31 March 2019 tales turchases tash investment teelised gain / (loss) on sales	Investments  at market  value  2020  £  169,690 (175,000)  -  17,113	Investments at market value 2019 £ 342,297 (200,000) - 11,064
	let gain (loss) on sale and revaluation	12,648	16,329 169,690
S	nvestments at market value comprise: Justainable World Trust JK Ethical Equity Fund	12,648 - 12,648	169,690 - 169,690
D O P	Debtors Debtors arising from operating activities Debtors Debtors Deptors Dept	2020 £ 125,074 5,775 9,259	2019 £ 91,340 4,659 9,812
	cash at bank and in hand	140,108 2020 £	2019 £
	otal	134,447	138,520
C O O D A	creditors creditors arising from operating activities Other creditor Other taxation and social security Deferred income Coccuals	2020 £ 18,242 5,874 10,138 234,091 21,038	2019 £ 23,747 4,327 10,335 198,823 16,051

# Renew Counselling

# Notes to the Accounts (Continued) For the year ended 31st March 2020

# 12. Analysis of Funds

	At 31 March 2019 <u>£</u>	Incoming <u>£</u>	Expenditure $\underline{\mathbf{f}}$	Transfers	At 31 March 2020 <u>£</u>
Unrestricted Funds including designate	ed funds				
Counselling Services	(591,766)	842,095	(1,049,593)	-	(799,264)
Net sales & purchases of investments	1,018,946	-	-	-	1,018,946
Revalution Gain	202,000	-	-	-	202,000
Adjustment for Investment Properties	(12,810)	-		-	(12,810)
Total Unrestricted Funds	616,370	842,095	(1,049,593)		408,872
Expendable Endowment	3,560,409	-	(7,422)	-	3,552,987
Net sales & purchases of investments	(449,900)		-	-	(449,900)
Net gain on the sale and revaluation of:	-				-
investments	1,929,939	17,958	-	-	1,947,897
Other Transfers					
Adjustment for Investment Properties	(339,288)	-	-	-	(339,288)
Total Expendable Endowment	4,701,160	17,958	(7,422)		4,711,696
Total Funds	5,317,530	860,053	(1,057,015)	_	5,120,568

Funds held under Expendable Endowment comprise fixed assets and investments.

	Unrestricted Funds	Restricted Funds	Expendable Endowment	Total
Fund balances as at 31st March 2020 are represented by:				
Fixed Assets	436,348	-	4,699,048	5,135,396
Current Assets	261,907	-	12,648	274,555
Current Liabilities	(289,383)	-	-	(289,383)
Liabilities arising after 1 year	-			-
-	408,872	-	4,711,696	5,120,568

# Notes to the Accounts (Continued) For the year ended 31st March 2020

# 13. Designated fund

Fund	At 31 March 2019 <u>£</u>	Incoming Resources <u>£</u>	Outgoing Resources <u>£</u>	Transfers <u>£</u>	At 31 March 2020 <u>£</u>
Emily Irving	51,850	379	(52,229)	-	-
Total Designated Funds	51,850	379	(52,229)		

# Designated fund

**Emily Irving:** The designated bursary fund will allow clients on benefit and low income to take up counselling for 24 sessions at a cost of £5 per session. The balance of the cost will be drawn down from the bursary. Places will be limited so that the maximum draw down is £75,000 per annum and the fund is now closed

# 13. Designated fund

	At 31 March 2018	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2019
Fund	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Emily Irving	114,650	3,440	(66,240)	-	51,850
Total Designated Funds	114,650	3,440	(66,240)	-	51,850

# 14. Transactions with trustees and connected persons

Trustees receive no remuneration and there was no reimbursement of expenses

# 15. Indemnity insurance

The charity has a professional indemnity policy for its counselling activities and charity indemnity insurance at annual premiums of £2,177 (2019: £2,050).

# 16. Staff Costs and Numbers

Staff Costs were as follows:	<u>2020</u>	<u>2019</u>
	£	£
Salaries and wages	629,619	672,131
Social security costs	35,888	32,777
Pension	34,818	32,778
	700,325	737,686
The number of employees whose emoluments for the year fell within the following bands were:	2020 Number	2019 <b>Number</b>
£60 001-£70 000	1	1

Of this, 1 employee are accruing pension contributions totalling £3,974 (2019: 1 employee, accruing £6,725).

The total employee benefits of the key management personnel of Renew were £176,142 (2019: £179,197).

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2020	2019
Chief Executive	1	1
Counselling staff	12	16
Education & Training	5	5
Fundraising	0	1
Administration & Support	6	6
	24	29

The average number of actual employees (full-time, part-time and sessional) was 70 (2019: 70).

Renew Counselling Ltd operates a Group Personal Pension scheme through Aegon Scottish Equitable & Now Pension. This is a salary sacrifice arrangement, the cost for the year was £38,792 (2019: £39,502).

# Notes to the Accounts (Continued) For the year ended 31st March 2020

# 17. Operating Lease Commitments

At the year end, the company was committed to make the following payments in total in respect of

	Equipment		Land and buildings	
	2020	2019	2020	2019
Income	£	£	£	£
Leases which expire:				
Within one year	190,000	154,000		
Within two to five years				32,500
Expenditure				
Leases which expire:				
Within one year	6,552	6552	20,500	20,500
Within two to five years	30,576	30,576	<del></del>	
18. Financial instruments			2020 £	2019 £
Financial assets				
Financial assets measured at fair value	through profit or	loss	274,555	244,331
			274,555	244,331
Financial liabilities				
Financial liabilities measured at amortis	ed cost		289,383	253,283
		-	289,383	253,283

Financial assets measured at fair value through profit or loss comprise cash at bank and trade debtors

Other financial liabilities measured at fair value through profit or loss comprise trade creditors.

# 19. Related Party Transactions

There has been no related party transaction during the year (2019: Nil).

# Statement of Financial Activities (incorporating an Income and Expenditure Account) For the year ended 31st March 2019

# 20. Comparative Consolidated Statement of Financial Activities (2019):

			Expendable	<u>2019</u>
		Unrestricted	Endowment	<u>Total</u>
INCOME ON:	Notes	<u>£</u>	<u>£</u>	<u>£</u>
Donations and legacies		68,792	_	68,792
Investment Income	4	189,138	_	189,138
investment income	7	103,130	_	103,130
Charitable activities:				
Grants, training & service level agreements	2	227,148	-	227,148
Fees received	2	342,507	-	342,507
Total income		927 595		927 595
Total Income	•	827,585		827,585
EXPENDITURE FROM:				
·				
Cost of generating funds		(47.004)	(0.057)	(00.704)
Costs of generating voluntary income		(17,664)	(9,057)	(26,721)
Charitable activities				
Counselling services		(740,158)	-	(740,158)
Education and training		(250,202)	-	(250,202)
Total expenditure	3	(1,008,024)	(9,057)	(1,017,081)
Net income before				
other recognised gains/losses	•	(180,439)	(9,057)	(189,496)
Other recognised gains /losses				
Gain on revaluation investment properties	7	-	-	-
Gain/(loss) on revaluation / disposal of investments		-	-	-
Unrealised Gain/(loss)	8		16,329	16,329
Realised Gain/(loss)	8		11,064	11,064
Net movement in funds		(180,439)	18,336	(162,103)
Transfers between funds		-	-	-
Funds brought forward		796,809	4,682,824	5,479,633
Funds carried forward	•	616,370	4,701,160	5,317,530