

Insight Counselling
(A Company Limited by Guarantee)

Annual Report and Accounts for the year ended
31 March 2010

Scottish Charity Number SC027009

Company Registration Number SC339990

Insight Counselling (A Company Limited by Guarantee)

Report of the Board of Management

Reference and Administrative Details

Charity name	Insight Counselling
Scottish Charity Number	SC027009
Scottish Company Number	SC339990

Board of Management

Georgina Beattie	(Human Resources)
Ron Inglis	(Funder/Finder)
Jim Leiper	(Health and Safety)
Maria McMillan	(Project Manager and PBS Development Officer)
Mary Rodgers	(Service Manager)
Elizabeth Scott	(Chairperson and Prayer Coordinator)
Tom Scott	(Treasurer)
Bridget Thomson	(Counsellor Representative)

Jim Bell retired from the Board on 15/06/2009, Margaret Leiper on 15/04/09 and Norrie Lockhart on 27/04/09

Georgina Beattie joined the Board on 08/06/09 and Jim Leiper on 16/11/09

Secretary to the Board

Sonia Thornton from 13/07/09

Registered Office and Principal Address

10 Constitution Road
Dundee
DD1 1LL

Day to day management

Service Manager, Project Manager and Office Managers

Independent Examiner

Fiona Bullions CA
Henderson Loggie
Chartered Accountants
Royal Exchange
Panmure Street
Dundee
DD1 1DZ

Bankers

Bank of Scotland
2 West Marketgait
Dundee
DD1 1QN

Insight Counselling (A Company Limited by Guarantee)

Report of the Board of Management (continued)

The Board of Management presents its annual report and accounts for the year ended 31 March 2010.

The report is prepared in accordance with the Memorandum and Articles of the Charity and the recommendations of the Statement of Recommended Practice - "Accounting and Reporting by Charities" (SORP 2005) and complies with applicable law.

Principal activity

Insight Counselling provides a counselling service.

Structure, Governance and Management

Insight Counselling is a charitable company, incorporated on 22 March 2008. Its Memorandum and Articles of Association (i.e. its constitution) is posted on its website www.insightcanhelp.co.uk, where it can be viewed and downloaded.

Members of the Board of Management are selected from persons whose knowledge and experience are appropriate to the objectives of Insight Counselling.

The current development plan recommends the development of an induction package for new Board members.

Professional decisions relating to the counselling service provided are taken by the Service Manager, and adhere to the conditions of the code of ethics of the British Association for Counselling and Psychotherapy. These decisions are brought to the Board of Management for comment and discussion, particularly when there are financial implications. The Board of Management decides on all matters affecting the funds of the Service, used in pursuance of its objectives.

All the counsellors are trained, or are on student placement as part of a training course. New counsellors are put through a local induction by the Service Manager, sign a contract, and serve a probationary period for six months. The necessary professional supervision of all counsellors is overseen by the Service Manager.

Receptionists are given an induction course by the Office Managers. Refresher training is given at least once a year.

The governance of the Service is the responsibility of the Board of Management. The day to day management of the Service is the responsibility of the Service and Project Managers, assisted by the Office Managers.

A third of the non-executive Board members (those longest in post at the time) stand down at the AGM and are eligible for re-election.

Insight Counselling (A Company Limited by Guarantee)

Report of the Board of Management (continued)

Risk Management

The Board of Management recognises the need to assess the risks to which the charity is exposed, in particular those related to its operations and finances, and the need to have systems in place to mitigate exposure to risks.

Objectives and Activities

The company's objectives, or 'objects' as stated in its constitution, are:

1. To advance health by alleviating the emotional distress of clients suffering from a variety of mental health issues, such as depression, anxiety and stress
2. To save lives by offering hope to those clients who indicate suicidal intent
3. To promote equality and social inclusion by offering a service free at the point of need
4. To deliver a high standard of counselling within ethical boundaries, demonstrating compassion, and seeking to bring hope, comfort and encouragement to all clients

Insight seeks to meet these objectives by providing a professional counselling service to people throughout Tayside, provided by trained counsellors who have recognised qualifications, and who are managed by the Service Manager. To this end, the Board of Management will facilitate the work of the counsellors, provide premises, and all necessary salaried staff, and publicise the Service, using such means as it shall from time to time decide.

Achievement and Performance

The expansion of Insight by setting up premises in Arbroath has proved to be a much-needed resource for the Angus community.

In 2009-2010, Insight offered almost 7,000 counselling sessions (5,776 in 2008-09), and dealt with 1,461 referrals throughout Tayside in a variety of locations (1,002 in 2008-09).

The recession has resulted in an increase in the number of referrals. There are about 400 people on the waiting list, but in spite of this, clients are normally seen within 12 weeks. NHS Tayside have continued to provide substantial funding to help keep the waiting list down and this has made a tremendous difference to the service that Insight is able to provide.

The Big Lottery Fund grant for the People Bereaved by Suicide project continues to provide much-needed help for families and individuals affected by suicide.

Insight Counselling (A Company Limited by Guarantee)

Report of the Board of Management (continued)

Financial review

Income for 2008-09, at £276,662, included the transfer of £59,901 from Tayside Counselling Support Group. Therefore generated income was £216,761, some £34,000 less than the total income for this year. However, this increase in income was more than offset by expenditure of £291,651; almost double that of last year.

The balance at the end of March 2009 was a very healthy £130,213; the balance at the end of this financial year was substantially less at £89,327, a cause for some concern.

The Board of Management wishes to acknowledge the generous financial support of

- The Northwood Charitable Trust
- NHS Tayside
- The Souter Charitable Trust
- Colin Grant Charitable Trust
- Anonymous donor for the benefit of the citizens of Dundee
- Army cadets
- The Break-Thru Project
- Logie & St John Church of Scotland
- Invergowrie Parish Church
- Dundee City Council
- Angus Council
- Client and other individual donors
- Friends and family who gave so generously in memory of Dr Sue Morley

The counselling service would not survive without such funding.

Reserves policy

The Board of Management has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (“the free reserves”) held by the charity should amount to 6 months of the reserves expended, which equates to £90,675 in general funds. At present, free reserves amount to £69,229 which does not reach this target level.

Plans for the year to 31 March 2011 and beyond

Future developments are detailed in the 2009-2010 Development Plan. These include:

- To establish a finance sub-committee to seek funding from a variety of sources
 - for the ongoing work of both the Dundee and Arbroath offices
 - for the development of children’s counselling
 - to generate income through the use of our own resources
- To reduce the waiting list through a variety of strategies
- To critically examine priorities in the context of the limits of Management time, professional capacity and financial resources
- To meet the Big Lottery outcomes on time

Signed on behalf of the Board

Elizabeth Scott

Chairperson

9 June 2010

Insight Counselling (A Company Limited by Guarantee)

Report of the Independent Examiner to the members of the Board of Management

I report on the accounts of Insight Counselling for year ended 31 March 2010 which are set out on pages 6 to 13.

Respective responsibilities of the Board and Examiner

The Board members are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The Board considers that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the Board concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations,have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Fiona Bullions CA

Henderson Loggie
Chartered Accountants
Royal Exchange
Panmure Street
Dundee
DD1 1DZ

9 June 2010

Insight Counselling (A Company Limited by Guarantee)

Statement of Financial Activities for the year ended 31 March 2010

	Note	Unrestricted funds £	Restricted funds Big Lottery Fund Grant £	Other restricted £	Total funds 2009 - 2010 £	Total funds 2008 - 2009 £
Incoming resources						
Incoming resources from generated funds						
Voluntary income	3	48,115		2,406	50,521	134,717
Activities for generating funds		4,888			4,888	6,378
Investment income		1,024			1,024	3,567
Incoming resources from charitable activities						
	4		54,332	140,000	194,332	132,000
Total incoming resources		54,027	54,332	142,406	250,765	276,662
Resources expended						
Charitable activities	5	180,580	49,019	61,281	290,880	145,236
Governance costs	6	771			771	1,213
Total resources expended		181,351	49,019	61,281	291,651	146,449
Net incoming/(outgoing) resources before transfers		(127,324)	5,313	81,125	(40,886)	130,213
Transfers between funds	7	91,670	(5,215)	(86,455)	-	-
Net incoming/(outgoing) resources after transfers		(35,654)	98	(5,330)	(40,886)	130,213
Total funds brought forward		104,883	-	25,330	130,213	-
Total funds carried forward		69,229	98	20,000	89,327	130,213

Insight Counselling (A Company Limited by Guarantee)

Balance Sheet as at 31 March 2010

	Note	£	Total 2009-2010 £	£	Total 2008-2009 £
Tangible fixed assets	11		2,052		3,019
Current assets					
Income tax to reclaim	12	1,489		1,096	
Cash at bank: Treasurer's Account		55,482		17,059	
Reserve Accounts		-		85,000	
Card Accounts: Dundee		1,137		-	
Arbroath		1,225		-	
Cash in hand		29		40	
Debtors	13	30,095		30,413	
Total current assets		89,457		133,608	
Current liabilities					
Creditors	14	2,182		6,414	
Net current assets			87,275		127,194
Net assets			89,327		130,213
Represented by:					
Unrestricted funds					
Surplus/(Deficit) brought forward		104,883		-	
Surplus/(Deficit) for year		(35,654)		104,883	
Total unrestricted funds			69,229		104,883
Restricted funds	15				
Big Lottery Fund Grant					
Surplus/(Deficit) brought forward		-			
Surplus/(Deficit) for year		98			
		98			
Other Restricted Funds					
Surplus/(Deficit) brought forward		25,330		-	
Surplus/(Deficit) for year		(5,330)		25,330	
		20,000		25,330	
Total restricted funds			20,098		25,330
Total funds			89,327		130,213

For the year ending 31/03/2010 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities;

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements were approved and authorised for issue by the Board on 9th June 2010 and signed on its behalf by:

Tom Scott
Treasurer

Insight Counselling (A Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2010

1. Status of company and liability of members

On the winding up of the company every member has undertaken to contribute to the assets of the company for the payment of the debts and liabilities and of the cost of winding up of the company, such amount as may be required not exceeding one pound. If the winding up occurs within one year of a member ceasing to be a member then the above applies for debts and liabilities of the company contracted before he or she ceased to be a member.

2. Accounting policies

Accounting convention

The accounts are prepared under the historical cost convention on a going concern and include the results of the charity's operations as indicated in the financial report, all of which are continuing.

Basis of accounting

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice - "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005, and comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

Cashflow statement

The company has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small company under sections 246 and 247 of the Companies Act 1985.

Funds

Funds are classified as restricted or unrestricted, defined as follows:

Restricted income funds are expendable at the discretion of the Board furtherance of a particular activity.

Restricted capital funds are for the purchase of specific tangible fixed assets.

Unrestricted funds are expendable at the discretion of the Board in furtherance of the objects of the company.

Any restricted fund in deficit at the accounting date is fully compensated by transfer from unrestricted funds.

Tangible fixed assets

Individual fixed assets costing £500 or more are capitalised at cost.

The cost of fixed assets is reduced by annual depreciation to net realisable value over their estimated useful lives at the following rate: Office equipment, furniture, fixtures and fittings - over 5 years

Incoming resources

Recognition of incoming resources

These are included in the SOFA when: the charity becomes entitled to the resources; the directors are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure the incoming resources and related expenditure are reported gross in the SOFA.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

Expenditure and Liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

The only governance costs are those incurred by room hire for meetings and by the independent examination of the accounts.

Legacies

Legacies are included when the charity is advised by the personal representative of an estate that payment will be made on property transferred and the amount involved can be quantified.

2. Accounting policies (continued)

Grants

Government and other grants in respect of capital expenditure are credited to the income and expenditure account over the estimated useful life of the relevant fixed assets. Any grants shown in the balance sheet represent the total grants receivable to date less the amount so far credited to the income and expenditure account.

Government and other grants towards revenue expenditure are credited to revenue in the year to which they relate.

Pension costs

The company operates a defined contribution pension scheme which requires contributions to be made to a separately administered fund. Contributions to this fund are charged to the statement of financial activities as incurred.

Leasing charges

Operating lease payments are charged to the statement of financial activities in the period in which they become payable.

Insight Counselling (A Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2010 (continued)

Incoming resources	2009 - 2010			2008 - 2009
	£ Unrestricted	£ Restricted	£ Totals	£ Totals
3. Incoming resources from generated funds				
Voluntary income				
Client donations				
Non-Gift Aided	2,229		2,229	3,131
Gift Aided	4,592		4,592	4,338
Other donations				
Non-Gift Aided	3,514		3,514	3,780
Gift Aided	5,486		5,486	2,220
Unrestricted grants from charitable bodies	13,500		13,500	11,500
Grant for email counselling training	-		-	1,800
Grant for training of children's counsellors	-	2,000	2,000	1,200
Army Cadets to train children's counsellor	-	406	406	-
Income tax to reclaim	1,489		1,489	1,096
Income tax received	1,354		1,354	773
DCC Level 1 for Anxiety/Stress/Anger	6,750		6,750	27,000
Choose Life Angus	8,969		8,969	17,500
Contributions towards hospitality	175		175	240
Donations towards training courses	-		-	238
From Bank (Reward Card Accounts)	35		35	-
Donation from TCSG	-		-	59,901
Miscellaneous	22		22	-
	<u>48,115</u>	<u>2,406</u>	<u>50,521</u>	<u>134,717</u>
Activities for generating funds				
Fundraising activities	-		-	525
For training/supervision/reports given	435		435	380
For 'Break-Thru Project' counselling	4,403		4,403	5,473
Room Hire in Arbroath premises	50		50	-
	<u>4,888</u>		<u>4,888</u>	<u>6,378</u>
Investment income				
Treasurer's Account	37		37	215
Halifax Reserve Accounts	987		987	3,352
	<u>1,024</u>		<u>1,024</u>	<u>3,567</u>
4. Incoming resources from charitable activities				
		£ Restricted		£
		Big Lottery	NHS	
Big Lottery Fund grant	54,332	-		-
NHS Counselling Fund	-	120,000		132,000
NHS Working Well Challenge Fund	-	20,000		-
	<u>54,332</u>	<u>140,000</u>		<u>132,000</u>

Insight Counselling (A Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2010 (continued)

Resources expended	2009 - 2010				2008 - 2009
	£ Unrestricted	£ Restricted	£ Big Lottery Other	£ Totals	£ Totals
5. Charitable activities					
Rent and water rates	22,727	3,350		26,077	15,265
Telephone, Broadband & Network	5,368	1,405		6,773	913
Office expenditure	12,119	2,017		14,136	4,650
Contents and Employer's Liability Insurance	457	66		523	267
Gas & Electricity (Arbroath)	720	240		960	-
Renovation/furnishing Arbroath premises	8,502	-		8,502	-
Mobile Phones	-	638		638	-
Gross salaries	93,192	24,970		118,162	32,103
Employer's NI payments	6,976	1,732		8,708	1,452
Pension payments	1,855	795		2,650	-
CrossReach (Final payment May 2009)	3,902	-		3,902	22,536
Support & Supervision	1,560	430		1,990	2,065
Depreciation	967	-		967	1,338
Staff Expenses	715	3,868		4,583	590
Bottled water	668	-		668	294
Hire of rooms for counselling	2,119	-		2,119	1,101
Counsellors' fees	-	4,050	58,875	62,925	52,077
Advertising and Publicity	1,240	1,135		2,375	1,607
Training course fees	1,234	675		1,909	1,140
Car parking charge	622	-		622	632
Hospitality	1,732	219		1,951	1,098
Peninsula Employment Services	767	-		767	-
BUPA Group Life Assurance Scheme	650	-		650	-
Books general	294	179		473	383
Books for bibliotherapy	260	-		260	-
Toys & Games	319	-		319	397
Various gifts	474	100		574	413
Cleaning windows and interior (Arbroath)	451	150		601	-
Server, computers and printers (Arbroath)	5,684	-		5,684	-
Solicitor's fees (Arbroath)	948	-		948	-
Buildings Insurance (Arbroath)	367	122		489	-
Professional indemnity and public liability ins.	585	200		785	782
Laptop computers	-	941		941	-
Recruitment	620	1,737		2,357	-
Evaluation of Insight	1,500	-		1,500	-
Online training for counselling by email	-	-		-	1,800
Training of children's counsellors	94	-	2,406	2,500	1,500
Computer maintenance	162	-		162	-
Membership of BACP	-	-		-	158
Website hosting and development	181	-		181	242
Miscellaneous	549	-		549	433
	180,580	49,019	61,281	290,880	145,236
6. Governance costs					
Hire of rooms for business	371				63
Auditors fee	-				1,150
Independent Examiner's fee	400				-
	771				1,213

Insight Counselling (A Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2010

(continued)

7. Transfers between funds

From Restricted to Unrestricted Fund	Reason	Amount £
NHS Tayside Counselling Fund	Towards core costs	86,455
Big Lottery Fund	* See below	5,215
		<u>91,670</u>
* (1) PBS counselling costs: 162 sessions @ £20 based on £45 per session, of which £20 per session are for costs and £25 for fees (162 @ £25 = £4,050 fees (see Note 5))		3,240
(2) Room hire for:	Steering Group Meetings	225
	Client Group Meetings	250
	Workshop Training	500
(3) Staff costs for Client Group Meetings and Workshop Training		1,000
	Total	<u>5,215</u>

8. Paid employees

	2009 - 2010 £	2008 - 2009 £
Gross salaries and wages	118,162	32,103
Employer's national insurance costs	8,708	1,452
Pension costs	2,650	-
Total staff costs	<u>129,520</u>	<u>33,555</u>
Average number of full-time equivalent employees	8	3

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund.

The pension cost charge shown above represents contributions payable by the company to the fund.

The amount outstanding at the year end amounted to £Nil (2008 - 2009 nil)

9. Expenses paid/reimbursed to Directors

Number of Directors who received such payments	4	2
Nature of the expenses	Business travel and training courses	
Total amount paid	2,895	630

10. Commitments under operating leases

Land and Buildings	2010 - 2011 £	2009 - 2010 £
Amount payable next year where lease expires: Within the second and fifth years	9,580	8,782

Insight Counselling (A Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2010

(continued)

11. Tangible fixed Assets

Office equipment, furniture,
fixtures & fittings

£

Cost

At 1 April 2009

4,834

Additions for year

-

At 31 March 2010

4,834

Depreciation

At 1 April 2009

1,815

Charge for year

967

At 31 March 2010

2,782

Net book value

At 31 March 2010

2,052

At 31 March 2009

3,019

12. Income tax to reclaim

Income tax to 30 September 2009 (see Note 3) was recovered earlier.

The amount appearing here is for the period 1 October 2009 to 5 April 2010.

		2009 - 2010	2008 - 2009			
		£	£			
13. Debtors	Interest due on Halifax Reserve Accounts	-	413			
	NHS Tayside funding	30,000	30,000			
	HMRC refund of overpayment	45	-			
	Payment by counsellor for supervision	50	-			
		30,095	30,413			
14. Creditors	Auditor's fee	-	1,150			
	Independent Examiner's fee	400	-			
	Employer's NI	-	19			
	Counselling fees	875	5,087			
	Membership of BACP	-	158			
	DVA (postage, telephone calls and room hire)	547	-			
	Staff expenses	286	-			
	PBS publicity cards	74	-			
		2,182	6,414			
15. Restricted Funds						
		Movement in funds				
	1 April 2009	Incoming resources	Outgoing resources	Transfers	31 March 2010	
	£	£	£	£	£	
	Big Lottery Fund Grant	-	54,332	(49,019)	(5,215)	98
	Other Restricted Funds					
	NHS Counselling Fund	25,330	120,000	(58,875)	(86,455)	-
	NHS Working Well Challenge Fund		20,000			20,000
	Army Cadets		406	(406)		-
	Colin Grant Charitable Trust		2,000	(2,000)		-
		25,330	142,406	(61,281)	(86,455)	20,000
	Totals	25,330	196,738	(110,300)	(91,670)	20,098