

COUPLE COUNSELLING LOTHIAN
(formerly Lothian Marriage Counselling Service)

Annual Report and Financial Statements

for the year ended 31st March 2000

SC 110621



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Couple Counselling Lothian is a company limited by guarantee, having no share capital

COUPLE COUNSELLING LOTHIAN
(A Company Limited by Guarantee)

Annual Report and Financial Statements
for the year ended 31st March 2000

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Council of Management

Chairman

Wendy Sheehan

Other Council Members

Thomas Ballantine

Helen Bell (formerly Oliver)

David Christie

Jeremy Devlin-Thorp

Alasdair Ferguson

Alison Honeyman

Jane Langridge-Smith

Reverend John C Lindsay

Isobel Lodge

Charlotte McEachran

Lorna Stoddart

Honorary Treasurers

John & Helen Beattie

Secretary

Deirdre Bett

Auditors

Scott Oswald, Chartered Accountants
1 Royal Terrace, Edinburgh EH7 5AD

Solicitors

Fyfe Ireland WS
Orchard Brae House
30 Queensferry Road
Edinburgh EH4 2HG

Bankers

Bank of Scotland

38 St Andrew Square, Edinburgh EH2 2YR

Registered Office

9A Dundas Street, Edinburgh EH3 6QG

Registered in Scotland No 110621

Scottish Charity Number SCO11989

NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING OF THE MEMBERS OF COUPLE COUNSELLING LOTHIAN WILL BE HELD AT 9A DUNDAS STREET, EDINBURGH ON 26 JUNE 2000 AT 7.00 PM AND THAT THE BUSINESS TO BE BROUGHT BEFORE THE MEETING WILL BE :

1. Statement by the Chairman.
2. To receive and adopt the financial statements for the year ended 31st March 2000.
3. To elect members of the Council of Management.
4. To re-appoint Scott Oswald, Chartered Accountants as auditors and to authorise the Council to fix their remuneration.

By order of the Council of Management



Deirdre Bett
Secretary
31 May 2000

PROXIES

A member entitled to attend and vote at the meeting may appoint a proxy to attend and vote instead of him or her. A proxy need not be a member of the company.

COUPLE COUNSELLING LOTHIAN
(A Company Limited by Guarantee)

Report of the Council of Management

The Council of Management hereby submit their report and audited financial statements for the year ended 31st March 2000.

Status

Couple Counselling Lothian is a company limited by guarantee having no share capital and is governed by a Memorandum and Articles of Association dated 15 April 1988 and amended by Special Resolution on 19 May 1988 and 22 February 1990. The name of the service was changed from Lothian Marriage Counselling Service to Couple Counselling Lothian by Special Resolution dated 6th October 1999. The service is registered as a charity in Scotland.

Activities

The objectives of Couple Counselling Lothian are to: -

- provide, develop and co-ordinate a confidential counselling service in Edinburgh, West Lothian, Midlothian and East Lothian for people - regardless of race, religion, marital status or sexual orientation - who have difficulties and anxieties in their marriage or other intimate, personal relationships. These include individuals and couples troubled with emotional or sexual difficulties, those who are experiencing difficulties in contemplating a permanent relationship and those who are experiencing the end of a marriage or relationship and its after effects, whether through bereavement, separation or divorce;
- act as a local information, educational and resource centre for individuals and groups wishing to enhance their understanding of marriage and other intimate personal relationships.

Couple Counselling Lothian achieves these objectives by:

- ensuring that voluntary and paid counsellors, voluntary intake workers, voluntary telephone helpline workers, voluntary receptionists are recruited, trained and supervised appropriately;
- providing accommodation, timetabling and administrative support for the counselling and related services which are undertaken;
- responding to written and telephone enquiries about the work of the service;
- giving talks and running groups for students and others on relationship issues;
- maintaining and selling a range of books related to the work of the service

Review of the Year

A detailed description of the developments that have taken place in the work of the Company over the last year is contained within the 53rd Annual Report. Brief highlights are as follows:

- offering c.7000 interviews to clients;
- running 3 Surviving the Break-up groups and developing other groups;
- maintaining a counselling service in four community health centres;
- phasing out the Intake Scheme and making preparations to replace it with Initial Consultations with a Counsellor;
- establishing a Marketing Group, changing the name of the organisation and identifying a new corporate image.

The general fund surplus for the year as shown in the Income and Expenditure Account was £1653 (1999 - surplus of £212).

Council of Management

The Articles of Association states that the business of the company shall be managed by a Council of Management.

The Council will consist of not fewer than 5 and not more than 12 members. The Council may appoint any member to fill either a casual or permanent vacancy in its number provided the prescribed maximum is not exceeded.

Any member so appointed shall retain office until the next Annual General Meeting at which point they will be eligible for re-election. No person who is not a member of the Company shall be eligible to hold office as a member of the Council.

The present members of Council of Management are shown on page 1.

In accordance with the Articles of Association, David Christie, Jeremy Devlin-Thorp and Alison Honeyman retire by rotation and being eligible offer themselves for re-election. Alasdair Ferguson who was appointed to fill a casual vacancy on 1st October 1999 is standing for election.

Statement of Council of Management's Responsibilities

Company law requires the Council of Management to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the Council of Management 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 Council of Management is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable it to ensure that the financial statements comply with the Companies Act 1985. It is also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

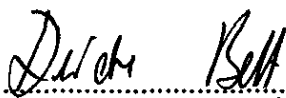
Special Exemptions

Advantage has been taken in the preparation of the report of the Council of Management of the special exemptions applicable to small companies conferred by Part VII to the Companies Act 1985.

Approval

The report of the Council of Management was approved and signed by the Council on 31 May 2000 on its behalf.

By order of the Council of Management

.....Secretary

REPORT OF THE AUDITORS TO THE MEMBERS OF COUPLE COUNSELLING LOTHIAN

We have audited the financial statements on pages 7 to 14 which have been prepared under the historical cost convention as modified by the revaluation of heritable property and on the basis of the accounting policies set out on pages 10 and 11.

RESPECTIVE RESPONSIBILITIES OF THE COUNCIL OF MANAGEMENT AND AUDITORS

As described on pages 4 and 5, the company's Council of Management is responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those financial statements and to report our opinion to you.

BASIS OF OPINION

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the council of management in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

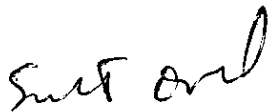
In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31st March 2000 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985 applicable to small companies.

SCOTT OSWALD

CHARTERED ACCOUNTANTS AND REGISTERED AUDITORS

EDINBURGH

31 May 2000



Couple Counselling Lothian
(A Company Limited by Guarantee)
Income And Expenditure Account

For the Year Ended 31 March 2000

	Notes	<u>2000</u>	<u>1999</u>
		£	£
Income			
Grants	2	24,076	23,882
Donations	3	100,862	96,158
Interest		1,034	1,949
Other Income		1,297	1,400
		<u>127,269</u>	<u>123,389</u>
Administration Expenses	5	72,219	75,597
Disposable Income		<u>55,050</u>	<u>47,792</u>
Utilised thus:			
Direct Charitable Expenses			
Provision of Services	7	40,575	37,407
Educational expenses	8	12,822	10,857
		<u>53,397</u>	<u>48,264</u>
Surplus/ (Deficit) for the year		1,653	(472)
Appropriations to other funds:			
From Development Reserve		-	1,684
To HYPAS Reserve		-	(1,000)
General Fund Surplus for the year		<u>1,653</u>	<u>212</u>

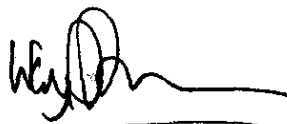
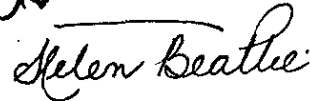
The company has no recognised gains or losses other than the surpluses for the years ended 31st March, 2000 and 31st March, 1999.
All operations are continuing.

Couple Counselling Lothian
(A Company Limited by Guarantee)
Balance Sheet as at 31 March 2000

	Notes	<u>2000</u>	<u>1999</u>
		£	£
Fixed Assets			
Tangible Assets	9	<u>175,000</u>	<u>175,000</u>
Current Assets			
Debtors	10	5,829	3,657
Stock of Books for resale		400	1,051
Cash at Bank and in hand		<u>22,124</u>	<u>21,581</u>
		28,353	26,289
Less: Creditors: Amounts falling due within one year	11	<u>(4,104)</u>	<u>(3,693)</u>
Net Current Assets		<u>24,249</u>	<u>22,596</u>
Net Assets		<u>199,249</u>	<u>197,596</u>
Capital and Reserves			
Capital Reserve	13	189,462	189,462
Other Reserves	14	9,787	8,134
		<u>199,249</u>	<u>197,596</u>

Advantage has been taken in the preparation of the financial statements of the special exemptions conferred by Part VII of the Companies Act 1985 on the grounds that the company qualifies as a small company.

The financial statements were approved by the Council of Management and signed on its behalf on 31st May, 2000 by:

Chair 
Treasurer 

The notes on pages 10 to 14 form part of these financial statements.

●uple Counselling Lothian
(A Company Limited by Guarantee)
Statement of Financial Activities
For the Year Ended 31 March 2000

		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>Notes</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
		£	£	2000	1999
				£	£
Income					
Grants	2	24,076	-	24,076	23,882
Donations	3	100,862	-	100,862	96,158
Interest		1,034	-	1,034	1,949
Other Income		1,297	-	1,297	1,400
		127,269	-	127,269	123,389
Administration Expenses	5	72,219	-	72,219	75,597
Disposable Income		55,050	-	55,050	47,792
Utilised Thus:					
Direct Charitable Expenses					
Provision of Services	7	40,575	-	40,575	37,407
Educational Expenses	8	12,822	-	12,822	10,857
		53,397	-	53,397	48,264
Surplus/(deficit) for year		1,653	-	1,653	(472)
Transfer of funds		-	-	-	-
Net movements in funds		1,653	-	1,653	(472)
Total funds brought forward		7,134	190,462	197,596	198,068
Total funds carried forward		8,787	190,462	199,249	197,596

1 Accounting Policies

Accounting Convention

The financial statements are prepared in compliance with the Companies Act 1985 and under the historic cost convention, modified to include the revaluation of heritable property. The requirements of the Statement of Recommended Practice - Accounting for Charities have also been incorporated.

Donations and Other Forms of Voluntary Income

Monies received in the form of donations and other voluntary income are credited to the Income and Expenditure Account when received by the company.

Grants Received

Grants are credited to the Income and Expenditure Account in the year in which they are received.

Expense Allocation

The charitable expenses of the company are split between the provision of counselling services and educational expenses.

The expenses allocated to the provision of counselling services include all payments made to counsellors for work carried out in addition to their voluntary work together with all travelling, advertising and other expenses which can be directly attributed to that work. These costs are analysed in Note 7.

The expenses allocated to educational expenses include all training and supervision of counsellors together with the costs directly attributable to the provision of a bookstall and library to enhance the work of the company. The allocation also includes subscriptions to related professional bodies. These costs are analysed in Note 8.

All other expenditure, which cannot be directly attributed to these categories, is shown as part of the administrative expenses. These costs are analysed in Note 5.

The practice of providing an honorarium to the Treasurers was discontinued in 1996 and all sums paid for services rendered in that capacity are included in the wages and salaries shown in Note 4.

1 Accounting Policies (Continued)

Fixed Assets

All equipment bought by the company is written off in the Income and Expenditure Account in the year in which it is purchased. No provision is made for the depreciation of heritable property as the Council of Management is of the opinion that such provision would be inappropriate as the property is maintained in a good state of repair, is increasing in value and has a life expectancy in excess of fifty years. The heritable property was revalued on 13th March, 1997 by Shepherd & Co., Chartered Surveyors on an open market basis at £175,000. The Council of Management are of the opinion that the current market value of the property is at least this value.

Stocks

The books for resale are valued at the lower of cost and net realisable value.

VAT

The company is not registered for VAT and accordingly expenditure includes a VAT element where appropriate.

2 Grants Received

	2000	1999
	£	£
City of Edinburgh	16,416	16,416
West Lothian Council	7,660	7,466
	<u>24,076</u>	<u>23,882</u>

3 Donations

	2000	1999
	£	£
Clients' Contributions	78,393	68,718
Group and Publicity work	1,272	1,440
Friends of Couple Counselling	971	728
Individual Donations (including Covenants)	2,446	3,279
Donations from Industry and Commerce	1,100	1,900
Lloyds/TSB Foundation	7,500	7,120
The North British Hotel Trust	-	5,000
The Robertson Trust	3,000	3,000
The Tudor Trust	3,000	2,000
The William Thyne Trust	1,000	1,000
Cruden Foundation	500	500
Netherdale Trust	500	500
Dickson Minto Charitable Trust	500	200
Penpont Trust	600	-
Other Trusts	80	773
	<u>100,862</u>	<u>96,158</u>

Couple Counselling Lothian
(A Company Limited by Guarantee)
Notes to the Financial Statements for the Year
Ended 31 March 2000

4 Staff Numbers and Costs

The average weekly number of administrative employees of the Service during the year was 6 (1999 - 8).

The aggregate remuneration and associated costs of the Service were:-

	2000	1999
	£	£
Wages and Salaries	49,341	52,771
Social Security	2,990	3,137
Pension	1,517	1,379
	<u>53,848</u>	<u>57,287</u>

Council members' Remuneration and Expenses

No remuneration was paid to any of the Committee members during the year (1999 : Nil)

No expenses were reimbursed to any of those members in the year (1999 : Nil)

5 Administration Expenses

	2000	1999
	£	£
Rates and Insurance	3,685	3,400
Heat and Light	1,494	1,977
Repairs and Renewals	2,271	3,655
Cleaning	1,349	1,485
	<u>8,799</u>	<u>10,517</u>
Salaries, Wages & National Insurance (note 4)	53,848	57,287
Printing and Stationery	2,308	1,871
Telephone and Postage	3,051	2,377
General Expenses	1,712	980
Office Equipment	417	741
Report and AGM	968	943
Audit Fee	1,116	881
	<u>72,219</u>	<u>75,597</u>

6 Taxation

The Service is recognised by the Inland Revenue as a charity and is not liable to Corporation Tax on the surplus for the year.

Couple Counselling Lothian
(A Company Limited by Guarantee)
Notes to the Financial Statements for the Year
Ended 31 March 2000

7 Provision of Services

Counselling

	2000	1999
	£	£
Payments to Counsellors	35,742	36,405
Public Liability Insurance	221	221
Travelling expenses	634	363
Advertising & Publicity	3,978	418
	<u>40,575</u>	<u>37,407</u>

8 Educational expenses

	2000	1999
	£	£
Counsellors' Training and Supervision Costs	23,270	17,151
Less: Contributions by trainees	(11,250)	(7,394)
Bookstall, Library and Journals	1,189	1,651
Less: Sales	(787)	(951)
Fees to Marriage Counselling Scotland	400	400
	<u>12,822</u>	<u>10,857</u>

9 Tangible Assets

The heritable property was revalued on 13 March, 1997 by Shepherd & Co., Chartered Surveyors on an open market basis at £175,000.

10 Debtors

	2000	1999
	£	£
Taxation recoverable from Deeds of Covenants	500	230
Payments made in advance	5,329	3,427
	<u>5,829</u>	<u>3,657</u>

11 Creditors : Amounts falling due within one year

	2000	1999
	£	£
Accruals	2,506	1,493
Other taxes and social security costs	1,326	1,150
Income Received in Advance	272	1,050
	<u>4,104</u>	<u>3,693</u>

Couple Counselling Lothian
(A Company Limited by Guarantee)
Notes to the Financial Statements for the Year
Ended 31 March 2000

12 Membership

The company has no share capital and is limited by the guarantee of 35 members to a maximum of £10 each.

13 Capital Reserve

	2000	1999
	£	£
Property at valuation 13 March, 1997	175,000	175,000
Capital Accrued prior to incorporation	14,462	14,462
	<u>189,462</u>	<u>189,462</u>

The Capital Reserve represents the value of the property held by the company, together with the surpluses accumulated by the company from its instigation in June 1946, until its incorporation.

14 Other Reserves

	<u>General</u> <u>Fund</u>	<u>HYPAS</u> <u>Reserve</u>	<u>Total</u>
	£		£
At 1 April, 1999	7,134	1,000	8,134
Surplus For The Year	1,653		1,653
At 31 March, 2000	<u>8,787</u>	<u>1,000</u>	<u>9,787</u>

The HYPAS Reserve represents a donation received on 5:2:99 at the launch of the Relateen Report. It is envisaged that it will be used next year for an educational purpose.