

COUPLE COUNSELLING LOTHIAN
(a company limited by guarantee)

Annual Report and Financial Statements

For the year ended 31st March 2003

SC 115521



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COUPLE COUNSELLING LOTHIAN
(a company limited by guarantee)

Annual Report and Financial Statements

For the year ended 31st March 2003

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Council of Management
Wendy A Sheehan (Chair)

Other Council Members

David Christie
Gary Clapton
Jeremy Devlin-Thorp
Alasdair Ferguson
Alison Honeyman
Susie Jackson
Isobel Lodge (retired 21/6/02)
Charlotte McEachran (retired 21/6/02)
Anne McFarlane (Callander) (appointed 21/6/02)
Jane Mackie (appointed 21/6/02)
Sadia Shinwari (appointed 6/9/02)

Honorary Treasurers
John and Helen Beattie

Company Secretary
Deirdre Bett

Auditors
Scott Moncrieff,
17 Melville Street
Edinburgh
EH3 7PH

Bankers
Bank of Scotland
38 St Andrew Square
Edinburgh
EH2 2YR

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

Registered Office
9A Dundas Street
Edinburgh
EH3 6QG

Registered in Scotland: No 110621
Scottish Charity Number: SCO 11989

COUPLE COUNSELLING LoTHIAN
(a company limited by guarantee)

Report of Council of Management

For the year ended 31st March 2003

The Council of Management has pleasure in presenting its report for the year ended 31st March 2003. This report is prepared in accordance with the Memorandum and Articles and recommendations of *Statement of Recommended Practice – Accounting and Reporting by Charities* and complies with applicable law.

Constitution

Couple Counselling Lothian is a company limited by guarantee having no share capital and is governed by a Memorandum and Articles of Association dated 15th April 1988 and amended by Special Resolution on 19th March 1988 and amended by Special Resolution on 19th May 1988 and 22nd 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.

Objectives

The objectives of Couple Counselling Lothian are to-

- provide, develop and co-ordinate a confidential counselling and psycho-sexual 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;
- provide and develop a range of allied services which would enable people to maintain and foster good relationships.

There have been no changes in the objectives since the last annual report.

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 no 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 members 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.

Review of Activities

A detailed description of the activities which have taken place in the work of the Company is contained in the 56th Annual Report. Brief highlights are as follows:

- offering 6151 counselling appointments from Dundas Street and 700 counselling appointments from 4 community-based centres;
- developing and delivering 38 Education Packages in 4 schools;
- introducing a Family Therapy service which has worked with 18 families;
- developing 11-18@CCL, a counselling service for young people;
- review the supervision and training requirements of the service;
- appointing a part-time Practice Manager

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Report of Council of Management

For the year ended 31st March 2003

Reserves policy

The Directors have identified a minimum reserve requirement of c.£40,000 in order to be able to meet commitments as they fall due. Actual reserves at 31st March 2003 were £19,529. The Directors have taken steps to reach the minimum requirement in the short to medium term.

Financial Information

The main activities of the charity are funded by grants from local authorities, trusts and donations from clients complemented by fund raising activities. The net incoming resources on these activities during the year was £4,922.

Two reserves have been set up to continue the Education in Schools project and the Counselling Young People Project.

During the next year fund-raising activities will be increased to enable CCL to:

- continue its main activities;
- develop the psychosexual therapy service;
- develop the 11-18@CCL project;
- develop the Family Therapy Service.

Risk Management

The Council of Management has assessed the major risks to which the charity is exposed, in particular those related to the operations and financing of the Company, and is satisfied that systems are in place to mitigate exposure to the major risks.

Taxation

The Company is a charity and is recognised as such by the Inland Revenue for taxation purposes. As a result there is no liability to taxation on any of its income.

Council of Management responsibilities

Charity law requires the company to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the surplus or deficit of the trust 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 judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts;
- 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 which enable it to ensure that the financial statements comply with the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 and the Charities Account (Scotland) Regulations 1992. 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.

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Report of Council of Management

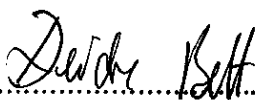
For the year ended 31st March 2003

Auditors

A resolution to re-appoint Scott-Moncrieff Chartered Accountants as auditors will be put to the members at the annual general meeting.

By order of the Council of Management.

28th May 2003

..........Secretary
Deirdre Bett

COUPLE COUNSELLING LOTHIAN
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Independent Auditors' Report to the Members

For the year ended 31 March 2003

We have audited the financial statements of Couple Counselling Lothian for the year ended 31 March 2003 set out on pages 6 to 10. These financial statements have been prepared under the historical cost convention as modified by the revaluation of heritable property and the accounting policies set out on page 8.

This report is made solely to the company's members as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of council members and auditors

As described in the Statement of Council of Management's Responsibilities, the charitable company's Council of Management are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Council of Management's Report is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding council members' remuneration and transactions with the charitable company is not disclosed.

We read the Council of Management's Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of opinion

We conducted our audit in accordance with United Kingdom 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 judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable 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 charitable company's affairs as at 31 March 2003 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.


SCOTT-MONCRIEFF
Chartered Accountants and Registered Auditor
17 Melville Street
Edinburgh

28 May 2003

COUPLE COUNSELLING LOTHIAN
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**Income and Expenditure Account and
Statement of Financial Activities**

For the year ended 31 March 2003

	Notes	Unrestricted Funds £	Restricted Funds £	Capital Reserve £	2003 Total £	2002 Total £
Incoming resources						
Donations and legacies		112,884	7,700	-	120,584	131,523
Incoming resources from the operating activities of the charity						
- in furtherance of the objectives		25,211	-	-	25,211	24,776
Investment income		1,120	-	-	1,120	1,196
Other incoming resources		677	1,912	-	2,589	2,412
Total incoming resources		139,892	9,612	-	149,504	159,907
Resources expended						
Costs of generating funds		13,689	652	-	14,341	8,380
Charitable expenditure						
- activities in furtherance of the charity's objects	3	109,506	5,220	-	114,726	133,566
- management and administration	3	14,862	653	-	15,515	9,576
Total resources expended		138,057	6,525	-	144,582	151,522
Net incoming resources		1,835	3,087	-	4,922	8,385
Total funds brought forward		17,694	3,893	189,462	211,049	202,664
Total funds carried forward		19,529	6,980	189,462	215,971	211,049

All the results relate to continuing activities.

The notes on pages 8 to 10 form part of these accounts

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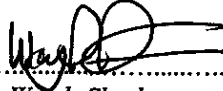
Balance Sheet

As at 31 March 2003

	Notes	2003	2002
		£	£
Fixed assets			
Tangible assets	4	175,000	175,000
Current assets			
Stocks		335	369
Debtors	5	5,155	3,412
Cash at bank and in hand		39,520	39,573
		<u>45,010</u>	<u>43,354</u>
Creditors: amounts falling due within one year	6	<u>4,039</u>	<u>7,305</u>
Net current assets		40,971	36,049
Net assets		<u>215,971</u>	<u>211,049</u>
Funds			
Unrestricted funds		19,529	17,694
Restricted funds	7	6,980	3,893
Capital reserve		189,462	189,462
		<u>215,971</u>	<u>211,049</u>

The financial statements were approved by the Council of Management on 28 May 2003

and signed on their behalf by


 Wendy Sheehan
 Chair


 Helen Beattie
 Treasurer

The notes on pages 8 to 10 form part of these accounts

COUPLE COUNSELLING LOTHIAN
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Notes to the Financial Statements

For the year ended 31 March 2003

1. Accounting policies

Basis of accounting

The accounts have been prepared under the historical cost convention and are in accordance with applicable accounting standards in the United Kingdom, with the Companies Act 1985, Charities Accounts (Scotland) Regulations 1992 and Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2000).

Fixed assets

The fixed asset is included in the balance sheet at market value at the date of last valuation.

Depreciation

No depreciation has been provided on the heritable property as in the opinion of the Council of Management the residual value of the property will be greater than the valuation at 13 March 1997 and therefore any depreciation charge would be immaterial.

Stock

Stock is stated at the lower of cost and net realisable value.

Grant income

Grant income is credited in the year to which it relates.

Donations

Donations are credited in the year in which they are receivable.

Pensions

Pension contributions are made to an approved pension scheme. These are charged in the year in which they are incurred.

VAT

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

Allocation of expenditure

Wherever possible, expenses are attributed directly to the category to which they relate. Where this is not possible, expenses are allocated on the basis of time spent by staff on each activity.

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Notes to the Financial Statements - continued

For the year ended 31 March 2003

2. Staff numbers and costs	2003	2002
	£	£
Wages and salaries	97,445	98,832
Social security costs	3,680	4,288
Pension costs	1,517	1,517
	102,642	104,637
The average weekly number of employees during the period was:-	Number	Number
Administration staff	4	4
Counselling staff	4	4
	8	8

There were no employees with emoluments above £50,000.

None of the council members received any remuneration or reimbursement of expenses during the year.

3. Allocation of expenditure	Cost of generating funds	Charitable Activities	Management And Administration	Total 2003
	£	£	£	£
Staff costs	10,264	82,114	10,264	102,642
Property costs	953	7,626	953	9,532
Administrative costs	3,124	24,986	4,298	32,408
	14,341	114,726	15,515	144,582
2002	8,380	133,566	9,576	151,522
Expenditure includes the following:			2002	2001
			£	£
Auditors' remuneration in respect of:				
- audit services			1,175	1,198

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Notes to the Financial Statements - continued

For the year ended 31 March 2003

4. Tangible assets

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

5. Debtors	2003 £	2002 £
Other debtors	610	670
Accrued income	4,545	2,742
	5,155	3,412

6. Creditors: Amounts falling due within one year	2003 £	2002 £
Other taxes and social security	3,536	4,019
Accruals	503	3,104
Deferred income	-	182
	4,039	7,305

7. Restricted funds	Balance at 31 March 2002	Incoming Resources	Resources Expended	Balance at 1 April 2003
Education in Schools	3,587	1,200	2,547	2,240
Counselling Young People	306	8,412	3,978	4,740
	3,893	9,612	6,525	6,980

8. Analysis of net assets among funds	Unrestricted Funds	Restricted Funds	Capital Fund	2003 Total	2002 Total
Fixed assets	-	-	175,000	175,000	175,000
Net current assets	19,529	6,980	14,462	40,971	36,049
	19,529	6,980	189,462	215,971	211,049