

Charity Registration No. 1025967

Company Registration No. 02818814 (England and Wales)

EACH Counselling and Support
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 March 2020

EACH Counselling and Support **(A COMPANY LIMITED BY GUARANTEE)**

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Stephen Eckles
Dr Zenobia Nadirshaw (MBE)
Shaheen Dar
Dr Oluwaseun Adebambo
Renoop Purewal
Richard Jan Rutkowski
Ricardo Scipio
Munira Thobani

- Chair
- Vice Chair
- Treasurer
- Appointed 14/06/19
- Appointed 14/06/19
- Appointed 14/06/19
- Appointed 15/07/19
- Resigned 07/11/19

Chief Executive and Company Secretary

Lakhvir Randhawa

Charity number:

1025967 (England and Wales)

Company number

02818814 (England and Wales)

Principal address and Registered Office

Vine House
1 & 2 Factory Yard
Hanwell
London
W7 3UG

Auditors

HW Fisher LLP
Acre House
11-15 William Road
London
NW1 3ER

Bankers

National Westminster Bank Plc
275-277 High Street
Hounslow
Middlesex
TW3 1ZA

Bank of Scotland
Pentland House
8 Lochside Avenue
Edinburgh
EH12 9DJ

Solicitors

Russell-Cooke
2 Putney Hill
Putney
London
SW15 6AB

EACH Counselling and Support **(A COMPANY LIMITED BY GUARANTEE)**

CONTENTS

	Page
Trustees' Annual Report	1 - 11
Statement of Trustees' Responsibilities	12
Independent auditor's report	13 - 15
Statement of financial activities	16 - 17
Balance sheet	18
Statement of cash flows	19
Notes to the accounts	20 - 36

EACH Counselling and Support (A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 March 2020

The Trustees present their report and accounts for the year ended 31 March 2020 which also contains the Directors' report as required by company law.

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) (effective 1 January 2019).

OVERVIEW

EACH recognises that a range of services and approaches are essential to engage individuals and families who are affected by problems arising from substance misuse, domestic violence and mental health issues, particularly those individuals and groups who are vulnerable, marginalised and hard to reach.

EACH's services are offered within a holistic approach that is culturally sensitive and person centred to reflect the individual, multiple and diverse needs of our service users.

The main services that are undertaken to further our charitable purpose for the public benefit, accessible to individuals of all ages and all communities are the following:

Substance misuse services in the community

Structured therapeutic interventions, both brief and long term which follow a client-centred and goal oriented approach to enable individuals to address their substance misuse and mental health issues, are provided through our Life Therapies social enterprise and young people's services. Counselling is delivered in a number of community languages, including Hindi, Urdu, Gujarati, Punjabi, and Tamil and helps service users work towards their goals.

Abstinence based programmes are undertaken for those individuals wishing to maintain and achieve abstinence. Structured psycho-educational groups on relapse prevention, managing emotions, and better health are provided to assist those contemplating change and to help individuals in their recovery.

Volunteering opportunities to enable service users to build their confidence and skills through voluntary work placements in the organisation and through a Peer Volunteer support programme. This helps service users make positive life style changes and sustain their commitment to change and reintegrate back into the community.

Generic and specialist family support, mental health, and substance misuse floating support services provide support to people at risk of losing their homes and to help maintain their tenancies. This work is undertaken through a combination of home-visits by staff who support service users with life skills such as budgeting, cooking, understanding benefits, helping them access treatment and employment, education and training including other community-based provision, and through accommodation based support such as hostels and women's refuges.

Mental health services

Support to people in recovery is provided through targeted counselling and support services to the BAME community in Hillingdon and Brent, through a user-led resource centre in Hounslow, and an out of hospital floating support service in Ealing and support for people with dual diagnosis.

Services for women

EACH's women-only services have continued to be provided within a holistic approach to address their multiple and interconnected issues relating to mental health, substance misuse and domestic violence and abuse. Services include a specialist domestic violence counselling and support service for victims and survivors, and for women with multiple/complex needs and women-only support groups. Support is provided to women

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 March 2020

in 3 refuges, including one for Asian women, helping them to deal with the impact of domestic abuse and develop move on strategies.

Services for young people and families

For young people from the age of 11 years a range of interventions are provided. These include motivational support, cognitive behaviour therapy, counselling, advice and information on harm reduction and the associated risks of substance misuse and gang involvement, as well as group based activities and workshops on anger management, offending behaviour, and knife and gun crime.

Support is provided to parents to develop more positive relationships with their children as well as their own resilience. Activities are delivered as part of Brent Council's children and families provision, as well as within the wider community and in collaboration with other young people's services and professionals.

Crisis prevention support

A specialist floating support service provides support to families and women who may be experiencing challenges to sustain their tenancies or who are moving on from women only accommodation.

Structure, governance and management

Board of Trustees (Directors)

The Board of Trustees comprises of **7** members, who give their time voluntarily and are responsible for the governance, performance monitoring and strategic direction of the organisation. The Board meets 6 times a year to review and monitor the work. The Trustees are members of EACH. Board members come from diverse professional backgrounds and have expertise at a senior level in relevant areas such as financial management and accountancy, business strategy and organisational development, health and social care, clinical governance, housing and communications.

The day to day running of the charity rests with the Chief Executive who is supported by members of the Executive Management Team. Responsibility to review the management accounts and annual accounts and resources of the organisation is delegated to the Finance and Resource Subcommittee which reports to the Board. There are three additional sub-committees covering Quality Governance, Policy & HR and a Service User sub- committee.

The Trustees who served during the year were:

Stephen Eckles	Chair
Dr Zenobia Nadirshaw (MBE)	Vice Chair
Shaheen Dar	Treasurer
Dr Oluwaseun Adebambo	Appointed 14/06/19
Renoop Purewal	Appointed 14/06/19
Richard Jan Rutkowski	Appointed 14/06/19
Ricardo Scipio	Appointed 15/07/19
Munira Thobani	Resigned 07/11/19

Recruitment and Appointment of the Board of Trustees

The Trustees are also Directors of the Charity for the purposes of company law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the Trustees are elected to serve for a period of three years after which they must stand down and have the option of being re-elected at the Annual General Meeting. They receive no benefits from the charity.

EACH Counselling and Support (A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 March 2020

Due to the nature of work that the organisation is involved in and the communities that it serves, the Board seeks to ensure that the experiences and needs of its service users are appropriately reflected through the diversity, experience and skills of its board members.

The organisation operates an open recruitment process advertising in the Guardian newspaper. Prospective candidates are asked to provide their CV and a letter expressing interest. An information pack outlining the organisation's Strategic Plan, roles and responsibilities of board members and a copy of the annual report is provided to ensure full understanding of the organisation's work. An interview panel comprising of three board members including the Chairperson selects prospective candidates. They are invited to attend a full board meeting as an observer before they make a commitment.

Changes to the Board of Trustees

Since the previous report, Munira Thobani stepped down as a member of the Board and Steve Eckles took up the position of Chair and Zenobia Nadirshaw the role of Vice-Chair. On behalf of the Board I would like to thank Munira Thobani for her long-standing contributions towards the success of the Charity.

Induction and Training of Trustees

Board members are inducted and familiarised with the aims and objectives of the Charity through a comprehensive induction which covers the following areas:

- Role and responsibilities of Trustees.
- Operational framework for the Charity including the Memorandum and Articles.
- Risk Management.
- The current financial position of the Charity as set out in the latest published accounts.
- Future plans and objectives as set out in the 3 year Strategic Plan.

In addition, members participate in open days, project launches and training events covering a number of topics related to EACH's work and its operational functions. Along with the Senior Management Team, Board members meet once a year for a separate strategic planning and review day.

Evaluation and performance monitoring

Trustees are responsible for ensuring that EACH meets its overall strategic aims and objectives as set out in the three year Strategic Plan; reviewing annual performance and effectiveness; assessing, reviewing and monitoring risk, ensuring quality standards and meeting requirements of Company Law, Charities Commission regulations and other legal obligations.

There are four sub-committees – Finance and Resource, Quality Governance, Policy & HR and a Service User sub-committee. The Finance and Resource sub-committee sets and reviews the annual budget, reviews monthly management accounts, oversees risk management issues, allocates and oversees resources and meets all financial requirements as per the financial policy and procedures. The Quality Governance sub-committee reviews quality standards to ensure compliance with best practice, clinical governance, health and safety, and oversees regular audits. The Policy and HR sub-committee is responsible for reviewing policies and procedures, work force development, and staffing. This year, we reviewed the Service User sub-committee and are planning a different approach to take forward service user involvement and development at EACH as well as review services and policies. All committees make recommendations to the board and implement work plans as delegated by the Board.

EACH Counselling and Support **(A COMPANY LIMITED BY GUARANTEE)**

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 March 2020

Senior Management Team

The Senior Management Team (SMT) comprise the Chief Executive, Deputy Chief Executive and Finance & Resources Director. The SMT are responsible for delivering the three-year Strategic Plan and priorities which underpin and inform the key operational activities of EACH. The Operational Management Team consists of the Operations Manager, Services Manager, Clinical lead (under recruitment) and Project Manager/Co-ordinators, meeting bi-monthly to ensure the effective delivery and provision of all services as per the requirements of funders and commissioners. The Strategic Plan is reviewed annually by the Trustees and the Senior Management Team.

The charity operates from the head office in Ealing and three other branches in Harrow, Brent, and Hounslow and additionally through satellite provision.

Staff

EACH has a diverse workforce employing **32** full time equivalent staff members, with a range of experience, knowledge and skills. The organisation is committed to ensuring that staff have the opportunity to develop their skills and competencies through training, peer support and access to other learning opportunities such as through attending conferences, workshops and participating in forums in their areas of work.

The charity is grateful to its staff for their hard work and commitment towards the excellent service that was provided over the year.

Volunteers

The organisation supported 38 volunteers. Volunteers contributed 3,291 hours to the charity over the last year through counselling hours, key working, admin and peer support. Volunteers' contribution is equivalent of £34,720 to the charity based 2019/20 London Living Wage of £10.55/hour.

The charity would also like to extend special thanks to all volunteers who have contributed significantly throughout the year.

Key Management Personnel

1. Lakhvir Randhawa – Chief Executive
2. Clarissa Stoneman – Deputy Chief Executive
3. Femi Adebajo - Finance & Resources Director

Objectives and activities

Our charity's purposes as set out in the objects contained in the company's memorandum of association are to:

- Relieve mental or physical stress, or illness from alcohol related or other problems of individuals and their families, in particular those from ethnic minorities, through the provision of education, advice and counselling

EACH Counselling and Support (A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 March 2020

Our aim which is carried out for the public benefit is:

To be the leader in the development and provision of inclusive services that empower and meet the needs of individuals and families from diverse communities affected by drugs and alcohol misuse, mental health and domestic violence concerns.

Public Benefit

The trustees' confirm they have referred to the Charity Commission guidance on public benefit.

Our activities deliver public benefits by:

- Providing quality and effective treatment to enhance positive outcomes for service users
- Developing services targeting socially excluded groups, particularly BAMER (Black, Asian, Minority Ethnic and Refugee) communities, young people and women
- Promoting and highlighting best practice
- Empowering service users to realise their potential and maximise the opportunities available to them to do so
- Developing a skilled and competent workforce

Ensuring a robust organisation able to grow and change to meet the challenges of the future.

Criteria for measuring success

The following are the criteria used by the charity to measure success of projects or any activity engaged in during the year:

1. The Key performance indicators (KPIs)-
 - KPIs established at the commencement of the project between the funder and EACH (quantity, and quality, scope, time frame and safety standards etc).
 - Data monitoring system deployed to gather quantitative and qualitative data that can be used for continuous improvements and future funding applications.
2. Acceptability and satisfaction –
 - Clients' satisfaction measured through service users' consultations and feedback. The feedback gathered can be used to help shape future policy shifts or influence securing future funding for the same or related projects.
 - Staff satisfaction and good team working measured from responses from staff during appraisals and management supervisions.
 - Implication of the project on EACH's reputation.
3. Sustainability – Assessed based on ability to deliver within set budgets.
4. Organisational objectives –
 - Alignment of the project with the charity's business plan and values.
 - How the project can reaffirm EACH's unique selling point (USP).

EACH Counselling and Support (A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 March 2020

Risk Identification

Risk Management is conducted at a strategic and operational level. The Board reviews EACH's Risk Management document annually to identify, prevent or reduce the impact and likelihood of unforeseen risks as reported by the Finance and Resource sub-committee. Where risks have been identified, contingency plans are in place to mitigate them. The Risk Management incorporates the key areas that have to be addressed which includes organisational risks (dealing with vulnerable clients), financial risks (contracts, economic climate, organisational sustainability, commissioning and funding changes), employer's risks (health and safety for staff, service users and the public), meeting legal and other statutory requirements; reputational risks (complaints, organisational effectiveness, service delivery).

The organisation adheres to the NICE Clinical guidelines which provide a robust framework to meet clinical standards as the basis of our work. The continuing review of policies and operating procedures, implementation of the Drugs and Alcohol National Occupational Standards (DANOS), adoption of the QuADS (Quality Assurance for Drugs and Alcohol) and the QAF (Quality Assurance Framework), BACP requirements ensure a consistent quality of delivery for all operational aspects of the charity.

Achievements and Performance in 2019 – 2020

Service Users Engaged in EACH's Counselling and Support Services

During the year EACH supported a total of 1,947 service users, an increase of 30% from the previous year. 33% of clients in our services were male, with women comprising 67% - 1300 women were seen in both our specialist services and generic provision. 73% compared to 66% the previous year were from BAME (Black, Asian and Minority Ethnic) communities, reflecting the organisation's reach and USP.

Of the total number of 689 men, just under half at 48% presented to our Floating support services in Brent, Ealing and Harrow to support their housing tenancy needs, 144 men (22%) presented with mental health as the primary issue, and 20% with substance misuse, accessing our specialist service Create Wellness in Ealing and young people's services in Brent. 55 men accessed our ETE project delivered in this year – IPS Works which supports adults from the BAME with mental health to help them develop work related skills and the confidence to take up work opportunities.

Of the 1300 women who accessed our services, a significant proportion (42%) did so due to domestic violence and abuse and related issues, including as part of our specialist provision for women fleeing violence and to address inter-related, complex needs of substance misuse, mental health and domestic violence. 23% accessed our support to address housing related needs through our generic and mental health floating support, and 19% to gain ETE skills. 84 women were supported within mental health projects, including specialist counselling services for BAME women. 10% (116) of women were supported in our Youth Offending Service, with the majority being parents or relatives of young people in that service – 65 were supported in this element of the work.

5818 counselling sessions and 21,969 key working support sessions were delivered to service users. 2,165 group sessions, including workshops, were delivered, and 1066 community outreach sessions to inform, educate and engage service users provided.

1,118 clients were seen at satellites within the wider community, and 58 within supported housing. The majority of clients, 51%, seen were aged 30 to 49, with 20% also aged between 50 and 59; young people aged 17 or under were mainly supported as part of our young people's service in Brent.

EACH Counselling and Support (A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 March 2020

Drugs & Alcohol services

Abstinence based Create Wellness and Life Therapies Structured Day Programme and counselling

The abstinence based programme and counselling delivered as part of our Create Wellness Social Enterprise (Life Therapies from November 2019 onwards) was delivered in Ealing through a mixture of spot purchasing by local authorities and self-funding by individuals. In addition, towards the latter part of the year, we initiated Life Therapies as an out of hours' service for people with an addiction. This was accessed by 57 people seeking to address their alcohol and drug issues, and mental health concerns.

Young people – Brent

EACH's work with young people expanded in this year through RealTalk which aims to provide support to young people with a substance misuse issue and at risk of being involved in knife crime, through crisis prevention as part of Brent Council's Accelerated Support Team. 227 referrals were received, with 188 supported through one to one individual support, including key-working and structured counselling, and group work. The majority were from BAME communities (80%) and males represented 54% of all seen.

Floating support services – Substance Misuse, Mental Health, Women and Families, Offender Management and Generic

The Floating Support Services in Brent, Harrow and Ealing supported a total of 603 clients across mental health, generic, women and families, and substance misuse/offender management, an increase of 11% from the previous year. 96% of clients within the generic service maintained their tenancy; within the out of hospitals service, only 4 clients out of 105 supported were re-admitted into hospital in the 9 months of intensive support provided.

Services for Women

Ascent Project - pan London VAWG services

EACH has continued to deliver its specialist VAWG services under Ascent, a project of the London VAWG (Violence against Women and Girls) consortium established in April 2013. The latter is made up of over 25 organisations funded by London Councils to deliver a range of services for survivors of domestic and sexual violence. EACH delivered counselling and group work under the Advice and Counselling strand of Ascent in 8 boroughs – Brent, Hounslow, Harrow, Hillingdon, Kingston, Richmond, Merton and Wandsworth. Over the year, across the 8 boroughs, 246 women and young girls affected by sexual violence and abuse were provided with specialist counselling and support and 257 women-only support group sessions were delivered. Out of 196 women and young girls, **85% reported an increased level of understanding to make safe choices and 83% an increased knowledge of safe choices.**

Pukaar: Specialist counselling service for women affected by violence and abuse – Hillingdon

EACH continued to receive funding from the London Borough of Hillingdon to provide a specialist BAME counselling and support service for women affected by domestic violence and abuse. The project supported 48 women with advice, information, one-to-one counselling and group work, delivering the service through satellites, including GPs and Health Watch.

Project Jasmine – complex needs service in Ealing

Continuation funding was secured from the Henry Smith trust to provide counselling and keyworking to women with multiple, inter-connected needs related to domestic abuse, mental health and substance misuse. 78 women were supported through a combination of counselling, keyworking and group session; 55% were BAME women.

EACH Counselling and Support (A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 March 2020

Specialist Refuge and Housing Support – Brent

EACH provided extensive support to women both in crisis and in need of safe, emergency accommodation as well as to support women and their children in the community. 41 women and their children were supported within 3 refuges, including one specifically for Asian women, and 58 women in the specialist women and families floating support. 88% of the women supported were BAME.

Mental Health services

Tamil mental health project – Hillingdon

EACH provided a specialist mental health counselling service to the Tamil Community in Hillingdon, working primarily through satellites in and around Hayes Town. Support was provided in mother tongue to help 18 people recover from the emotional and physical impact of the conflict in Sri Lanka (PTSD), domestic violence and alcohol.

Mental Health – Project 10 @ Star Centre, Hounslow

The mental health service (Project no 10 @ the Star Centre) has continued to operate with a reduced level of funding by L.B Hounslow; it supported 94 service users through drop in sessions, 64% being male. The service provides a 'safe space' for service users who are in contact with statutory services to help re-ablement through social activities, e.g. gardening, as well as enable people to come together and access support and have a hot meal, including over Christmas and New Year.

Connect and Change – BME Mental Health Counselling and Engagement

Funded by City Bridges, Connect & Change undertook a programme of outreach to engage members of the BME community with mental health issues through workshops and information sessions, and therapeutic interventions comprising one to one counselling and group work. The project supported 95 people in the therapeutic work and delivered 1520 counselling sessions and 60 group sessions, the latter attended by 28 clients.

Employment, Training and Education – North-West London

IPS Works continued to do well as part of a partnership with Twining Enterprises; it operates across NW London, primarily on an outreach basis, to access and engage members of the BAME community with a mental health issue and who are seeking or thinking about taking up employment. It provided information to 1206 people, out of whom 603 people were assessed for eligibility. There were 303 clients supported to develop motivation and move into more structured employment related activities, such as job clubs. 74% of clients seen were from Asian backgrounds, and 82% of clients were female.

2019-20 AT A GLANCE

This year continued to be a challenging one for the organisation with the need to develop sources of income to mitigate against previous years' loss of funding, including by investing in our social enterprise initiatives. EACH focussed on building upon its expertise of working with marginalised groups on mental health, substance misuse, and domestic violence, which coupled with its long standing presence in NW London, provided a platform to seek and obtain funding for new initiatives. A key challenge has been service delivery through multiple projects which are funded through grants, with this requiring greater co-ordination, reporting and management.

EACH Counselling and Support **(A COMPANY LIMITED BY GUARANTEE)**

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 March 2020

New Developments

Brent Young People's Services

EACH has a well-established record of supporting young people with a substance misuse problem in Brent. During this year it built upon its work within the Youth Offending Service to offer psycho-education and CBT to young people to de-escalate a crisis as part of the Accelerated Support Team based within Brent Council.

Women's Services

EACH built upon its work supporting women affected or experiencing domestic abuse to support women as part of a London-wide partnership, Project CASA; EACH provides move on support to women relocating in the boroughs we work in after a stay in safe accommodation, thus providing resettlement support.

EACH was successful in securing funding from LB Harrow and LB Ealing to deliver domestic abuse awareness sessions to women in the 2 boroughs. Sessions were delivered targeting specific BAME communities and in a range of locations, including hairdressers, Gurdwara, and community groups such as Harrow Association of Somali Voluntary Organisations.

Mental Health Services

EACH was successful in its bid to Ealing Council to provide a peer-led mental health signposting and awareness service, STEPS. During this year, it concentrated on recruiting and supporting peers to deliver outreach awareness sessions, of which 41 were delivered.

Premises

EACH was successful in bidding to Harrow Council to take on the lease for HoneyBun Centre, which had become available due to the previous occupying charity winding down. This will help EACH to bring its services in the borough together and provide a base to develop its work in Harrow.

Partnerships

- EACH has continued its successful partnership with Ascent Project (pan London Violence against Women and Girls (VAWG) service) to provide counselling in 8 London boroughs, as well as with Thames Reach, DePaul, and Twining Enterprise.

Quality Governance

- Internal audits have informed the work of the Quality Sub-committee to ensure that service improvements are undertaken and to provide oversight of clinical governance
- A number of key clinical and organisational policies were reviewed and adapted.
- Staff benefited from a range of internal and external trainings
- Service users have been represented on the Board and played a key role in promoting the organisation and have participated in employee recruitment process.
- EACH retained its ISO 9001 quality management certification during the year and will endeavour to sustain the quality mark.
- EACH retained its Investors in People accreditation status during the year.

Summary of Impact of Covid-19 Pandemic

At the end of the year in Mid-March 2020, the Coronavirus 19 pandemic resulted in a national lockdown to contain the spread of the deadly virus and limit its impact on the NHS.

EACH Counselling and Support (A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 March 2020

As a consequence EACH closed its centres and moved our service delivery to remote based support through the use of mobile phones and digital technology. EACH has remained open throughout the pandemic working on the principle of the need to be available and accessible to vulnerable people whilst ensuring the wellbeing of our staff. As such, EACH implemented the following measures to a) keep staff, service users and members of the public safe, b) sustain support to service users, current and new, and c) ensure the ongoing concern of the organisation.

- Face to face contact was withdrawn and moved to phone and/or digital based support
- Staff were provided with the IT and means to work from home
- Standard Operating Procedures were revised and issued to all staff
- Risk assessments were undertaken of all staff and service users in relation to Covid-19 and vulnerabilities
- Our refuge accommodation (19 units) was closed to new admissions, with limited on-site presence to ensure that women newly admitted were settled in and that all the residents understood the Covid-19 safety requirements (many of the women do not have English as first language)
- Information on Covid-19 added to our website, including link to information in various languages
- Contact made with partnerships and funders to understand the impact and local emergency mobilisation

EACH has responded in the following ways:

- Daily check ins with staff to support them to work remotely and pick up any issues
- Updated safeguarding logs for all service users and adapted support plans according to risk assessment
- Ensured inductions, training, team meetings and supervisions continue as normal but delivered over digital platforms
- Held organisational wide meetings with staff to both check in, sustain connections across EACH, and to discuss and consult on any planned changes
- Managed limited on-site operations in Brent to ensure safety of service users more vulnerable and at risk due to the impact of Covid-19 on their physical and mental health
- Identified and continued to access funding, in particular emergency funding to help service users with basic essentials and to provide additional capacity and services to respond to emerging needs
- Increased capacity and developed new services to meet additional demand and needs
- Identified and reduced running costs, whilst increasing capacity of online digital channels
- Adapted service responses and way support is delivered by a) re-purposing support to provide befriending or to deliver emergency provisions through door-stopping, and b) introducing a blended model of face-to-face/on-site support and remote based support which can be stepped up or stepped down depending on need or appropriateness
- Made premises Covid-19 safe through deep cleans, cleaning stations, a rota to limit cross over of staff and numbers on site, and by securing and distributing PPE to staff
- On-going assessment of changes in Government guidance and revising and communicating our protocols to staff to manage the risk of Covid-19 accordingly

In conclusion, EACH has sustained its services by adapting its modes of delivery and ensuring staff are able to work effectively primarily remotely. It has also responded to new demands and needs by developing new services by drawing down funding from local authorities and trusts. EACH is in a strong position financially and operationally to respond to the uncertainties and challenges caused by the pandemic and we will be seeking to utilise our specialism and expertise of work with BAME communities and women to influence local developments and realise funding opportunities..

EACH Counselling and Support (A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 March 2020

FINANCIAL REVIEW

The year-end financial statement shows a decrease in the net assets of the Charity by £80,663 from £247,186 in 2018/19 to £166,523 in 2019/20 representing a decrease of 32.63%. In the 2019/20 financial year, the revenue of the charity income increased by 0.46% from £1,176,445 in 2018/19 to £1,181,858 in 2019/20 mainly due to the new projects that started during the financial year.

Reserves policy

The trustees of EACH have examined the Charity's requirements for reserves in light of the main risks to the organisation and have accordingly established a policy whereby unrestricted funds of a minimum £120,000 are set aside as reserves to meet at least 1 month recurrent expenditure and liabilities which is currently about £106,000. This will be realised from the general reserves which is reviewed on a yearly basis. An amount of £34,274 is earmarked as designated funds for the purposes of staffing (£25,000), office improvement and office relocation (£9,274). During the year designated funds no longer required, quality standards (£13,412) and new projects and strategic development (£16,437) were transferred to general funds while from new projects and developments £25,000 was expended.

Plans for the future

In 2020-21 EACH will:

- Continue to build non-statutory income streams to provide key services that support service user's recovery and health and well-being.
- Recruit additional, new members to the Board of Trustees and provide relevant induction and training
- Enhance our social enterprise model by offering an out of hours service for individuals able to self-fund their support and through spot purchasing by statutory services
- Prioritise funding and developments to sustain our current community engagement and counselling and support services to BAME communities, women and girls and young people affected by substance misuse, mental health and domestic violence.
- Develop our offer to young people and families
- Continue to build and sustain strategic alliances and partnerships
- Work towards implementing a competency based framework
- Draw out learning and impact of our work
- Focus on further service user and volunteer involvement within the organisation

Disclosure of information to auditors

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

On behalf of the Board of Trustees

DocuSigned by:

Steve Eddles

Stephen Eddles

Chair

22nd March 2021

EACH Counselling and Support (A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF TRUSTEES' RESPONSIBILITIES STATEMENT TO THE MEMBERS OF EACH COUNSELLING AND SUPPORT FOR THE YEAR ENDED 31 March 2020

The Charity's trustees (who are also the directors of EACH Counselling and Support for the purposes of company law) are responsible for preparing a trustees' annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (Statement of Recommended Practice);
- 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 accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

EACH Counselling and Support **(A COMPANY LIMITED BY GUARANTEE)**

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF EACH COUNSELLING AND SUPPORT FOR THE YEAR ENDED 31 March 2020

We have audited the accounts of EACH Counselling and Support (the 'charity') for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the notes to the accounts, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of its incoming resources and application of resources, 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the accounts is not appropriate; or
- the Trustees have not disclosed in the accounts any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the accounts are authorised for issue.

Other information

The other information comprises the information included in the annual report, other than the accounts and our auditor's report thereon. The Trustees are responsible for the other information. Our opinion on the accounts does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

EACH Counselling and Support (A COMPANY LIMITED BY GUARANTEE)

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF EACH COUNSELLING AND SUPPORT FOR THE YEAR ENDED 31 March 2020

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' Report, which includes the Directors' Report prepared for the purposes of company law, for the financial year for which the accounts are prepared is consistent with the accounts; and
- the Chief Executive's Report included within the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report included within the Trustees' Report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts 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 accounts in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

Responsibilities of Trustees

As explained more fully in the Statement of Trustees' Responsibilities, the Trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the accounts

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

**EACH Counselling and Support
(A COMPANY LIMITED BY GUARANTEE)**

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF EACH COUNSELLING AND SUPPORT FOR THE YEAR ENDED 31 March 2020

Use of Our Report

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 auditors' 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.

Sailesh Mehta (Senior Statutory Auditor)



for and on behalf of HW Fisher LLP
Chartered Accountants
Statutory Auditor
Acre House
11-15 William Road
London
NW1 3ER



EACH Counselling and Support **(A COMPANY LIMITED BY GUARANTEE)**

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE
ACCOUNT FOR THE YEAR ENDED 31 March 2020

	Note	Unrestricted funds	Designated funds	Restricted funds	Total funds 2020	Total funds 2019
		£	£	£	£	£
Income						
Voluntary Income	3	16,568	-	357,467	374,035	388,676
Charitable activities	4	18,143	-	787,704	805,847	786,346
Investment Income		1,976	-	-	1,976	1,423
Total income		36,687	-	1,145,171	1,181,858	1,176,445
Expenditure on:						
<i>Charitable activities:</i>						
General advocacy and support	5	102,611	25,000	1,134,910	1,262,521	1,298,615
Total expenditure		102,611	25,000	1,134,910	1,262,521	1,298,615
Net expenditure before transfers		(65,924)	(25,000)	10,261	(80,663)	(122,170)
Gross transfers between funds	17	29,849	(29,849)	-	-	-
Net (expenditure) for the year		(36,075)	(54,849)	10,261	(80,663)	(122,170)
Reconciliation of funds:						
Total funds brought forward		158,063	89,123	-	247,186	369,356
Total funds carried forward		121,988	34,274	10,261	166,523	247,186

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

EACH Counselling and Support **(A COMPANY LIMITED BY GUARANTEE)**

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE
ACCOUNT FOR THE YEAR ENDED 31 March 2020

Prior year figures

	Note	Unrestricted funds	Designated funds	Restricted funds	Total funds 2019
		£	£	£	£
Income					
Voluntary Income	3	3,731	-	384,945	388,676
Charitable activities	4	14,453	-	771,893	786,346
Investment Income		1,423	-	-	1,423
Total income		19,607	-	1,156,838	1,176,445
Expenditure on:					
<i>Charitable activities:</i> General advocacy and support	5	141,777	-	1,156,838	1,298,615
Total expenditure		141,777	-	1,156,838	1,298,615
Net expenditure before transfers		(122,170)	-	-	(122,170)
Gross transfers between funds	17	43,735	(43,735)	-	-
Net (expenditure) for the year		(78,435)	(43,735)	-	(122,170)
Reconciliation of funds:					
Total funds brought forward		236,498	132,858	-	369,356
Total funds carried forward		158,063	89,123	-	247,186

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

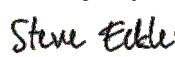
Company registration number: 2818814


BALANCE SHEET AS AT 31 March 2020

	Note	2020		2019	
		£	£	£	£
Fixed assets:					
Tangible assets	13		3,972		2,938
Current assets:					
Debtors	14	76,848		82,989	
Cash at bank and in hand		<u>119,942</u>		<u>219,546</u>	
Total Current assets		196,790		302,535	
Liabilities:					
Creditors: Amounts falling due within one year	15	<u>(34,239)</u>		<u>(58,287)</u>	
<i>Net current assets</i>			162,551		244,248
<i>Total assets less current liabilities</i>			<u>166,523</u>		<u>247,186</u>
Total net assets			<u>166,523</u>		<u>247,186</u>
The funds of the Charity:					
Restricted fund	16		10,261		-
Designated funds	17		34,274		89,123
Other charitable funds			<u>121,988</u>		<u>158,063</u>
<i>Total unrestricted funds</i>			166,523		247,186
Total funds	18		<u>166,523</u>		<u>247,186</u>

The notes at pages 20 to 36 form part of these accounts.

These accounts were approved by the Trustee on 22nd March 2021 and signed on its behalf by:

DocuSigned by:

 CF0399A54A8F438...
Stephen Eckles
 Chair

DocuSigned by:

 Shaheen Dar
 902E8E282472...
 Treasurer

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 March 2020

	Note	Total Funds 2020 £	Total Funds 2019 £
Cash flows from operating activities:			
Net cash used in operating activities	19	(95,285)	(175,514)
Cash flows from investing activities:			
Purchase of tangible fixed assets		(4,319)	(3,279)
Change in cash and cash equivalents in the reporting period		(99,604)	(178,793)
Cash and cash equivalents at the beginning of the reporting period		219,546	398,339
Cash and cash equivalents at the end of the reporting period		119,942	219,546

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 March 2020

I. Accounting Policies

- a) EACH Counselling and Support is a private company limited by guarantee incorporated in England and Wales. The registered office is Vine House, 1 & 2 Factory Yard, Hanwell, London, W7 3UG.

The principal accounting policies adopted preparation of the accounts are as follows:

b) Basis of preparation

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) (effective 1 January 2019).

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.

The accounts are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these accounts are rounded to the nearest £.

c) Preparation of the accounts on a going concern basis

The trustees have considered the effect of Covid-19 outbreak. The outbreak has caused little disruption to the charity's business to date, as the counselling and key working services have been provided using online platforms. We have to close our offices, but we continued our services via online and telephone. Income has continued to be received from the existing multi-year contracts and new ones during during the period while our staff and volunteers have worked from home and attended online meetings. Our keyworkers do provide check ups on the highly vulnerable clients. The trustees consider it unlikely that a prolonged outbreak will cause significant disruption. All our funders were particularly supportive during this lockdown period. Accordingly, at the time of approving the financial statements, the trustees have a reasonable expectation that the company has adequate resources to continue in operation for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements

d) Income

All incoming resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

Unrestricted income is deferred when this is received and relates to a period following the year end. Restricted income is deferred only when this relates wholly to a future period, as specified by the funder.

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 March 2020

Accounting Policies (Continued)

e) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity.

Designated funds may include donations where the donor has not specified a use, but the trustees have allocated these funds to specific projects being undertaken by the Charity.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

f) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the costs of attracting voluntary income and the costs of fundraising.
- Expenditure on charitable activities includes the costs of the delivery of its activities and services for its beneficiaries.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Rental costs under operating leases are charged against income on a straight line basis over the term of the lease.

g) Allocation of support costs

All support costs are allocated activities based on the time spent on those by staff.

h) Tangible fixed assets

All assets costing more than £350 are capitalised.

Tangible fixed assets are stated at cost less depreciation. A full year depreciation is charged in the year of acquisition of fixed assets. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 3 years.

All fixed assets acquired specifically for projects under restricted funds, are written off in the year of purchase.

The policy with respect to impairment reviews of fixed assets is that these assets are inspected regularly for any impairment and any defect remedied so as to maintain the current value. In some cases a provision for impairment would be required.

i) Pensions

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 March 2020

I Accounting Policies (Continued)

j) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered and provision for bad and doubtful debts.

Prepayments are valued at the amount prepaid net of any trade discounts due.

k) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

l) Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

m) Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues of FRS 102 to all its financial instruments.

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of financing items which are subsequently measured at amortised cost using the effective interest method.

1.2 a) Financial Effect of the Covid-19 Pandemic

In order to mitigate the financial effects of the pandemic the following measures were put in place:

- Identified and continued to access funding, in particular emergency funding to help service users with basic essentials and to provide additional capacity and services to respond to emerging needs.
- It has also responded to new demands and needs by developing new services by drawing down funding from local authorities and trusts. This has resulted in EACH drawing Covid-19 related funding in excess of £200,000 to provide new services as well as support the existing infrastructures.

b) Previous Financial losses

In the past years the charity the income of the charity had not been able to cover its expenses resulting in deficits which had eroded the unrestricted reserves. In order to address this the charity is diversifying its sources income streams and incorporating full cost recovery in all new projects and funding applications. The result of this measures will be evident in 2020/21 financial results where it is projected that the charity will post a surplus and there are plans in place to sustain this trajectory in the following years.

2. Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements,

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 March 2020

estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The Trustees do not consider there to be any estimates or judgements that are critical to the accounts

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 March 2020

3 Voluntary Income

	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
	2020	2020	2020	2019	2019	2019
	£	£	£	£	£	£
Grants	12,484	357,467	369,951	-	384,945	384,945
Gifts in Kind	4,084	-	4,084	3,731	-	3,731
	16,568	357,467	374,035	3,731	384,945	388,676

Grants (unrestricted):

	2020	2019
	£	£
Grant: CASA Project	4,484	-
MHCLG	8,000	-
	12,484	-

Grants (restricted):

	2020	2019
	£	£
Others		
London Councils (Ascent)	90,489	90,489
Big Lottery	-	65,199
City Bridges Trust	47,743	50,600
Henry Smith Foundation	56,900	38,574
Big Lottery/ESF BBO IPS	101,429	110,083
London Borough of Harrow		
Harrow Outcomes Based Grant	-	-
London Borough of Hillingdon		
Hillingdon DV	30,000	30,000
London Borough of Ealing		
Voluntary Sector Mental Health Grant	30,906	-
	357,467	384,945
	369,951	384,945

Gifts in kind include nil (2019: nil) for legal assistance and £4,084 (2019: £3,731) for general advocacy.

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 March 2020

4 Income from charitable activities

	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
	2020	2020	2020	2019	2019	2019
	£	£	£	£	£	£
Advice, Information & Counselling	-	787,704	787,704	-	771,893	771,893
Other Income	18,143	-	18,143	14,453	-	14,453
	18,143	787,704	805,847	14,453	771,893	786,346

Contracts (Restricted income):

	2020	2019
	£	£
Brent Youth Offending Service (MOPAC)	75,892	75,672
Brent Mental Health	12,471	-
LB Brent –Generic Floating Support	160,528	160,528
LB Brent –DV & Families Floating Support	92,872	92,872
LB Ealing Supporting people	186,217	206,908
LB Harrow Housing Services	160,948	175,358
LB Hounslow Mental Health User-led	40,476	39,900
Greater London Authority	49,971	12,326
NHS Hillingdon	8,329	8,329
	787,704	771,893
Total Income from charitable activities	<u>805,847</u>	<u>771,893</u>

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 March 2020

5 Analysis of expenditure relating to general advocacy and support

	Note	2020 £	2019 £
Staff costs		998,928	1,030,127
Recruitment		7,000	3,356
Travel		3,189	3,944
Volunteer expenses		3,610	1,957
Training & development		20,806	29,388
Share of Support	6	221,305	222,025
Share of governance cost	6	7,683	7,818
		1,262,521	1,298,615

Expenditure was £1,262,521 (2019: £1,298,615) of which £102,611 was unrestricted (2019: £141,777), £1,134,910 was restricted (2019: £1,156,838) and £25,000 was designated (2019: 43,735).

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 March 2020

6 Analysis of support costs and governance costs

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are all allocated against the charitable activities based on the time spent on those activities.

Support costs	Support Cost 2020 £	Governance 2020 £	Total 2020 £	Support Cost 2019 £	Governance 2019 £	Total 2019 £	Basis of allocation
Premises	132,714	-	132,714	121,865	-	121,865	% of income
Communications	36,594	-	36,594	38,467	-	38,467	Direct % of income
General office & finance staff	41,312	-	41,312	48,375	-	48,375	Staff time
Legal & Professional	5,704	-	5,704	9,977	-	9,977	Usage
Depreciation	3,285	-	3,285	1,845	-	1,845	Usage
Bank Charges	1,696	-	1,696	1,496	-	1,496	Transaction
Audit fees	-	7,200	7,200	-	7,200	7,200	Governance
Board meetings	-	327	327	-	333	333	Governance
Annual report/AGM	-	156	156	-	285	285	Governance
	221,305	7,683	228,988	222,025	7,818	229,843	

7 Net (expenditure) for the year

This is stated after charging:

	2020 £	2019 £
Depreciation	3,285	1,845
Auditor's remuneration	7,200	7,200
Operating lease rentals	2,817	2,817

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 March 2020

8 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

	2020 £	2019 £
Wages and salaries	840,635	868,945
Social security costs	67,166	72,461
Sessional Fees	57,310	58,483
Pension	33,817	30,237
	998,928	1,030,126

The key management personnel of the Charity comprise the Chief Executive, Deputy Chief Executive and Finance & Resources Director. No employee earned in excess of £60,000 (2019: nil). Remuneration of key management personnel was £171,118 (2019: £173,343).

9 Staff Numbers

The average monthly head count was 40 staff (2019: 43) and the average monthly number of full time equivalent employees (including casual and part time staff) during the year was as follows:

	2020 Number	2019 Number
Charitable activities	32	37
Support	8	6
Total	40	43

10 Pension and other post-retirement benefit commitments

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund.

	2020 £	2019 £
Contributions payable by the company for the year	33,817	30,413

The expense has been allocated to unrestricted expenditure on the same basis as wages and salaries.

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 March 2020

11 Related party transactions

None of the trustees (or any persons connected with them) received any remuneration during the year, (2019: nil). No Trustees were reimbursed expenses in the year, (2019: nil). There were no other related party transactions in the year.

12 Corporation tax

As a charity, EACH Counselling and Support is exempt from UK tax on income and gains to the extent that these are applied to its charitable objects. No UK tax charges have arisen in the Charity, during the year or the previous year.

13 Tangible fixed assets

	Office Equipment £
Cost:	
As at 1 April 2019	24,431
Additions	4,319
Disposals	(5,096)
As at 31 March 2020	23,654
Depreciation:	
As at 1 April 2019	21,493
Disposals	(5,096)
Charge for year	3,285
As at 31 March 2020	19,682
Net book value	3,972
As 31 March 2020	3,972
As at 31 March 2019	2,938

All assets are used for charitable purposes.

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 March 2020

14 Debtors

	2020	2019
	£	£
Trade debtors	45,920	58,372
Other debtors	3,637	-
Prepayments and accrued income	27,291	24,617
	76,848	82,989

15 Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	1,491	9,562
Other creditors	-	-
Taxation and Social Security	15,881	17,031
Accruals and deferred income	16,867	31,694
	34,239	58,287

	2020	2019
	£	£
Deferred income brought forward	24,494	102,867
Released in the year	(24,494)	(102,867)
Deferred in the year		
- Big Lottery	-	-
- LB Brent YOS	-	12,832
- Greater London Authority	9,667	11,662
	9,667	24,494

EACH Counselling and Support (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 March 2020

16 Analysis of charitable funds

Analysis of movements in restricted funds

	Balance as at 1 April 2018	Incoming resources	Resources expended	Transfers	Balance as at 1 April 2019	Incoming resources	Resources expended	Transfers	Funds as at 31 March 2020
Big Lottery (a)	-	65,199	65,199	-	-	-	-	-	-
LB Brent YOS (MOPAC) (b)	-	75,672	75,672	-	-	75,892	75,892	-	-
City Bridges Trust (c)	-	50,600	50,600	-	-	47,743	47,743	-	-
London Councils (Ascent) (d)	-	90,489	90,489	-	-	90,489	90,489	-	-
LB Hounslow MH User-led (e)	-	39,900	39,900	-	-	40,476	40,476	-	-
LB Harrow Housing Related Serv. (f)	-	175,358	175,358	-	-	160,948	160,948	-	-
LB Hillingdon DV (g)	-	30,000	30,000	-	-	30,000	30,000	-	-
NHS Hillingdon Tamil (h)	-	8,329	8,329	-	-	8,329	8,329	-	-
LB Ealing Generic FSS (i)	-	206,908	206,908	-	-	186,217	186,217	-	-
Henry Smith Foundation (j)	-	38,574	38,574	-	-	56,900	56,900	-	-
LB Brent Floating Support (k)	-	160,528	160,528	-	-	160,528	160,528	-	-
LB Brent – DV & Families FSS (l)	-	92,872	92,872	-	-	92,872	92,872	-	-
Big Lottery/ESF – BBO IPS (m)	-	110,083	110,083	-	-	101,429	101,429	-	-
Greater London Authority (n)	-	12,326	12,326	-	-	49,971	39,710	-	10,261
LB Ealing Voluntary Sector MH (o)	-	-	-	-	-	30,906	30,906	-	-
LB Brent Mental Health (p)	-	-	-	-	-	12,471	12,471	-	-
	-	1,156,838	1,156,838	-	-	1,145,171	1,134,910	-	10,261

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 March 2020

All the above restricted funds were utilised for the purposes for which they were intended as follows:

- a) To provide Education, Training and Employment support for residents of the London Boroughs of Brent, Ealing and Harrow funded by Big Lottery.
- b) To provide counselling and support to young offenders within the criminal justice system.
- c) To provide Mental Health counselling and group support for BME communities in Brent.
- d) To deliver the Ascent Project as one of the partners of VAWG Consortium providing counselling and support groups for women and girls, experiencing domestic and sexual violence and abuse in eight outer London Boroughs of Hounslow, Harrow, Hillingdon, Brent, Merton, Wandsworth, Kingston and Richmond Upon Thames funded by the London Council
- e) To provide User-led Mental Health Services for mental health service users in the London Borough of Hounslow.
- f) To provide Housing Related Support and Preventative Support Services generic(lot 2) and Supported Housing for offenders, ex-offenders and individuals with drug and alcohol misuse and dependency issues (lot 3) in LB Harrow
- g) To provide counselling and support services for BME women experiencing domestic violence and abuse in the London Borough of Hillingdon.
- h) To provide counselling and support to the Tamil community affected by mental health issues in Hillingdon.
- i) Provision of generic, mental health and substance misuse/offender floating support services in the London Borough of Ealing.
- j) To provide group support and counselling for women with complex needs who reside in the London borough of Ealing.
- k) Provision of generic floating support services in the London Borough of Brent in partnership with Thames Reach Charity.
- l) Provision of women (Domestic Violence) and families floating support services in the London Borough of Brent in partnership with DePaul UK.
- m) Providing support to people *in 9 North West London boroughs with common mental health issues within the BME communities to build their motivation and capabilities to enter employment in partnership with Twinnings Enterprises.*

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 March 2020

16. Analysis of movements in restricted funds (Continued)

All the above restricted funds were utilised for the purposes for which they were intended as follows:

- n) Provision of support services to children and young people to fulfil their potentials, particularly those at risk of getting caught in crime in London Borough of Brent.
- o) To provide a peer-led mental health signposting and awareness service, STEPS to residents of London Borough of Ealing.
- p) To offer psycho-education and CBT to young people to de-escalate a crisis as part of the Accelerated Support Team based within Brent Council

EACH Counselling and Support (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 March 2020

17 Analysis of movement in designated funds

	Balance as at 1 April 2018	Incoming resources	Resources expended	Transfers	Balance as at 1 April 2019	Incoming resources	Resources expended	Transfers	Funds as at 31 March 2020
	£	£	£	£	£	£	£	£	£
Staffing contingency	25,000	-	-	-	25,000	-	-	-	25,000
Office improvements/ relocation	9,274	-	-	-	9,274	-	-	-	9,274
Quality standards New projects development	13,412	-	-	-	13,412	-	-	-	13,412
	85,172	-	-	43,735	41,437	-	25,000	-	16,437
	132,858	-	-	43,735	89,123	-	25,000	-	64,123

The designated funds which are to be utilised within 3 years have been set-aside as follows:

Staffing Contingency

The staffing contingency fund represents the potential cost of providing locum cover in the case of maternity or long-term sick leave.

Office Improvements

This fund represents the potential cost of relocation and/or refurbishment of our existing offices and associated capital expenditure.

New Projects & Strategic Development

This fund has been set aside for new project development, research and to fund core strategic developments

Quality Standards

This fund represents expenditure earmarked for meeting the charity's legal and statutory responsibilities and maintaining quality standards and for training and professional development.

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 March 2020

18 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Funds as at 31 March 2020 are represented by:				
Tangible fixed assets	3,972	-	-	3,972
Current assets/(liabilities)	118,016	34,274	10,261	162,551
	<u>121,988</u>	<u>34,274</u>	<u>10,261</u>	<u>166,523</u>

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Funds as at 31 March 2019 are represented by:				
Tangible fixed assets	2,938	-	-	2,938
Current assets/(liabilities)	155,125	89,123	-	244,248
	<u>158,063</u>	<u>89,123</u>	<u>-</u>	<u>247,186</u>

19 Reconciliation of net movement in funds to net cash flow from operating activities

	2020 £	2019 £
Net movement in funds	(80,663)	(122,170)
Add back depreciation charge	3,285	1,845
Decrease/(increase) in debtors	6,141	44,494
(Decrease)/ increase in creditors	(24,048)	(99,683)
Net cash used in operating activities	<u>(95,285)</u>	<u>(175,514)</u>

20 Commitments under operating leases

	2020 £	2019 £
Within one year - property	2,000	2,000
Between two and five years - property	189,609	145,609
	<u>191,609</u>	<u>147,609</u>

EACH Counselling and Support

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 March 2020

21. SECTION 37 STATEMENT: LONDON COUNCILS GRANT

Under the terms of our grant from London Councils and Section 37 of The Local Government and Housing Act 1989 we are required to present the following information:

Grant-aid of £90,490 received in 2019-2020 (£90,490 received in 2018-2019) from the London Councils Grants to deliver the Ascent Project as one of the partners of VAWG Consortium providing counselling and group work for women and girls, experiencing domestic violence and abuse in eight outer London boroughs of Hounslow, Harrow, Hillingdon, Brent, Merton, Wandsworth, Kingston and Richmond upon Thames.

	2020		2019	
	Grants(£)	Spent(£)	Grants(£)	Spent(£)
Salary Costs	79,683	79,649	79,683	79,683
Training/Group (inc Volunteers)	2,880	2,914	2,880	2,880
Running Costs	7,927	7,927	7,927	7,927
Total	90,490	90,490	90,490	90,490

22. Analysis of changes in net (debt)/funds

The charity had no debt during the year.