# Counsellor Name

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| **Client Ref** | **Client First Name and last initial** | **Session Date** | **Time** | **Attendance** *Attended Video**Attended Phone**Late Cancellation by Client\***Cancelled by Client**Cancelled by Counsellor**Did Not Attend* | **Donation Amount** | **Donation by***BACS**VMG**Cash when back at PF**Other…* | **Next Appointment Date / Time** | **Next Appointment Mode:** *Video**Phone* *Face to face?* | **Next Appointment:** *Counsellor at PF?* |
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| 219999 | Emma N | 12/1/21 | 9am | Attended Video | £20 | BACS | 19/1/21 9am | Video | No |

 *\*Late Cancellation is one within 24 hours of the appointment time.*

Please email toadmin@pfcounselling.org.ukon a weekly basis

Client Donation BACS transfers:

Bank of Scotland – Sort: 80-02-85 – Acc.: 00678160 – Name: Pastoral Foundation

Use their Client Reference: e.g. **200678**