

Charity registration number 1155918

Company registration number 08884776 (England and Wales)

**WEST SUSSEX MIND**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

West Sussex mind

**LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	Daniel Bird (Joint Treasurer)	
	Susan Hawker (Chair)	
	Robert Smytherman	
	Diane Medwell	
	Martin Sherred	
	Matthew Copeland (Joint Treasurer)	
	Nigel Jones	
	Kirk Lord	
	Faitma Boesdorfer	(Appointed 26 May 2022)
<b>Chief Executive Officer &amp; Secretary</b>	Tanya Marwaha	(Appointed 26 May 2022)
	Samantha Taylor-Howell	(Appointed 26 May 2022)
	Dominic Goodeve	(Appointed 30 March 2023)
<b>Charity number</b>	1155918	
<b>Company number</b>	08884776	
<b>Registered office</b>	The Gateway 8-10 Durrington Lane Worthing West Sussex BN13 2QG	
<b>Auditor</b>	Jones Avens Limited Piper House 4 Dukes Court Bognor Road Chichester West Sussex PO19 8FX	
<b>Bankers</b>	HSBC Bank Plc 16 Goring Road Worthing West Sussex BN12 4AW	

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## CHAIR'S REPORT

FOR THE YEAR ENDED 31 MARCH 2023

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Overall, 2022-2023 has been a more settled year for our charity's work following the fluidity and change of the previous years of operating during a pandemic.

However, in 2022-2023, as we moved out of pandemic related restrictions and challenges, we saw other issues emerge for our communities which impacted on people's mental health and well-being.

The cost-of-living crisis had a negative effect on the mental health of people generally and those we support. Because of this, we were pleased to secure funding and deliver additional outreach support in more deprived areas in Adur and Arun districts. Through this work we aim to reach people who may need us most. We also secured funding for an additional peer welfare worker to help people we support around financial challenges, and we worked in partnership with WSCC to administer household support fund vouchers to our service users in the last few months of the year.

The invasion of Ukraine gave us a greater focus on the mental health needs of refugees living in West Sussex generally and those coming to West Sussex from the war in Ukraine. We were pleased to get funding for and recruit a Ukrainian-speaking outreach worker and to secure funding for a wider refugee mental health project for next year.

We continued to see increased demand for all our services in 2022-2023 and it was great, therefore, that we had more funding and were able to increase our support for adults and children in GP practices. We were also pleased to do more for parents through the launch of our parents' support service and our self-harm learning network, both of which received very positive feedback. Developing and offering more peer support continues to be an essential part of how we provide great mental health support and reach more people. We were, therefore, so pleased to form a partnership with East Head Impact during 2022-23 to develop and provide training for our peer volunteers.

In terms of influence, we took a more prominent role in leading the West Sussex mental health voluntary sector within the Sussex Health and Care Partnership Integrated Care System. We were selected to represent the mental health voluntary sector within the Sussex mental health programme and to lead and provide a voluntary and community sector mental health network in West Sussex. This work strengthened pre-existing partnerships with NHS and voluntary sector providers and helped us develop new contacts and relationships. These connections and partnerships continue to help us flourish, grow and reach more people.

During the year we saw the work and plans we started in 2021-2022 to develop and diversify our Board of trustees move forward. Through this succession planning we have said farewell to Brian Hughes, a long-standing trustee who made a significant contribution to our organisation and work over the years, and to Robert Leng, who played a significant role in supporting our merger with Shoreham District Mental Health Association in 2019. I would like to thank both Brian and Robert for their commitment and contribution to the Charity over the years which has been very much appreciated. Alongside this, we welcomed four new trustees who bring a wealth of experience and new perspectives to our work.

In the last six months of 2022-2023 we planned for the departure of, and recruitment to replace, our CEO Katie Glover who left us at the end of March 2023. Following a full recruitment process, we were delighted to appoint Kerrin Page who has been Deputy CEO of West Sussex Mind for a number of years. I am looking forward to working with him as our new CEO over the next period. Katie Glover has been the Chief Executive of West Sussex Mind for the last ten years and I have had the privilege of working with her for six of those years. Katie led the West Sussex Mind through many changes from mergers over the years to navigating through the years of the Pandemic. Throughout all of this Katie's passion and commitment to our service users, staff and the objectives of our organisation shone through and there is no doubt that West Sussex Mind would not be where it is today without Katie's leadership and vision. I would like to thank Katie for all of her hard work over the years and wish her all the best for the future.

Finally, I want to say a huge thank you to **all** our dedicated staff, trustees, volunteers, members, supporters, and funders for their hard work and continuing support for our organisation over the last year. Your dedication and commitment to our work has shone through and helped us to achieve so much. Thank you again. We could not do what we do without you.



Susan Hawker (Chair)

Trustee

Dated: 1.9.23



**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)  
FOR THE YEAR ENDED 31 MARCH 2023**

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The trustees present their annual report and financial statements for the year ended 31 March 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2019)

**Objectives and activities**

Our Objects are to:

- Promote the preservation of good mental health in particular around enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.
- Relieve the needs of people with mental health problems by working to increase understanding of mental health and mental health problems, by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination.

To achieve these Objects:

- We actively promote our website where anyone can access free mental health self-help, on-line learning and development courses, videos and blogs. Once on our website, individuals can also complete a simple e-referral form asking for help.
- We provide telephone and email advice, information and signposting to local support for anyone who contacts us through our website, via email or phone through our Help Point service.
- We offer individual and group mental health and social support in person, by phone and through video call and conference to children and young people, families, adults and older adults who feel they would benefit from this. This support helps people develop the skills and confidence to manage their own mental health and well-being. It also helps people connect socially and to give and receive peer support.
- We offer evening and weekend crisis prevention support in Worthing to support individuals struggling to cope out of hours.
- We offer services across Adur, Arun, Worthing, Chichester and Horsham districts from our buildings in Southwick, Worthing and Littlehampton and from a wide range of community venues in other areas including GP practices, community centres etc. We also work proactively and in partnership with many other health, social care and community organisations to deliver our support.
- We recognise that people who need us most may not easily find or access our support so we reach out to people through outreach and community roles to tackle these health inequalities.
- We also work to raise awareness and to challenge stigma and discrimination in our local communities. We do this by providing online and face-to-face training courses for people working in West Sussex around emotional and mental health issues, and by engaging with members of local communities through campaigning, workshops, activities and events online and using social media and in person.

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit including the guidance "Public Benefit: running a charity (PB2)". The nature of the charity's objectives outlined above help to ensure that all of our activities are undertaken in the public benefit.

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

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### Achievements and performance

#### 1. Providing Mental health support

In 2022-2023 we have continued to promote our services through a variety of communications channels including social media and our website. Our social media posts covered information about our work, how individuals could reach out to us through our Help Point and linked to more in-depth content on our website.

A total of 45,139 people used our website, 44,441 (80%) of whom were new visitors. This compared to around 39,000 visitors in the previous year.

A range of self-help resources including booklets, tips and videos continue to be available on our website. During the year, there were over 54,000 page views in our help and support and information and advice section.

In 2022-2023 our Help Point, which offers a single access point for all phone and email communication, had its first full year of operation and has been a vital first point of contact for people who need support. Trained staff and volunteers have given advice, information and signposting to local services and into our own support as well as responding to all web referrals and enquiries. During the year we have taken 8707 phone calls. A total of 2278 people were given advice, information and signposting and we received 3145 web and phone referrals in the year – receiving on average around 260 referrals per month.

During the year we continued to offer our **individual and group mental health and social support** for children and young people, adults, families and older adults provided in person and through phone, email, text, video-call and conference. It has been great to see all our mental health support services go back into a settled and established pattern of delivery following easing of all pandemic restrictions.

In 2022- 2023 a total of **6230 individuals** reached out to us for help (including 2278 getting advice) which is more people than ever before. For those we went on to support, **we delivered 24,959** individual and group mental health support interventions to these individuals.

For adults our social activities programme has continued to offer a varied in person and online programme giving people an opportunity to connect socially, give and receive peer support and develop confidence and skills to engage in wider community services and support. Grant funding has enabled the growth of our peer-led physical activity programme with running, walking football, table tennis and walking groups as part of the offer. During the year around 125 activities were offered each month, with 456 individuals benefiting over the whole year. Many of these activities are supported or led by our growing team of volunteers.

As demand for support from children and young people has continued to grow in 2022-23, we were pleased to widen our children and young people's offer in GP practices and had the first full year of our parent and carer support service and self-harm learning network. A total of 428 children and young people received support from our team of GP practice-based social prescribers, and 92 parents and carers accessed our parent and carer support service. The Self-Harm Learning Network provided training to 8157 parents, professionals and school staff across Sussex.

A National Lottery Community Fund grant enabled us to extend our service for families of children aged nought to five for a further three years and reached 182 parents/carers.

Our Worthing **crisis prevention** service continued to operate throughout the year, offering evening and weekend support via phone, video call and in person for individuals who were struggling the most with their mental health out of hours. Over the year there has been a shift from the majority of appointments being remote to them now being in person. There was a significant increase in referrals, particularly from Sussex Partnership NHS Foundation Trust and we achieved this objective. The average number of monthly referrals doubled over the course of the year (from 20 to 40 per month) and the proportion of referrals which came from the NHS Trust rose from 25% to 48%.

During 2022-23 we expected, and heard from people we support, that inflation and the national cost of living crisis had a huge impact on people's mental health and well-being. We fundraised and secured funding for an additional peer welfare worker to help people we support around financial challenges, and we worked in partnership with WSCC to administer Household Support Fund vouchers to more than 800 of our service users in the last few months of the year.



## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2023

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All of this work has been supported and enabled by strong and effective partnerships with a wide range of organisations. In 2022-2023 this included:

- Sussex Partnership NHS Foundation Trust and other West Sussex mental health providers involved in the Pathfinder West Sussex Alliance
- Guild Care and Age UK West Sussex & Brighton & Hove
- Carers Support West Sussex
- NHS primary care networks and GP practices
- Borough and District councils and West Sussex County Council
- Turning Tides
- YMCA Downslink Group
- Allsorts Youth Project
- Mind
- Chichester Information Shop.

We delivered face-to-face support from our three premises – The Corner House in Southwick, The Gateway in Worthing and Maltravers Drive in Littlehampton – as well as in a wide range of other community premises.

In addition, through acting as the West Sussex strategic partner to support the Community Mental Health Transformation (CMHT) in Sussex, and through the Deputy CEO job-sharing a secondment as VCSE Transformation Systems Lead for West Sussex with a colleague from BHT-Sussex, we have been well placed to influence and actively support the development of mental health services in West Sussex, and more broadly across Sussex.

## 2. Raising awareness and reaching out into our communities

In 2022-23 our training team continued to offer a wide range of training services and support to help people living and working in West Sussex understand more about mental health and well-being and staff working with people with mental health problems to develop their skills and confidence.

A total of 12,499 people benefited from training events and learning opportunities provided by the training team which is a 166% increase on 2021/22. The following projects and initiatives helped us to achieve this:

- The Self-Harm Learning Network continued this year and provided training to 8,157 parents, professionals and school staff across Sussex to enable them to support children and young people who self harm. This work culminated in a conference with over 2,206 attendees either on the day or watching the YouTube recordings.
- A total of 39 online workshops for **parents and carers** funded by West Sussex County Council and NHS across all areas
- We offered **free suicide awareness and prevention training** through giving free licences for the LivingWorks START course throughout the year.
- We continued and developed **our autism programme for professionals** run in partnership with Aspens and Impact Initiatives funded by Health Education England
- We provided **adult and youth mental health first aid training** to staff in the county council and partner agencies, funded by West Sussex County Council
- The training team facilitated a range of bespoke training for businesses and organisations within West Sussex, including mental health first aid and programmes designed to support Mental Health at Work Week, promoting mental health in the workplace, and supporting staff with poor mental health.

In 2022-23 we refocused our community and anti-stigma work to be more targeted around widening access to our services. During 2022-23 we:

- Set up a new outreach project to support the recently resettled Ukrainian refugees and their host families.
- Continued our work to reach the Polish community. Both the Ukrainian and Polish projects supported people to connect to and navigate local mental health services and have conversations to reduce stigma around getting support in these communities.
- Attended Chichester and Worthing Pride and through conversations at these events undertook research that established a need for peer-led mental health groups for the LGBTQIA+ community, now a priority for us to set these up in the next year.

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2023

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- Received funding for a project to focus on five wards in Adur district that had higher levels of poverty and to employ an outreach worker to connect with these communities and work with organisations such as Citizens Advice and foodbanks to support people to access our services
- Continued to build our peer outreach project in Littlehampton which is now running four peer-led groups including Complex Emotional Needs and Autism and ADHD.

Our anti-stigma work was supported by 12 volunteer champions.

### 3. Involving people with lived experience of mental health problems in our services

During the year we continued to involve people using our services and people with mental health problems in our work. We carried on holding service user forums and feedback surveys through the year. Involvement through volunteering also continued to be strong. With investment from East Head Impact, we launched a new peer volunteer training programme and increased the number of peer volunteers, with 16 now actively supporting our service users.

This was the first full year of our Equality Diversity and Inclusion co-production panel. This panel, chaired by an individual with lived experience of having mental health problems, brings together a wide group of volunteer panel members, all with lived experience of having mental health problems and who are passionate around diversity and inclusion work, to lead, feed into and support our work in this area. The panel developed some excellent web content and created and led a very successful event on Time to Talk Day in February 2023 where individuals shared their stories to more than 100 people.

We are in the process of setting up a second co-production panel using a similar model to lead and develop our communication with the public and people who use our services.

This year we undertook a review of our largest service, the Pathfinder service, which was led by two paid, expert by experience chairs who also took part in the research by interviewing service users and external partners. Expert by experience research and evaluation skills will continue to be used by our data and performance team. We continued to have Kirk Lord who has a wealth of experience as an active peer volunteer and on our Board of trustees.

### 4. Staff and Volunteers

This year, following consultation and linking to our EDI work, we finalised our organisational values. These have been well adopted through the organisation and were a theme for our staff/volunteer days and at our AGM. These can also be seen filtering through in other areas such as training sessions or communications, and are now very much becoming embedded within our organisation. Our values can be found here: <https://www.westsussexmind.org/about-us/our-strategy-and-plans>

Our values were strongly linked to our EDI working group which completed its first year workplan. Some highlights of achievements from this group are:

- Working with Ukrainian refugees and increasing our outreach work
- The development of our co-production panel and the work they have influenced, including a Time to Talk day event that received great feedback on the influence and impact of identities on mental health
- Our LGBTQIA+ training within the organisation and presence at external LGBTQIA+ local events.

The well-being of our staff is always high on our agenda. This year we listened to staff feedback around the benefits they felt from in-person events and connections across the organisation. To support this, we held a more social organisation activity day, which was designed by a group of staff across the organisation alongside a staff and volunteer online conference to bring people together and celebrate our successes. We also gave each service a separate budget to develop their own team day and a team social event. This enabled a range of activities throughout the year that brought people together.

We are aware of the huge impact that the cost of living could be having on our employees so this year we continued to discuss this at management and wider staff meetings. Encouraging conversations through teams and one-to-ones so we are aware of the impact on our staff and can respond to this as needed. To further support this, we continued with our employee assistance programme and shared financial support resources.



## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2023

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We are aware of the potential impact of travel costs on staff and volunteers and how we can support this, including being more flexible on how expenses were claimed. The Board also committed to reviewing all staff salaries in April and October to ensure we were paying what we could – more information on this in the financial review section below.

Over the year we developed six new types of role, 39 people left the organisation, 57 people were new to the organisation and a number of people made internal moves, either moving into different teams or being promoted to higher grade roles. At the end of the year, we had more than 120 employees and sessional workers.

In October this year we achieved the Investors In People accreditation. This was done via an online survey open to all staff and then two days of interviews with a random selection of staff. The highlights from the report were:

- Our people really appreciate the support, approachability and strong leadership provided by all the senior managers but especially the CEO
- Our people are proud of the work they do and the positive impact it has on the community
- There is a great deal of loyalty within our team. People are committed to the future of the organisation and very much want to be a part of our continuing success
- Our people believe that the organisation really cares about staff and treats them well
- People believe that the organisation has a strong focus on the future. They have confidence in the plans we have in place to succeed.

This was fantastic feedback to receive in a year with lots of change. Alongside the positives we used the assessment as a development tool and their suggestions will form part of our business plan going forward into 2023/24.

#### 5. Communications

Our wide-ranging communications are essential to ensure people know we are here and can help, and to get public and community support for our work and mission. During 2022-2023 communications remained a high priority for us.

In addition to continuing to promote our regular mental health support services, we publicised the developments mentioned above, including the training team's Self Harm Learning Network, our outreach and peer support projects and our work around equality and diversity.

One large piece of work was a section of the website which the communications team co-produced with people with lived experience of mental health problems through our EDI panel. The content sets out how people can be involved in our work, and how we aim to make our services accessible to people from various backgrounds and communities.

Towards the end of the year, we were pleased to recruit a chair to set up a communications panel, comprising people with lived experience of mental health problems, to coproduce and inform our communications work with people who receive support with us and the public. Other communications highlights for 2022 to 2023 included:

- Creating additional resources and articles on our website to support with the cost-of-living crisis and its impact on mental health
- Recognition of our supporters and fundraisers through a variety of news stories and social media posts about their activities and donations
- Introducing Ukrainian-language pages on our website
- Interviews and stories with people from LGBTQIA+ communities
- A series of blogs during Volunteers Week and on loneliness during Mental Health Awareness Week
- Promoting our Mental Elf 5k Fun Run and Walk, and producing a video after the fundraising event
- A farewell article as Katie Glover stood down as CEO. Our Linked In post on the piece received record engagement!

The communications team also continued to lead the communications work for the Pathfinder Alliance through the year.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)  
FOR THE YEAR ENDED 31 MARCH 2023**

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**Financial review****1. Financial performance for the year**

In 2021-22, West Sussex Mind spent £2,763,124 (2021/22 £2,521,367) providing services, which was a 9.6% increase on 2021/2022. During the year our principal funders have been as follows:

- NHS Sussex/Sussex Health & Care Partnership Integrated Care Board
- West Sussex County Council & other Local District and Parish Councils
- GP practices and primary care networks
- National Lottery Community Fund
- Age UK West Sussex & Brighton & Hove
- Mind.

These sources of funding are generally linked to a contract or funding agreement to provide a specific service – for example, NHS contracts are for our main adult mental health services, our Staying Well crisis prevention service and our young people's mental health services.

In 2022-2023, as an organisation, inflation and the national cost-of-living crisis was a concern for us. We regularly reviewed our commitments and expenditure to monitor the impact of this changing situation on our finances. The biggest impact we saw has been on our staff and volunteers. Whilst we have always paid good pay rates within our sector, many of our staff are on comparatively low salaries and rising fuel, food and housing costs have had a big impact on them. Because of this, we gave a second pay increase to all our staff in October 2022 and we plan to take a similar approach in 2023-24 with an initial pay rise in April and then a further pay review and possible award in October.

It has been vital for us to support our staff by doing this but it is very challenging in the context that we had minimal or no increases in our NHS income in 2022-23 and expect the same in 2023-24.

**2. Fundraising and donations**

In 2022-23 we agreed a new fundraising strategy to run to end of March 2025. Our new strategy recognises the importance of communicating our case for support effectively and of engaging long-term supporters and donors. We set targets for ourselves to increase our fundraised and non-statutory income and in 2022-23 we were pleased to achieve these targets.

Some of the community fundraising highlights of the year included:

- A supporters campaign
- Mental Elf 5k Fun Run and Walk along Worthing seafront
- Jacobs Steel estate agents holding a charity ball in aid of WS Mind
- Worthing Mayor Councillor Henna Chowdhury choosing us as one of her charities for the year.

We received grant/trust funding from many organisations this year including:

- East Head Impact - £100,000 over two years to support the development of our peer volunteering programme.
- Active Sussex and National Mind – grant funding support to increase our physical activities programmes with a focus on peer support to help people take first steps into a new activity.
- Arun District Council, Worthing and Adur Borough Councils and national Mind – grants to help us support newly resettled Ukrainian refugees and their host families.
- National Lottery Community Fund - £357,774 to support us to continue to deliver our Families in Mind service for a further three years.
- Heads On – funding to run a VCSE mental health network in West Sussex supporting the work of the Community Mental Health Transformation.

The Trustees are grateful to all the organisations who have so generously supported us financially in 2022-2023, as set out in note 4 to the accounts.



**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

### 3. Reserves policy

West Sussex Mind held free reserves of £1,503,310 at 31 March 2023. The table below details how this figure is calculated.

Balance 31 March	2023	2022
Total charity funds	£3,684,074	£2,994,810
Less: restricted funds	£107,759	£106,651
Less: net book value tangible fixed assets (see note 20)	£1,127,627	£1,144,380
Less: other designated funds (see note 20)	£400,523	£462,982
Less: revaluation reserve	£544,855	£46,778
<b>Free reserves</b>	<b>£1,503,310</b>	<b>£1,234,019</b>

Restricted funds represent amounts which have been received for specific purposes and which have not yet been spent.

Designated funds represent amounts which the trustees have set aside to ensure:

- That any projects with unconfirmed contracts/grants at risk continue to run, providing continuity of care for our service users, whilst options are explored
- That we have contingency to cover major repairs of our buildings
- That we can be responsive to emerging needs and respond by growing or developing new services to meet our charitable objectives or to top up funding gaps in services.

Within designated funds is a tangible fixed assets fund which shows the value of our buildings and equipment which we use to run our services. There is also a revaluation reserve which reflects the change in valuation of our buildings since they were originally acquired. These are not cash reserves because the amounts reflect the value of our buildings and equipment. For clarity, these are both shown separately in the table above.

The ongoing cost-of-living crisis has had a critical impact on the financial resilience of West Sussex Mind, particularly for services where commissioners and funders have not provided an inflationary uplift to contract values. We also continue to run our vital services even in situations where we do not have signed contracts with commissioners in place by the start of the new financial year (the budget for these services is in the region of £500,000 for 2024). Coupled with increasing demand for our services, these factors have resulted in the Trustees considering it prudent to maintain free reserves at around 6 months' operating costs to ensure we can remain financially resilient and manage the associated risks appropriately. We start the year with annual budgeted expenditure of around £3,250,506 and a forecast deficit of around £250,000 for the year to 31st March 2024.

### 4. Managing Risks to our business

During 2022-2023 we adhered to our risk management policy which follows the risk management model recommended by the Charity Commission in its publication Charities and Risk Management (CC26 - 2010). During 2022-2023 we reviewed and continue to regularly review our risk management policy.

The CEO, Deputy CEO, Head of Operations, Finance and Resources, HR and Governance Manager and Head of Performance maintain and update the risk register and are responsible for ensuring that trustees are aware of risks, and that any agreed actions to mitigate risks are undertaken. These officers are also responsible for ensuring that Business Continuity Plans are maintained and updated.

Each Finance and Resources Sub-committee reviews the full risk register in detail and a summary of the major risks with mitigating actions being taken is presented at each full Board meeting. Other sub-committees keep oversight of any risks relevant to their areas of responsibility, and contribute to the assessment and mitigation of any risks.

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2023

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#### Planning for the future 2022 - 2023

In July 2022 we reviewed and redeveloped our 2020-2025 five-year plan in the light of changing and emerging needs. We are also beginning conversations to commence a full strategic review of this plan in the first half of the business year 2024-25.

Our current plan takes into account national and local contexts including the pandemic, needs and issues, the views of our service users, staff and stakeholders, reflects on what we have achieved in the previous period and outlines what we need to achieve going forward. Key goals are for us to:

- **Make sure people know help is out there** – Ensuring we have strong and effective communications about services and support and how people can get help.
- **Offer and develop high quality and flexible mental health support provided through a range of channels including:** in person/face to face, by phone, by email, by text, through video call and conference, through social media and through our website.
- **Raise awareness** and run anti-stigma campaigns in local communities in West Sussex - Working in partnership with community services and groups and people with mental health problems to do this and focusing our work around reaching key priority/at risk groups and tackling inequalities.
- **Expand our early intervention and prevention work, targeting groups and audiences who need this most**– in schools and with children, young people, parents and in workplaces.
- **Build a strong West Sussex Mind team, organisation and brand so that** people want to work with and for us, people want to support and invest in us, we are using all our resources most effectively, and we can effectively achieve our goals.

In order to achieve both our objects and our strategic aims we work in partnership with local authorities and NHS services and other mental health and community service providers in West Sussex and across Sussex within the Integrated Care System where this is required. Through partnership working with these organisations, we are able to contribute to better support and understanding around mental health across our area of benefit generally as well as reaching more people ourselves.

In 2023-24 we will continue to take a prominent role in leading the West Sussex mental health voluntary sector within the Sussex Health and Care Partnership Integrated Care System. We will be representing the mental health voluntary sector within the Sussex mental health programme and leading and providing the voluntary and community sector mental health network in West Sussex.

#### **In 2023-24 we aim to focus on:**

- Ensuring that lived experience participation is at the heart of what we do – particular focus on how we communicate with the public and people we support in 2023-24
- Training and involving more peer volunteers in all our work
- Establishing peer-led LGBTQIA+ groups within our services.
- Widening our work to support the mental health of refugees in West Sussex and tackle health inequalities
- Further developing work in GP practices and continuing to be involved in leadership and development of community mental health services in West Sussex. Also continuing to actively be involved in the Pathfinder West Sussex Alliance to ensure the provision and development of the best possible mental health support services in West Sussex
- Developing and supporting our volunteers, staff and managers to enable them to provide consistent and good quality services.

#### **Structure, governance and management**

The charity is a company limited by guarantee, where all guarantors agree to contribute £1 in the event of a winding up.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Daniel Bird (Joint Treasurer)

Susan Hawker (Chair)

Brian Hughes

(Resigned 14 October 2022)



**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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Robert Smytherman

Robert Leng

(Resigned 14 October 2022)

Diane Medwell

Martin Sherred

Matthew Copeland (Joint Treasurer)

Nigel Jones

Kirk Lord

Faitma Boesdorfer

(Appointed 26 May 2022)

Tanya Marwaha

(Appointed 26 May 2022)

Samantha Taylor-Howell

(Appointed 26 May 2022)

Dominic Goodeve

(Appointed 30 March 2023)

During the year we have seen the work and plans we started in 2021-2022 to develop and diversify our Board of trustees move forward. Through succession planning we have said farewell to Brian Hughes and Robert Leng and have welcomed four new trustees who bring a wealth of experience and new perspectives to our work.

Where there are vacancies on the Board, Trustees are recruited through an external recruitment process. Once recruited, trustees will be co-opted onto the Board and then will stand for election at the next Annual General Meeting. In addition, as outlined in the Memorandum and Articles of Association, a proportion of trustees are required to retire and then stand for re-election (if they wish to) at each Annual General Meeting. There are no appointed trustees to the Board.

During 2022-2023 the Board met formally on six occasions, the AGM was held in October 2022 and Board development workshops were held in July 2022 and January 2023. During 2022-23 we have had a mixture of in person, on-line and hybrid (in person but with opportunity to also join online) Board meetings.

The Board's scheme of delegation outlines clearly Board responsibilities and also how three Board sub-committees (Finance and Resources, Human Resources and Governance and Operations) aim to provide more in-depth review and scrutiny and then report to Board on their work. These three sub-committees have met throughout the year in advance of and then reported into each Board. Each sub-committee has an annual workplan and a clear framework for their delegated responsibilities.

All trustees have access to WS Mind's internet-based filing system (Sharepoint). This means that trustees can much more easily access a whole range of relevant information and documents enabling easier scrutiny of WS Mind's work by trustees. A number of trustees have undertaken training and development by attending external trustee workshops. As part of their induction all Trustees have been given a copy of the Charity Commission's The Essential Trustee: What You Need to Know and Good Governance: A Code for the Voluntary and Community Sector. Trustees visit projects and actively support events and activities of the charity. On appointment Trustees are briefed on the activities of the charity, its management and administration by the Chair and the Chief Executive Officer. They are also updated by regular briefings by staff at Board meetings and at Trustee away days.

In the last six months of 2022-2023 we planned for the departure of, and recruitment to replace, our CEO Katie Glover who left us at the end of March 2023. Following a full recruitment process, Kerrin Page who has been Deputy CEO of West Sussex Mind for a number of years was appointed and started on 1st April 2023.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)****FOR THE YEAR ENDED 31 MARCH 2023**

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**Statement of trustees' responsibilities**

The trustees, who are also the directors of West Sussex Mind for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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 financial statements; and
- prepare the financial statements 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 enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Auditors**

In accordance with the company's articles, a resolution proposing that Jones Avens Limited be reappointed as auditor of the company will be put at a General Meeting.

**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 auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.



Susan Hawker (Chair)

Trustee

Dated: 1.9.23



## INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WEST SUSSEX MIND

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### Opinion

We have audited the financial statements of West Sussex Mind (the 'charity') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, 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 financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF WEST SUSSEX MIND

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#### 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 financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, 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 charitable company or to cease operations, or have no realistic alternative but to do so.

#### Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements 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 financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

#### Identification and assessment of irregularities including fraud

As part of our approach to identifying and assessing the risks of material misstatement in respect of irregularities we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including The Companies Act 2006 and The Charities Act 2011.

We also made appropriate enquiries of management as well as considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

#### Audit response to risks of irregularities including fraud

In addressing the identified risk, our procedures included, but were not limited to:

- performing analytical procedures to identify any unusual or unexpected relationships;
- assessing whether judgements and assumptions made in determining the accounting estimates set out in note 2 were indicative of potential bias;
- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

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

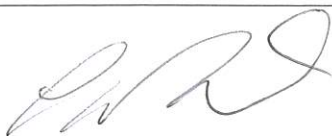
#### Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



**INDEPENDENT AUDITOR'S REPORT (CONTINUED)  
TO THE TRUSTEES OF WEST SUSSEX MIND**

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**Claire Norwood BSc FCA ATII (Senior Statutory Auditor)  
for and on behalf of Jones Avens Limited**

3/9/23

**Chartered Accountants  
Statutory Auditor**

Piper House  
4 Dukes Court  
Bognor Road  
Chichester  
West Sussex  
PO19 8FX

Jones Avens Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<b>Income and endowments from:</b>							
Donations and legacies	3	167,798	-	167,798	67,369	5,500	72,869
Income from Charitable Activities	4	2,473,158	284,633	2,757,791	2,275,210	142,370	2,417,580
Investments	5	25,415	-	25,415	10,826	-	10,826
Other income	6	3,306	-	3,306	2,976	-	2,976
<b>Total income</b>		<b>2,669,677</b>	<b>284,633</b>	<b>2,954,310</b>	<b>2,356,381</b>	<b>147,870</b>	<b>2,504,251</b>
<b>Expenditure on:</b>							
Raising funds	8	57,677	-	57,677	51,537	-	51,537
Expenditure on Charitable Activities	7	2,455,364	250,082	2,705,446	2,262,586	207,244	2,469,830
<b>Total expenditure</b>		<b>2,513,041</b>	<b>250,082</b>	<b>2,763,123</b>	<b>2,314,123</b>	<b>207,244</b>	<b>2,521,367</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>156,636</b>	<b>34,551</b>	<b>191,187</b>	<b>42,258</b>	<b>(59,374)</b>	<b>(17,116)</b>
Gross transfers between funds		33,443	(33,443)	-	-	-	-
<b>Net incoming/(outgoing) resources</b>		<b>190,079</b>	<b>1,108</b>	<b>191,187</b>	<b>42,258</b>	<b>(59,374)</b>	<b>(17,116)</b>
<b>Other recognised gains and losses</b>							
Revaluation of tangible fixed assets		498,077	-	498,077	-	-	-
<b>Net movement in funds</b>		<b>688,156</b>	<b>1,108</b>	<b>689,264</b>	<b>42,258</b>	<b>(59,374)</b>	<b>(17,116)</b>
Fund balances at 1 April 2022		2,888,159	106,651	2,994,810	2,845,901	166,025	3,011,926
<b>Fund balances at 31 March 2023</b>		<b>3,576,315</b>	<b>107,759</b>	<b>3,684,074</b>	<b>2,888,159</b>	<b>106,651</b>	<b>2,994,810</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

**STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)  
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

***FOR THE YEAR ENDED 31 MARCH 2023***

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The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

## BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	14		1,672,482		1,191,158
<b>Current assets</b>					
Debtors	15	319,234		126,985	
Investments	16	1,341,309		1,337,101	
Cash at bank and in hand		540,739		632,073	
		<u>2,201,282</u>		<u>2,096,159</u>	
<b>Creditors: amounts falling due within one year</b>	17	<u>(189,690)</u>		<u>(292,507)</u>	
Net current assets			2,011,592		1,803,652
<b>Total assets less current liabilities</b>			<u>3,684,074</u>		<u>2,994,810</u>
<b>Income funds</b>					
Restricted funds	19		107,759		106,651
<u>Unrestricted funds</u>					
Designated funds	20	1,528,150		1,607,362	
General unrestricted funds		1,503,310		1,234,019	
Revaluation reserve		<u>544,855</u>		<u>46,778</u>	
			<u>3,576,315</u>		<u>2,888,159</u>
			<u>3,684,074</u>		<u>2,994,810</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 25.8.23

S. I. Hawker

Susan Hawker (Chair)  
Trustee

Company registration number 08884776



## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
<b>Cash flows from operating activities</b>					
Cash (absorbed by)/generated from operations	25		(85,604)		17,334
<b>Investing activities</b>					
Purchase of tangible fixed assets		(26,937)		(170,592)	
Proceeds from disposal of investments		(4,208)		173,602	
Investment income received		25,415		10,826	
<b>Net cash (used in)/generated from investing activities</b>			(5,730)		13,836
<b>Net cash used in financing activities</b>			-		-
<b>Net (decrease)/increase in cash and cash equivalents</b>			(91,334)		31,170
Cash and cash equivalents at beginning of year			632,073		600,903
<b>Cash and cash equivalents at end of year</b>			540,739		632,073

**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31 MARCH 2023**

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**1 Accounting policies****Charity information**

West Sussex Mind is a private company limited by guarantee incorporated in England and Wales. The registered office is The Gateway, 8-10 Durrington Lane, Worthing, West Sussex, BN13 2QG.

**1.1 Accounting convention**

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

**1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

**1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grant income from charitable activities is accounted for when performance related conditions have been met.

Grant income is deferred where it relates to a future period.

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**1 Accounting policies**

(Continued)

**1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

All expenditure is dealt with on an accruals basis, and allocated to the appropriated heading in the financial statements.

Governance costs are those costs incurred with constitutional and statutory requirements.

Expenditure is either allocated or is apportioned to individual areas based on staff costs or headcount or by the relevant staff or activity. Funds are transferred from unrestricted funds to fund deficits on restricted areas where no further funding will be forthcoming.

**1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	75 years straight line
Leasehold improvements	12 year straight line
Office equipment	20% straight line & 33.3% straight line (IT)

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Assets below £3,000 are not capitalised.

**1.7 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

**1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.



## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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1 Accounting policies

(Continued)

## 1.9 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 of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

**Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

**Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

**Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

## 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

## 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**2 Critical accounting estimates and judgements**

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

**Key sources of estimation uncertainty**

**Useful life of tangible fixed assets**

The useful lives of assets are determined by management at the time the asset is acquired and reviewed for appropriateness. The lives are based on historical experience with similar assets as well as anticipation of future events, which may impact their life.

**3 Donations and legacies**

	Unrestricted funds	Unrestricted funds	Restricted funds	Total
	2023	2022	2022	2022
	£	£	£	£
Donations and gifts	117,798	60,389	5,500	65,889
Legacies receivable	50,000	6,980	-	6,980
	<u>167,798</u>	<u>67,369</u>	<u>5,500</u>	<u>72,869</u>
<b>Donations and gifts</b>				
Other	117,798	60,389	5,500	65,889
	<u>117,798</u>	<u>60,389</u>	<u>5,500</u>	<u>65,889</u>



NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023

4 Income from Charitable Activities

	Mental health support £	Mental health awareness £	Total 2023 £	Total 2022 £
Project and training income	1,857	18,186	20,043	12,610
Contracts and Performance related grants	2,500,713	222,561	2,723,274	2,391,380
Charitable rental income	14,112	-	14,112	12,820
Other income	362	-	362	770
	<u>2,517,044</u>	<u>240,747</u>	<u>2,757,791</u>	<u>2,417,580</u>
Analysis by fund				
Unrestricted funds	2,265,511	207,647	2,473,158	
Restricted funds	251,533	33,100	284,633	
	<u>2,517,044</u>	<u>240,747</u>	<u>2,757,791</u>	
<b>For the year ended 31 March 2022</b>				
Unrestricted funds	2,091,159	184,051		2,275,210
Restricted funds	142,370	-		142,370
	<u>2,233,529</u>	<u>184,051</u>		<u>2,417,580</u>
<b>Contracts and Performance related grants</b>				
NHS Sussex ICB	2,069,929	19,808	2,089,737	1,925,965
The National Lottery Community Fund	125,597	-	125,597	138,670
West Sussex County Council	59,467	162,293	221,760	199,939
National MIND	61,357	17,300	78,657	3,700
Groundwork UK	-	-	-	2,000
Age UK	75,225	-	75,225	58,266
Heads On	14,580	15,800	30,380	-
East Head	50,000	-	50,000	-
Other	44,558	7,360	51,918	62,840
	<u>2,500,713</u>	<u>222,561</u>	<u>2,723,274</u>	<u>2,391,380</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023

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5 Investments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Interest receivable	25,415	10,826
	<u>          </u>	<u>          </u>

6 Other income

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Other income	3,306	2,976
	<u>          </u>	<u>          </u>



## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

## 7 Expenditure on Charitable Activities

	Mental health support 2023 £	Mental health awareness 2023 £	Total 2023 £	Total 2022 £
Staff costs	1,903,370	124,192	2,027,562	1,810,211
Depreciation and impairment	33,900	880	34,780	25,699
Non staff costs	194,513	110,482	304,995	346,206
	<u>2,131,783</u>	<u>235,554</u>	<u>2,367,337</u>	<u>2,182,116</u>
Share of support costs (see note 10)	299,197	29,591	328,788	280,658
Share of governance costs (see note 10)	8,482	839	9,321	7,056
	<u>2,439,462</u>	<u>265,984</u>	<u>2,705,446</u>	<u>2,469,830</u>
<b>Analysis by fund</b>				
Unrestricted funds	2,241,359	214,005	2,455,364	2,262,586
Restricted funds	198,103	51,979	250,082	207,244
	<u>2,439,462</u>	<u>265,984</u>	<u>2,705,446</u>	<u>2,469,830</u>
<b>For the year ended 31 March 2022</b>				
Unrestricted funds	2,045,678	216,908		2,262,586
Restricted funds	207,244	-		207,244
	<u>2,252,922</u>	<u>216,908</u>		<u>2,469,830</u>

## 8 Raising funds

	2023 £	2022 £
<u>Fundraising and publicity</u>		
Other fundraising costs	10,631	9,009
Staff costs	46,650	42,392
Depreciation and impairment	396	136
	<u>57,677</u>	<u>51,537</u>

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**9 Description of charitable activities**

Mental health support

Services which support achieving our objective around promoting the preservation of good mental health in particular around enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.

Mental health awareness

Services with support achieving our objective around relieving the needs of people with mental health problems by working to increase understanding of mental health and mental health problems, by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination.

**10 Support costs**

	Support costs	Governance costs	2023	2022
	£	£	£	£
Staff costs	220,462	-	220,462	190,315
Premises costs	23,186	-	23,186	29,211
Insurances	11,554	-	11,554	9,787
Information technology	17,781	-	17,781	11,826
Other general costs	47,291	-	47,291	31,884
Depreciation	8,514	-	8,514	7,635
Audit fees	-	4,712	4,712	4,506
Accountancy	-	2,888	2,888	2,524
Legal and professional	-	1,721	1,721	26
	<u>328,788</u>	<u>9,321</u>	<u>338,109</u>	<u>287,714</u>
Analysed between				
Charitable activities	<u>328,788</u>	<u>9,321</u>	<u>338,109</u>	<u>287,714</u>

Basis of allocation: Support and Governance costs are allocated to Charitable Activities on the basis of the percentage of direct charitable costs.

Governance costs includes payments to the auditors of £4,712 (2022- £4,506) for audit fees.

**11 Trustees**

None of the trustees (or any persons connected with them) received any remuneration or expenses during the year.



NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023

12 Employees

Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Staff	112	110

Employment costs

	2023 £	2022 £
Salaries	2,032,736	1,818,529
Social security costs	150,683	124,637
Other pension costs	111,255	99,752
	<u>2,294,674</u>	<u>2,042,918</u>

The number of employees whose annual remuneration was £60,000 or more were:

	2023 Number	2022 Number
£60,001 - £70,000	1	-

13 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023

14 Tangible fixed assets

	Freehold land and buildings	Leasehold improvements	Office equipment	Total
	£	£	£	£
<b>Cost or valuation</b>				
At 1 April 2022	1,060,000	159,012	93,287	1,312,299
Additions	-	3,939	22,998	26,937
Revaluation	440,000	-	-	440,000
At 31 March 2023	1,500,000	162,951	116,285	1,779,236
<b>Depreciation and impairment</b>				
At 1 April 2022	47,431	2,288	71,422	121,141
Depreciation charged in the year	15,565	13,438	14,687	43,690
Revaluation	(58,077)	-	-	(58,077)
At 31 March 2023	4,919	15,726	86,109	106,754
<b>Carrying amount</b>				
At 31 March 2023	1,495,081	147,225	30,176	1,672,482
At 31 March 2022	1,012,569	156,724	21,865	1,191,158

Land and buildings for The Gateway, Worthing with a carrying amount of £413,222 were revalued on 11 October 2017 by C.G. Spratt & Son Limited at £460,000, independent valuers not connected with the charity on the basis of market value.

On 22 December 2022, The Gateway was revalued by Cranes Chartered Surveyors at £650,000.

Following the merger with Shoreham & District Mental Health Association, The Cornerhouse was acquired which was valued at £600,000. This valuation was provided by Cranes Chartered Surveyors on 22 January 2019, independent valuers not connected with the charity on the basis of market value.

On 19 December 2022, The Cornerhouse was revalued by Cranes Chartered Surveyors at £850,000.

Both valuations conform to International Valuation Standards and were based on recent market transactions on arm's length terms for similar properties.

A 12 year lease was entered in to with West Sussex County Council on 23 Maltravers Drive, Littlehampton, BN17 5EY. Significant refurbishment works were completed on the ground floor of the property in the year to make it suitable for the Charity's needs.

At 31 March 2023, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, the carrying amount would have been approximately £953,001 (2022 - £966,858).

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023

## 15 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	270,812	85,150
Other debtors	25,425	15,933
Prepayments and accrued income	22,997	25,902
	<u>319,234</u>	<u>126,985</u>

## 16 Current asset investments

	2023 £	2022 £
Cash deposits with notice period of 90 days or more	<u>1,341,309</u>	<u>1,337,101</u>

## 17 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Other taxation and social security		40,476	33,857
Deferred income	18	59,899	174,315
Trade creditors		21,836	36,428
Other creditors		12,895	12,256
Accruals and deferred income		54,584	35,651
		<u>189,690</u>	<u>292,507</u>

## 18 Deferred income

	2023 £	2022 £
Arising from government contracts and grants	29,048	120,191
Other deferred income	30,851	54,124
	<u>59,899</u>	<u>174,315</u>
Current liabilities	<u>59,899</u>	<u>174,315</u>



# WEST SUSSEX MIND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 19 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2021 £	Movement in funds		Balance at 1 April 2022 £	Movement in funds		Transfers 31 March 2023 £	Balance at 31 March 2023 £
		Incoming resources £	Resources expended £		Incoming resources £	Resources expended £		
MIND	-	3,700	(3,700)	-	78,656	(38,289)	-	40,367
The National Lottery Community Fund (Reaching Communities)	-	-	-	-	125,597	(95,885)	-	29,712
The National Lottery Community Fund (Reaching Communities)	16,563	135,830	(126,500)	25,893	-	(25,893)	-	-
The National Lottery Community Fund (Awards for All)	-	2,840	(2,840)	-	-	-	-	-
Chancetonbury Fund	33,443	-	-	33,443	-	-	(33,443)	-
CVC Donation	116,019	-	(68,704)	47,315	-	(47,315)	-	-
Bolton Trust	-	5,500	(5,500)	-	-	-	-	-
Heads On	-	-	-	-	30,380	(22,096)	-	8,284
East Head Impact (Peer Volunteering)	-	-	-	-	50,000	(20,604)	-	29,396
	166,025	147,870	(207,244)	106,651	284,633	(250,082)	(33,443)	107,759

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023

19 Restricted funds

(Continued)

**MIND**

A collection of grants received to support out work in connection with Outreach projects, getting active, cost of living support, equality improvement and influence, time to talk day and Ukraine crisis response and support for Ukraine refugees. There was also a further grant to assist with digital improvements to the West Sussex Mind website.

**The National Lottery Community Fund (Reaching Communities)**  
An extension for a further three years to fund the Families in Mind project which supports parents.

**The National Lottery Community Fund (Awards for All)**  
A fund given for assisting us to provide hybrid social group digital equipment.

**Chanctonbury Fund**  
Funds received to support and deliver the recovery services in the Chanctonbury area, part of our 'Downs' service.

**CVC Donation**  
A generous donation, to span over a few years, to assist the charity to adapt and further develop our services to best help people whose mental health has been affected by the pandemic.

**Heads On**  
The receipt of two contracts, one to continue the funding for a further year, of our Littlehampton Peer Hub project, plus a second contract that spans two years and is for a strategic based lead to establish and co-ordinate the development of a West Sussex voluntary, community and social enterprise mental health network.

**East Head Impact (Peer Volunteering)**  
New funding to support the peer volunteering training programme over a period of 2 years.

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**20 Designated funds**

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds			Movement in funds		
	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	Balance at 1 April 2022	Balance at 31 March 2023
	£	£	£	£	£	£
NHS Sussex ICB	-	-	-	-	-	2,143
NHS Sussex ICB (from HEE)	-	-	-	-	-	11,403
Fixed asset fund	1,007,259	170,592	(33,471)	-	1,144,380	1,127,627
Bridging fund	430,524	-	(234,710)	214,298	410,112	334,107
Upkeep of the Cornerhouse building	62,220	-	(19,350)	10,000	52,870	52,870
	1,500,003	170,592	(287,531)	224,298	1,607,362	1,528,150

**NHS Sussex ICB**

To fund the strategic partnership role.

**NHS Sussex ICB (from HEE)**

To fund the HEE Autism Professionals training programme.

**Fixed Asset Fund - The Gateway, The Cornerhouse & Office Equipment**

The fixed asset fund is an amount equivalent to the net book value of The Gateway building, The Cornerhouse building and the office equipment at the balance sheet date, excluding property revaluation of £544,855.

**Bridging Fund**

To support the cost of some unfunded projects, either until funding is secured or because trustees feel the offer is part of our charities objectives, growth, sustainability and service user wellbeing of the charity.

**Upkeep of The Cornerhouse Building**

To maintain the upkeep of The Cornerhouse building over the coming years.



## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

## 21 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total Unrestricted funds 2023 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2023 are represented by:					
Tangible assets	1,672,482	-	1,672,482	1,191,158	1,191,158
Current assets/(liabilities)	1,903,833	107,759	2,011,592	1,697,001	1,803,652
	<u>3,576,315</u>	<u>107,759</u>	<u>3,684,074</u>	<u>106,651</u>	<u>2,994,810</u>

## 22 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023 £	2022 £
Within one year	2,878	4,314
Between two and five years	5,037	3,015
	<u>7,915</u>	<u>7,329</u>

## 23 Capital commitments

At 31 March 2023 the charity had capital commitments as follows:

Contracted for but not provided in the financial statements:

Acquisition of property, plant and equipment	-	3,939
	<u>-</u>	<u>3,939</u>

## 24 Related party transactions

## Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2023 £	2022 £
Aggregate compensation	<u>116,706</u>	<u>106,476</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023

25	Cash generated from operations	2023 £	2022 £
	Surplus/(deficit) for the year	191,187	(17,116)
	Adjustments for:		
	Investment income recognised in statement of financial activities	(25,415)	(10,826)
	Depreciation and impairment of tangible fixed assets	43,690	33,470
	Movements in working capital:		
	(Increase) in debtors	(192,249)	(93,026)
	Increase in creditors	11,599	14,937
	(Decrease)/increase in deferred income	(114,416)	89,895
	<b>Cash (absorbed by)/generated from operations</b>	<b>(85,604)</b>	<b>17,334</b>
	Testing		

- 26 Analysis of changes in net funds**  
The charity had no debt during the year.

**27 Non-audit services provided by the auditors**

In common with many charities of our size and nature we use our auditors to assist with the preparation of the statutory financial statements.