

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 2022**

West Sussex mind

**LEGAL AND ADMINISTRATIVE INFORMATION**

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**Trustees**

Daniel Bird (Joint Treasurer)  
Susan Hawker (Chair)  
Brian Hughes  
Robert Smytherman  
Robert Leng  
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)

**Chief Executive Officer & Secretary**

Katie Glover

**Charity number**

1155918

**Company number**

08884776

**Registered office**

The Gateway  
8-10 Durrington Lane  
Worthing  
West Sussex  
BN13 2QG

**Auditor**

Jones Avens Limited  
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Bognor Road  
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**Bankers**

HSBC Bank Plc  
16 Goring Road  
Worthing  
West Sussex  
BN12 4AW

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**CONTENTS**

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	<b>Page</b>
Chair's report	1
Trustees' report	2 - 12
Independent auditor's report	13 - 15
Statement of financial activities	16
Balance sheet	17
Statement of cash flows	18
Notes to the financial statements	19 - 33

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**CHAIR'S REPORT****FOR THE YEAR ENDED 31 MARCH 2022**

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2021 – 2022 was a further year of running our organisation, meeting needs and providing services during a pandemic. Because of this we continued to face many challenges but our new ways of working and ability to flex and change according to measures and needs were more established and settled. We had also learned a lot about what was needed and where we needed to do things differently or grow and we responded accordingly. There were two big areas where we knew we needed to do more.

Firstly, we saw big increases in need for mental health support for children and young people in our communities. Our new children and young people's social prescribing service in Worthing and Adur, our new support for parents and additional support through our young people's services have helped us to meet these increasing needs and we are very proud of the work they have done.

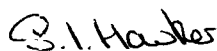
Secondly, we understand more clearly that some people who need us don't reach out to us because they don't know we are there or don't recognise their need and or don't feel we are there for them. Setting up and piloting outreach services to reach these people has been an exciting development for us. It has been great to have a Polish speaking outreach worker join us and also a peer outreach worker working in the most deprived areas in Arun district. We expect to do more of this in 2022-2023 and are looking forward to seeing the new census data alongside our own data to help us to understand more about where we need to be most focusing our work.

Where we have grown and done more we have been able to do this through our partnerships. With other charities like YMCA Downslink Group and also with GP practices and primary care networks

During the year we have also recognised that in order to be a charity for everyone who needs us our Board needs to develop and change so that it is truly representing our diverse communities. I have been delighted to lead this work and oversee a board development and recruitment programme resulting in some new trustees joining our Board early in 2022-23. Embedding the coproduction of our services moving forward is key for the success of our charity.

In order for this to happen during 2021- 2022 a number of longstanding trustees have moved on to make way for the new. I wanted to highlight two trustees here who have retired in 2021-2022 who have made out-standing contributions to our charity and through this to mental health support in West Sussex. Neville Pressley was a founding member of Worthing Mind many years ago and served as a trustee, including as Chair and most recently treasurer for many years. He has helped to grow and steer our organisation to be the charity it is today and we are so grateful to him for this. Denise Carroll was a founding member of Shoreham District Mental Health Association and helped to develop and grow that charity including the purchase and setting up of the Corner House service in Southwick. In 2019 as a longstanding trustee and chair she then led that charity through a merger with Coastal West Sussex Mind to become our current charity West Sussex Mind. She then continued on our Board until 2022 to ensure that the interests of people with mental health problems in Adur were being effectively represented.

As we have got more used to running services during a pandemic in 2021 – 2022 it has in some ways not been as challenging for us as the previous year. But in other ways it has been harder. I know that two years of working and contributing during a pandemic has taken a big toll on many people in public service and I have to end, therefore, with 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. If you have felt tired or burnt out you have not shown this. 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: 26/8/22

**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)  
FOR THE YEAR ENDED 31 MARCH 2022**

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The trustees present their annual report and financial statements for the year ended 31 March 2022.

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 provide mental health support services for people with mental health problems and their families and carers:

- 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.
- 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 proactively 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 on-line 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 on-line 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.

**Achievements and performance**

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**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)  
FOR THE YEAR ENDED 31 MARCH 2022**

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**1. Providing Mental health support**

2021 – 2022 was a further year of running our services during a pandemic. Because of this we continued to face challenges but the flexible blended offer of mental health support we had set up the previous year meant it was easier to flex and change according to measures and needs and in that respect things were more established and settled.

One very significant and successful development for us in 2021-2022 was that in July we launched our Help Point service.

Our Help Point offers a single point of contact for all phone and email communication. Trained staff and volunteers give advice, information and sign-posting to local support and into our own support and also respond to all web-referrals and enquiries. During the year we have seen the number of Help Point calls increase from 481 in July 21 to 1,429 in March 22. We received 1,062 web referrals in the year, and by the end of March 22 were receiving over 100 per month. 1,783 people were given advice, information and signposting by us during the year.

We have continued to promote our services during the year 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. The new single Help Point email and phone contact for all our services made our social media promotion easier.

About 39,050 people used our website, 38,006 (97%) of whom were new visitors. This compares to around 30,000 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 around 45,750 page views in our help and support and information and advice section.

Our Help Point is now our gateway into our mental health support services by phone and web-referral. During the year we have continued to offer all 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. During 2021-2022 individual face to face support has been offered to anyone who wishes to access their support in person and the return and availability of face to face group support has continued to grow and develop throughout the year.

5,365 individuals reached out to us for help during the year (including 1,783 getting advice) which is more people than ever before. For people we went on to support we delivered 24,032 individual and group mental health support interventions to these individuals.

We have also developed our services and offer partly in response to growing need and also to what we have learned about how we work best and reach people through the pandemic.

Our social activities programme started the year on Zoom, but as restrictions allowed this was opened up and more activities were held face-to-face, or blended (on Zoom and face-to-face). The social activities team were successful in recruiting volunteers to support them to grow and develop new activities which included two running clubs, a pottery group and photography group. The year ended with a programme of 33 activities being offered each month.

We have seen big increases in need for mental health support for children and young people in our communities. Our Worthing & Adur children's mental health social prescribing service had its first full year of operation in 2021 – 2022 and was able to help meet this growing need. The service received 434 referrals in the first 12 months and delivered great outcomes: 98% of children and young people receiving the service showed an improvement or stability in their wellbeing and 98% of parents and carers said that their children and young people had more coping strategies for managing their emotional wellbeing.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)  
FOR THE YEAR ENDED 31 MARCH 2022**

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We were also delighted to be able to do more to support parents and staff working with children. In September we launched our support service for parents and carers of children and young people with mental health needs. This service aims to help parents themselves support their children as effectively as possible and offers parents advice, information and peer support to do this. In the same month we also launched in partnership with another charity YMCA Downslink Group a self harm learning network for schools staff and parents. This network aims to increase confidence and skills of school staff to support children and young people who are self-harming. The Self Harm Learning Networks ran 13 sessions for schools with 118 schools attending and 12 sessions for parents with 299 parents attending. We were also able to offer more support through our BeOK youth mental health service through our peer workers and also free counselling through a partnership with a local counselling charity.

The pandemic has helped us to understand and see that we need to focus more on reaching people who may, for a whole variety of reasons not reach out to us when they need help. Our Equalities, Diversity and Inclusion working group met throughout the year and using data and information we set a priority to develop and pilot outreach work into areas where we knew that people accessing our support were under-represented or where we knew need was most high.

In June we welcomed a Polish speaking community development worker into our team. During the year she has connected with relevant community organisations and services, created Polish language resources and also helped support our staff and volunteers in understanding mental health needs in our local Polish community. In December a new peer outreach worker started working to reach out to people living in most deprived areas of Arun District. Again she has connected with community organisations and services to reach people who may not have recognised their need for support or not trusted or felt able to come to us.

Developing this outreach work further will continue to be a priority for us in 2022-2023.

Our Worthing crisis prevention service has 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.

All of this work has been supported and enabled by strong and effective partnerships with a wide range of organisations. In 2021-2022 this has included:

- Sussex Partnership NHS Foundation Trust and other West Sussex mental health providers involved in the Pathfinder West Sussex Alliance
- Worthing Counselling Centre
- Guildcare 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

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. We have continued during the year to have a very strong focus on health and safety – ensuring that when people we support have had opportunity to access our premises, they have been Covid secure for them and our staff. We have also undertaken a major refurbishment of our Littlehampton premises (which we lease from West Sussex County Council). This completed in March 2022 and provides us with a much more effective and modern space for the provision of our services in the Arun area. We have had very positive feedback about and support for this development from people we support and the local community.

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

2021-22 has seen the training team develop a greater reach/audience for their training through continuing to expand online delivery, whilst offering face-to-face where this has been possible.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)  
FOR THE YEAR ENDED 31 MARCH 2022**

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In 2021-22 4,686 people benefited from training events and learning opportunities provided by the training team which is more than ever before. The following projects and initiatives helped us to achieve this:

- Online workshops for parents and carers funded by West Sussex County Council and NHS across all areas and also specifically around self harm through our Self-Harm Learning Network (see above). These events are to enable them to understand young people's mental health and better support their well-being.
- We have offered free suicide awareness and prevention training through giving free licences for the LivingWorks START course throughout the year.
- Developing and continuing to run in partnership with Aspens and Impact Initiatives our Health Education England funded autism development programme for professionals.
- Funded by West Sussex County Council we have provided adult and youth mental health first aid training to staff in the County Council and partner agencies.
- The training team also facilitated a range of bespoke training for businesses and organisations within West Sussex, including mental health first aid, but also programmes designed to support Mental Health at Work Week, promoting mental health in the workplace, and supporting staff with poor mental health.

During 2021/22 we were delighted to be able to have greater physical presence again in communities in terms of our community anti-stigma and awareness raising work – Open Minds. In May 2021 we launched our Together we Rise campaign – using kites as a metaphor celebrating diversity yet recognising the need for support to fly – Kites drew people to safe outside spaces many of whom had spent much of the pandemic isolated and at home they enabled people to reconnect and get outside. Our campaign film was watched by 8059 people at the Dome Cinema in Worthing and additional 891 people on our You Tube channel.

Our anti-stigma work was supported by 40 volunteer champions as a result of their involvement in this role 70% reported an increase in their confidence through involvement and 90% felt able to use skills they had not used for some time. Some of our champions have used the experience to move to other volunteer and paid roles both in our organisation and elsewhere.

During the pandemic we embarked on a collaborative project with Creative Counties where we brought creative facilitators and champions to deliver sessions to 8 junior schools year 6' totalling 265 Children and 8 Teachers. We wanted to support the transition process to high school, which we know is a daunting prospect for many, and where many changes increase the chances of poor mental health.

With funding raised in memory of one of our champions we were able to create a series of mental health awareness lessons using an interactive Lego robot RU OK x3 a creation by another champion.

We also partnered with suicide awareness and prevention charity Olly's Future, Worthing Samaritans and Adur and Worthing Councils to run a suicide awareness and prevention campaign - Suicide Safer Adur & Worthing – In Autumn 2021.

We received national recognition for our anti-stigma work by being awarded a Mind Excellence Award for our work which we received in November 2021 at the Mind leadership conference.

Alongside our broader focussed community anti-stigma work in 2021/22 our Equalities, Diversity and Inclusion Working Group has looked at how we can target our anti-stigma work recognising that some individuals with mental health needs experience more stigma than others.

Developing outreach roles in 2021-2022 (described earlier under mental health support) has helped us to connect with groups and people we have not reached before and tackling stigma and discrimination and raising awareness within these groups and communities is a vital part of their roles.

During the year our Open Minds project lead role has been developed and widened to be a Communities and Inclusion Manager role to reflect this.



**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)  
FOR THE YEAR ENDED 31 MARCH 2022**

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

During the year we have continued to involve people using our services and people with mental health problems in our work. We have continued to hold service user forums and feedback surveys through the year. Involvement through volunteering has also continued to be strong. We have maintained a group of around 40 volunteer lived experience community champions and 8 volunteer peer mentors who have helped us to deliver services and support during the year.

In August 2021 we undertook a review of our approach to Service User Involvement and developed a plan to look at steps needed to ensure lived experience of service users, staff, volunteers, trustees and the wider community is at the forefront of our service design, delivery and development. In March 2021 we started the recruitment process for a lived experience Chair for our Equality Diversity and Inclusion coproduction panel and will develop this work further in 2022-23.

We have continued to have Kirk Lord who has a wealth of experience as an active volunteer peer mentor on our Board of trustees

**4. Staff and Volunteers**

In 2021-2022 we have been in the second year of the pandemic and whilst staff and volunteers have become more used to new working practices and settled into routines many are tired and exhausted by the on-going challenges linked to the pandemic they have faced at work and for some at home too. Because of this effectively looking after and communicating effectively with our staff and volunteers continued to be vital for us in 2021-2022. We have continued throughout the year to hold staff forums, send out regular communications bulletins and promote and offer well-being activities including our Employee Assistance Programme. In October 2021 we held an in person whole staff team awayday at Lodge Hill Activity Centre and this was very well received. We also held an on-line staff conference in December 2021.

This year we carried out a staff survey focusing on wellbeing, hybrid working, communication and our organisational values which we continue to work on. The majority of responses were positive and we have responded to the results with an action plan. One thing highlighted by staff was to build on the October away day and offer up opportunities for people to get together. Staff found our regular key messages helpful in knowing what was happening within the organisation and we continue to build on this.

With our increasing numbers and recognition of the benefit to hybrid working we have continued to increase our presence in buildings while maintaining the opportunity for the most of our staff to work in a hybrid way. The majority of staff said in our staff survey that they were happy with their building and home working balance.

Our employees have been a key strand throughout the EDI working group and this year we completed our first diversity audit. Through the audit over 70% of our staff said that they had their own lived experience of mental health problems. This is something which we thought would be the case but had never confirmed so we were pleased and proud to know this. At our December staff conference, we discussed how we fully utilise this lived experience expertise in delivering and developing our work and organisation. Through the year we have continued to develop our recruitment processes and learning and develop to support us to become a more diverse organisation. Large numbers of our staff and volunteers were able to attend LGBTQ+ training delivered by Allsorts which was really well received.

Recruitment has been a country wide issue over the last 12 months, and we did see this impact us. In response to this we uplifted our Grade 1- 3 roles to ensure that we remained competitive, and we have been able to successfully fill all of our vacancies throughout the year. This year we also took part in the kickstart initiative and were fortunate to have four young people join us and bring in their fresh perspective and skills while gaining experience to prepare them for future roles.

Volunteers continue to be a focus for our organisation and through the year a lot of preparation work was done to implement systems and develop volunteer learning so that we are equipped to manage higher numbers of volunteers. Part of this was also changing our culture around volunteers, getting everyone on board and looking for opportunities where volunteers can really add value to what we offer.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)  
FOR THE YEAR ENDED 31 MARCH 2022**

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**5. Communications**

Effective communications are essential for people to know we are here and can help, and to get public and community support for our work and mission. During 2021-2022 communications continued to be a high priority for us. We increased our communications team, creating an additional permanent part-time role, and the team also benefited from intern and trainee roles during the year.

In addition to publicising our regular services, the team launched and promoted all the new developments outlined above including our Help Point, outreach work and parents' support.

One large area of work for us during the year was switching all our communications into the new branding, launched by national Mind. It was a significant task but we really welcomed the refreshed branding and wider range of options it gave us.

The communications team has been an active part of our Equalities, Diversity and Inclusion working group and worked hard throughout the year to make all our communications inclusive and to reach more diverse audiences. One particularly successful campaign led by communications was our trustee recruitment drive. The team created videos, news stories and a broad and a far-reaching social media campaign to promote opportunities. Through this we received many more and diverse applications than previously. We recruited three new trustees as a result.

Other communications highlights included:

- Introducing Polish language pages on our website
- A new video showcasing our peer supporters
- A range of stories on our supporters' fundraising efforts
- A fun video promoting active outdoor fundraising during the pandemic
- Producing a range of new leaflets
- Leading on communications for a partnership campaign to prevent suicide.

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

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

In 2021-22, West Sussex Mind spent £2,521,367 (2020/21 £2,045,975) providing services, which was a 23% increase on 2021/2022. During the year our principal funders have been as follows:

- NHS Clinical Commissioning Groups
- West Sussex County Council
- GP practices and primary care networks
- National Lottery Community Fund
- Age UK
- Mind

These sources of funding are generally linked to a contract to provide a specific service – for example, the NHS contract is for our main Pathfinder support services. West Sussex County Council fund some of our support for our young peoples and training services.

2021/22 was the third year of our 3 year contract with CCGs for our main mental health support services from 2019 -2022 but we are pleased that a further contract for the same amount has been secured to run for a further two years from April 2022 to March 2024. We have also secured contracts with West Sussex County Council and CCGs to continue to provide youth mental health services across West Sussex for 2022-2023. Also contracts to provide training and support services to staff working with young people and parents for 2022-23. Our funding from National Lottery will continue for our Families in Mind service and partnership working with Age UK helps to fund our older peoples services in the county.

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

### FOR THE YEAR ENDED 31 MARCH 2022

#### 2. Fundraising and donations

During 2021- 2022 we started developing a new fundraising strategy for the organisation which was agreed early in 2022-23. Our new strategy recognises the importance of communicating our case for support effectively and of engaging long-term supporters and donors. We have set targets for ourselves to increase our fundraised and non-statutory income.

It was a challenging year for fundraising due to the pandemic and, understandably, people were hesitant about booking and taking part in fundraising activities. We were, however, an official charity partner in the Worthing 10k in October and had 50 supporters running it in aid of WS Mind.

We launched our West Sussex Mind lottery through Unity Lotteries. For every £1 ticket bought each week, 50p comes to our charity.

We also set up a Facebook donation button, meaning supporters could make simple donations themselves whilst on the platform or ask followers to donate for birthdays and other celebrations instead of buying presents.

A further new initiative started during the year was a free will-writing service through which several people have already pledged to leave us a legacy.

In addition, we continued to receive donations online through our website, including some donors who give every month.

Individuals, schools, businesses and other organisations supported us in a wide variety of ways, from challenge events including a sky dive, to a pottery sale and dress down days. We were impressed by the enthusiasm and generosity of our supporters. We are very grateful to them and to our staff, volunteers and trustees who have contributed to fundraising in 2021-2022.

The Trustees are grateful to all the organisations who have so generously supported us financially in 2021-2022, as set out in note 4 to the accounts.

#### 3. Reserves policy

West Sussex Mind held free reserves of £1,234,019 at 31 March 2022. The table below details how this figure is calculated.

Balance 31 March	2022	2021
Total charity funds	£2,994,810	£3,011,926
Less: restricted funds	£106,651	£166,025
Less: net book value tangible fixed assets (see note 19)	£1,144,380	£1,007,259
Less: other designated funds (see note 19)	£462,982	£492,744
Less: revaluation reserve	£46,778	£46,778
<b>Free reserves</b>	<b>£1,234,019</b>	<b>£1,299,120</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 projects can continue to run while options are explored and to ensure that the important services remain available for our beneficiaries in the future. Within designated funds is included a functional fixed assets fund which represents assets used to further the charity's aims on an ongoing basis. This fund is shown separately within the table above for clarity.

With annual budgeted expenditure of around £2,814,509, and a forecast deficit of around £300,565 for the year to 31st March 2023 and significant service funding uncertainty for 2023 – 2022, the trustees consider it prudent to maintain this level of designated reserves to cover these potential risks and maintain free reserves of around 6 months operating costs. This is in line with our policy of holding 3 – 6 months operating expenditure as free reserves to ensure that the services we provide to a vulnerable set of service users can continue for a reasonable period in the event of a loss of income.

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

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 4. Managing Risks to our business

During 2021-2022 we have 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 2021-2022 we have reviewed and continue to regularly review our risk management policy.

The CEO, Deputy CEO, Head of Operations, Finance and Resources and HR and Governance Manager 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. During 2021-22 the risk register has also been regularly reviewed and updated in light of additional risks relating to the Coronavirus pandemic.

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-committee keep oversight of any risks relevant to their areas of responsibility, and contribute to the assessment and mitigation of any risks.

#### Planning for the future 2022 - 2023

In July 2021 we reviewed and redeveloped our 2020-2025 five-year plan in the light of changing and emerging needs and our learning in the preceding year (which given the pandemic has been considerable). We review this plan on an annual basis and will, therefore, review again in July 2022.

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, organization and brand so that** People want to work with and for us, people want to support and invest in us, we are using all of our resources most effectively, we can effectively achieve our goals.

In order to achieve both our objects and our strategic aims we actively 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 supporting and understanding around mental health across our area of benefit generally as well as reaching more people ourselves.

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

### FOR THE YEAR ENDED 31 MARCH 2022

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In order to achieve both our objects and our strategic aims we actively 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 supporting and understanding around mental health across our area of benefit generally as well as reaching more people ourselves.

**In 2022-23 we aim to focus on....**

#### 1. Mental health support

- Further developing work in GP Practices through partnerships with Primary Care Networks
- Contribute to the leadership and transformation 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 and
- Securing funding for our youth services from April 2023 in order to continue to provide these services.
- Strengthening and securing funding from April 2023 for our crisis prevention service in Worthing, working towards being part of a network of out of hours support across Sussex
- Continuing to support parents and carers of children and young people with mental health problems through the development of new peer support groups and networks and the ongoing provision of learning and development including e-learning
- Strengthening our social support services involving more volunteers in this work
- Developing and delivering more outreach work to support increasing access to our services including outreach project in Adur and also work with Refugees
- Continuing to enhance our offer by ensuring that lived experience is at the heart of what we do, developing our co-production and expanding peer support offer

#### 2. Raising awareness and anti-stigma work in communities

- Reaching out to and targeting communities in West Sussex where needs may be highest including in more deprived areas and within Polish and Ukrainian community.
- Continuing to raise our profile in the community through effective external communications
- Delivering more training to people who work with those who have mental health problems and the community at large.
- Alongside these plans we will ensure our service users and people with lived experience of mental health problems are actively involved in all our work
- Continue to develop our use of digital technology to achieve the above
- Establishing peer led LGBTQ+ groups within our 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

Sally Lefroy

(Resigned 27 April 2021)

Neville Pressley (Joint Treasurer)

(Resigned 9 November 2021)

Robert Smytherman

Paul Karas

(Resigned 27 May 2021)

Denise Carrol

(Resigned 24 February 2022)

Robert Leng

Diane Medwell

Martin Sherred

Matthew Copeland (Joint Treasurer)

Nigel Jones

Kirk Lord

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)  
FOR THE YEAR ENDED 31 MARCH 2022**

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Faitma Boesdorfer	(Appointed 26 May 2022)
Tanya Marwaha	(Appointed 26 May 2022)
Samantha Taylor-Howell	(Appointed 26 May 2022)

During the year the Board has worked hard to implement its Board diversity plan agreed in 2020-2021. Two very valued and longstanding trustees have retired during the year – Neville Pressley – a founding member of Worthing Mind and Denise Carroll a founding member of Shoreham & District Mental Health Association. Following a successful recruitment campaign three new trustees were recruited in January 2022 and have been co-opted onto the Board in May 2022. In addition staff have undertaken training around various aspects of equalities, diversity and inclusion and this will continue in 2022-23.

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 2021-2022 the Board met formally on 6 occasions, the AGM was held in November 2021 and a Board development workshops were held in July 2021 and February 2022. All formal Board meetings were held on-line during 2021-2022 but the July workshop was held in person. For 2022-2023 the Board will be running all its meetings as hybrid meetings where trustees will be able to choose whether to attend in person or on-line.

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 3 sub-committees have met throughout the year in advance of and then reported into each Board. Each sub-committee has an annual work-plan and a clear framework for their delegated responsibilities.

All trustees have access to WSX 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 WSX 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.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)  
FOR THE YEAR ENDED 31 MARCH 2022**

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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.

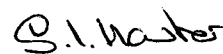
**Auditors**

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

Date: 26/8/22

## 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 2022 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 2022 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.

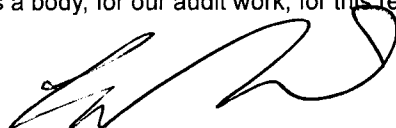
A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

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

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**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 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



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

18/10/22  
.....

**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 2022**

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Notes							
<b><u>Income and endowments from:</u></b>							
Donations and legacies	3	67,369	5,500	72,869	168,236	140,410	308,646
Charitable activities	4	2,275,210	142,370	2,417,580	1,735,329	243,879	1,979,208
Investments	5	10,826	-	10,826	13,809	-	13,809
Other income	6	2,976	-	2,976	3	-	3
<b>Total income</b>		<b>2,356,381</b>	<b>147,870</b>	<b>2,504,251</b>	<b>1,917,377</b>	<b>384,289</b>	<b>2,301,666</b>
<b><u>Expenditure on:</u></b>							
Raising funds	8	51,537	-	51,537	49,546	-	49,546
Charitable activities	7	2,262,586	207,244	2,469,830	1,778,165	218,264	1,996,429
<b>Total expenditure</b>		<b>2,314,123</b>	<b>207,244</b>	<b>2,521,367</b>	<b>1,827,711</b>	<b>218,264</b>	<b>2,045,975</b>
Gross transfers between funds		-	-	-	300,000	(300,000)	-
<b>Net income/(expenditure) for the year/</b>							
<b>Net movement in funds</b>		<b>42,258</b>	<b>(59,374)</b>	<b>(17,116)</b>	<b>389,666</b>	<b>(133,975)</b>	<b>255,691</b>
Fund balances at 1 April 2021		2,845,901	166,025	3,011,926	2,456,235	300,000	2,756,235
<b>Fund balances at 31 March 2022</b>		<b>2,888,159</b>	<b>106,651</b>	<b>2,994,810</b>	<b>2,845,901</b>	<b>166,025</b>	<b>3,011,926</b>

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

All income and expenditure derive from continuing activities.

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 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	13		1,191,158		1,054,036
<b>Current assets</b>					
Debtors	14	126,985		33,959	
Investments	15	1,337,101		1,510,703	
Cash at bank and in hand		632,073		600,903	
		2,096,159		2,145,565	
<b>Creditors: amounts falling due within one year</b>	16	(292,507)		(187,675)	
Net current assets			1,803,652		1,957,890
<b>Total assets less current liabilities</b>			2,994,810		3,011,926
<b>Income funds</b>					
Restricted funds	18		106,651		166,025
<u>Unrestricted funds</u>					
Designated funds	19	1,607,362		1,500,003	
General unrestricted funds		1,234,019		1,299,120	
Revaluation reserve		46,778		46,778	
			2,888,159		2,845,901
			2,994,810		3,011,926

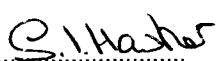
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022, although an audit has been carried out under section 144 of the Charities Act 2011.

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 28/7/22.

  
 Susan Hawker (Chair)  
 Trustee

Company registration number 08884776

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	2022 £	£	2021 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	24		17,334		194,729
<b>Investing activities</b>					
Purchase of tangible fixed assets		(170,592)		(19,458)	
Purchase of investments		-		(302,056)	
Proceeds on disposal of investments		173,602		76,808	
Investment income received		10,826		13,809	
<b>Net cash generated from/(used in) investing activities</b>			13,836		(230,897)
<b>Net cash used in financing activities</b>			-		-
<b>Net increase/(decrease) in cash and cash equivalents</b>			31,170		(36,168)
Cash and cash equivalents at beginning of year			600,903		637,071
<b>Cash and cash equivalents at end of year</b>			632,073		600,903

**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31 MARCH 2022**

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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 2022****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 2022

**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 2022**

**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.

**Deferred income**

Income is deferred if funding is received in advance of project start date. If funding received straddles the year end, management proportion income on a pro-rata basis over the life of the project funding.

**3 Donations and legacies**

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022 £	2022 £	2022 £	2021 £	2021 £	2021 £
Donations and gifts	60,389	5,500	65,889	163,236	140,410	303,646
Legacies receivable	6,980	-	6,980	5,000	-	5,000
	<u>67,369</u>	<u>5,500</u>	<u>72,869</u>	<u>168,236</u>	<u>140,410</u>	<u>308,646</u>
<b>Donations and gifts</b>						
CVC Donation	-	-	-	-	135,410	135,410
Other	60,389	5,500	65,889	163,236	5,000	168,236
	<u>60,389</u>	<u>5,500</u>	<u>65,889</u>	<u>163,236</u>	<u>140,410</u>	<u>303,646</u>

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## FOR THE YEAR ENDED 31 MARCH 2022

## 4 Charitable activities

	Mental health support £	Mental health awareness £	Total 2022 £	Total 2021 £
Project and training income	668	11,942	12,610	17,784
Contracts and Performance related grants	2,219,271	172,109	2,391,380	1,959,822
Charitable rental income	12,820	-	12,820	180
Other income	770	-	770	1,422
	<u>2,233,529</u>	<u>184,051</u>	<u>2,417,580</u>	<u>1,979,208</u>
Analysis by fund				
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>For the year ended 31 March 2021</b>				
Unrestricted funds	1,545,982	189,347		1,735,329
Restricted funds	243,879	-		243,879
	<u>1,789,861</u>	<u>189,347</u>		<u>1,979,208</u>
<b>Contracts and Performance related grants</b>				
NHS	1,912,339	13,626	1,925,965	1,441,760
Big Lottery Fund	138,670	-	138,670	149,489
West Sussex County Council	51,299	148,640	199,939	208,074
National MIND	3,700	-	3,700	5,500
Pathfinder Alliance	-	-	-	86,946
Groundwork UK	2,000	-	2,000	-
Age UK	58,266	-	58,266	-
Other	52,997	9,843	62,840	68,053
	<u>2,219,271</u>	<u>172,109</u>	<u>2,391,380</u>	<u>1,959,822</u>

## 5 Investments

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Interest receivable	<u>10,826</u>	<u>13,809</u>

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**6 Other income**

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Other income	2,976	3

**7 Charitable activities**

	Mental health support 2022	Mental health awareness 2022	Total 2022	Total 2021
	£	£	£	£
Staff costs	1,725,930	84,281	1,810,211	1,502,705
Depreciation and impairment	24,770	929	25,699	17,638
Non staff costs	240,402	105,804	346,206	252,654
	1,991,102	191,014	2,182,116	1,772,997
Share of support costs (see note 10)	255,399	25,259	280,658	212,373
Share of governance costs (see note 10)	6,421	635	7,056	11,059
	2,252,922	216,908	2,469,830	1,996,429
<b>Analysis by fund</b>				
Unrestricted funds	2,045,678	216,908	2,262,586	1,778,165
Restricted funds	207,244	-	207,244	218,264
	2,252,922	216,908	2,469,830	1,996,429
<b>For the year ended 31 March 2021</b>				
Unrestricted funds	1,577,648	200,517		1,778,165
Restricted funds	218,264	-		218,264
	1,795,912	200,517		1,996,429

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

## 8 Raising funds

	2022	2021
	£	£
<u>Fundraising and publicity</u>		
Other fundraising costs	9,009	9,738
Staff costs	42,392	39,808
Depreciation and impairment	136	-
	<u>51,537</u>	<u>49,546</u>

## 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	2022	2021
	£	£	£	£
Staff costs	190,315	-	190,315	144,390
Premises costs	29,211	-	29,211	23,089
Insurances	9,787	-	9,787	8,676
Information technology	11,826	-	11,826	8,257
Other general costs	31,884	-	31,884	20,738
Depreciation	7,635	-	7,635	7,223
Audit fees	-	7,030	7,030	7,286
Legal and professional	-	26	26	3,773
	<u>280,658</u>	<u>7,056</u>	<u>287,714</u>	<u>223,432</u>
Analysed between				
Charitable activities	<u>280,658</u>	<u>7,056</u>	<u>287,714</u>	<u>223,432</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 £7,600 (2021- £7,500) for audit fees.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## FOR THE YEAR ENDED 31 MARCH 2022

## 11 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but two of them were reimbursed a total of £40.90 for travelling expenses and a training event (2021- £nil).

## 12 Employees

## Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Staff	110	88
<b>Employment costs</b>	<b>2022 £</b>	<b>2021 £</b>
Salaries	1,818,529	1,500,722
Social security costs	124,637	105,624
Other pension costs	99,752	80,557
	2,042,918	1,686,903

There were no employees whose annual remuneration was £60,000 or more.

## 13 Tangible fixed assets

	Freehold land and buildings £	Leasehold improvements £	Office equipment £	Total £
<b>Cost or valuation</b>				
At 1 April 2021	1,060,000	-	81,707	1,141,707
Additions	-	159,012	11,580	170,592
At 31 March 2022	1,060,000	159,012	93,287	1,312,299
<b>Depreciation and impairment</b>				
At 1 April 2021	33,301	-	54,371	87,672
Depreciation charged in the year	14,130	2,288	17,051	33,469
At 31 March 2022	47,431	2,288	71,422	121,141
<b>Carrying amount</b>				
At 31 March 2022	1,012,569	156,724	21,865	1,191,158
At 31 March 2021	1,026,699	-	27,337	1,054,036

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## FOR THE YEAR ENDED 31 MARCH 2022

## 13 Tangible fixed assets

(Continued)

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.

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.

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 2022, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, the carrying amount would have been approximately £966,858 (2021 - £980,715).

## 14 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Trade debtors	85,150	8,420
Other debtors	15,933	11,542
Prepayments and accrued income	25,902	13,997
	<u>126,985</u>	<u>33,959</u>

## 15 Current asset investments

	2022 £	2021 £
Cash deposits with notice period of 90 days or more	<u>1,337,101</u>	<u>1,510,703</u>

## 16 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Other taxation and social security		33,857	29,898
Deferred income	17	174,315	84,420
Trade creditors		36,428	33,222
Other creditors		12,256	-
Accruals and deferred income		35,651	40,135
		<u>292,507</u>	<u>187,675</u>

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**17 Deferred income**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Arising from government contracts and grants	120,191	54,010
Other deferred income	54,124	30,410
	<u>174,315</u>	<u>84,420</u>
Current liabilities	<u>174,315</u>	<u>84,420</u>

Government contracts and grants in advance have been deferred on the basis that they represent contracts and grants received relating to future financial periods.

# WEST SUSSEX MIND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 18 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 2020 £	Movement in funds		Transfers	Balance at 1 April 2021 £	Movement in funds		Balance at 31 March 2022 £
		Incoming resources £	Resources expended £	£		Incoming resources £	Resources expended £	
MIND	-	-	-	-	-	3,700	(3,700)	-
Big Lottery Fund	-	139,489	(122,926)	-	16,563	135,830	(126,500)	25,893
The National Lottery Community Fund (Awards for All)	-	-	-	-	-	2,840	(2,840)	-
Fixed asset fund - The Cornerhouse	300,000	-	-	(300,000)	-	-	-	-
Chanctonbury Fund	-	104,390	(70,947)	-	33,443	-	-	33,443
CVC Donation	-	135,410	(19,391)	-	116,019	-	(68,704)	47,315
Boltini Trust	-	5,000	(5,000)	-	-	5,500	(5,500)	-
	<u>300,000</u>	<u>384,289</u>	<u>(218,264)</u>	<u>(300,000)</u>	<u>166,025</u>	<u>147,870</u>	<u>(207,244)</u>	<u>106,651</u>



## WEST SUSSEX MIND

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

#### 18 Restricted funds

(Continued)

##### **The National Lottery Community Fund (Big Lottery Fund)**

A three year grant, funds for 2021/22 (year 3), to run our Families in Mind service which supports parents.

##### **The National Lottery Community Fund (Awards for All)**

A grant for equipment towards Hybrid Social group digital equipment at each of our sites.

##### **MIND**

Grants were received to set up beginners' running group, linked to our social activities team, along with a further grant through their Digital Transformation Fund.

##### **Fixed Asset Fund - The Cornerhouse**

Second charge on the property given to assist with the original purchase of the property from which services are run in the Shoreham area. This charge was removed in 2021.

##### **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.

##### **Boltini Trust**

Awarded to support our Midhurst Hub service who support individuals in Midhurst and the surrounding rural areas north of Chichester in 2020/21, Plus additional support for our Youth Service in Chichester and Midhurst in 2021/22.

# WEST SUSSEX MIND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 19 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:

	Balance at 1 April 2020 £	Movement in funds			Balance at 1 April 2021 £	Movement in funds			Transfers £	Balance at 31 March 2022 £
		Incoming resources £	Resources expended £	Transfers £		Incoming resources £	Resources expended £	Transfers £		
Youth project support	56,205	-	(56,205)	-	-	-	-	-	-	-
Fixed asset fund	712,661	19,458	(24,860)	300,000	1,007,259	170,592	(33,471)	-	-	1,144,380
Bridging fund	500,834	-	(70,310)	-	430,524	-	(234,710)	214,298	214,298	410,112
Upkeep of the Cornerhouse building	66,999	-	(4,779)	-	62,220	-	(19,350)	10,000	10,000	52,870
	<u>1,336,699</u>	<u>19,458</u>	<u>(156,154)</u>	<u>300,000</u>	<u>1,500,003</u>	<u>170,592</u>	<u>(287,531)</u>	<u>224,298</u>	<u>224,298</u>	<u>1,607,362</u>

### 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 £46,778.

### 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 2022

## 20 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	1,191,158	-	1,191,158	1,054,036	-	1,054,036
Current assets/(liabilities)	1,697,001	106,651	1,803,652	1,791,865	166,025	1,957,890
	<u>2,888,159</u>	<u>106,651</u>	<u>2,994,810</u>	<u>2,845,901</u>	<u>166,025</u>	<u>3,011,926</u>

## 21 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:

	2022 £	2021 £
Within one year	4,314	4,314
Between two and five years	3,015	7,329
	<u>7,329</u>	<u>11,643</u>

## 22 Capital commitments

	2022 £	2021 £
At 31 March 2022 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>3,939</u>	<u>-</u>

## 23 Related party transactions

## Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022 £	2021 £
Aggregate compensation	106,476	105,674
	<u>106,476</u>	<u>105,674</u>

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

24	Cash generated from operations	2022 £	2021 £
	(Deficit)/surplus for the year	(17,116)	255,691
	Adjustments for:		
	Investment income recognised in statement of financial activities	(10,826)	(13,809)
	Depreciation and impairment of tangible fixed assets	33,470	24,861
	Movements in working capital:		
	(Increase)/decrease in debtors	(93,026)	51,314
	Increase/(decrease) in creditors	14,937	(8,364)
	Increase/(decrease) in deferred income	89,895	(114,964)
	<b>Cash generated from operations</b>	<b>17,334</b>	<b>194,729</b>

## 25 Analysis of changes in net funds

The charity had no debt during the year.

## 26 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.