

Charity Registration No. 1155918

Company Registration No. 08884776 (England and Wales)

COASTAL WEST SUSSEX MIND
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019



LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Daniel Bird (Joint Treasurer)	
	Susan Hawker (Vice Chair)	
	Brian Hughes (Vice Chair)	
	Dr Alison Langley	
	Sally Lefroy (Chair)	
	Neville Pressley (Joint Treasurer)	
	Robert Smytherman	
	Dr Anthony Woolgar	
	Tracey Horne	(Appointed 26 September 2018)
	Paul Karas	(Appointed 31 January 2019)
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 Piper House 4 Dukes Court Bognor Road Chichester West Sussex PO19 8FX	
Bankers	HSBC Bank Plc 16 Goring Road Worthing West Sussex BN12 4AW	

CONTENTS

	Page
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 accounts	19 - 31

CHAIR'S REPORT

FOR THE YEAR ENDED 31 MARCH 2019

Coastal West Sussex Mind has always believed that we will deliver more benefit and be stronger if we work collaboratively and together with other local charities and our Statutory and community partners. During 18-19 we have been pleased to see a number of partnerships with us develop and grow which we know will benefit local people with mental health problems.

Most notably - In 2018-19 we have been delighted to strengthen our relationship with local charity Shoreham District Mental Health Association. Throughout the year we have learnt from each other and then having undertaken a thorough due diligence process made a decision to more formally come together in 2019.

We have also worked together with another local Charity, Guildcare, who are developing their premises in Worthing town centre, to support widening the provision of our mental health services in the area in 2019. We have continued to work actively within the Pathfinder Mental Health Alliance and also worked together with NHS Local Community and Primary Care Networks.

Through and supported by these partnerships in 2018-19 we have planned and secured funding for a number of exciting developments which we will be implementing in 2019. These include the provision of a mental health support service in the Chanctonbury area of West Sussex and a range of enhanced services in the Worthing area. We have also been very fortunate to have been supported by some national and local grant giving bodies in 2018-19. These have helped us to develop services in Steyning and also develop and widen our service for parents, Families in Mind, from next year.

Alongside working on all these developments we have continued to deliver all of our services and reach more people than ever. We are particularly pleased to see our training services develop so significantly this year. We have reached more workplaces, staff and parents and carers who want to learn and develop more resilience around mental health.

Going forward we have significant development and growth in 2019-20 which means we should be able to reach and support more people. We are also very pleased to be putting additional resources and capacity into developing our digital resources and support because we know this will widen access further and increase choice.

Finally, I would like to say a very big thank you to all our trustees, members, supporters, staff, funders, volunteers and peer mentors for all their hard work and continuing support for our organisation over the last year. It is solely due to their dedicated commitment to our work that we have been able to achieve so many of our goals in 2018-19. With their help we look forward to an equally exciting and productive 2019-20 delivering the support and services which are so much needed by people with mental health problems.


Sally Lefroy (Chair)
Trustee
Dated: 3/07/2019

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2019

The trustees present their report and financial statements for the year ended 31 March 2019.

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 2016)

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 run main support hubs in Worthing and Littlehampton which provide services through the week and smaller support hubs in Midhurst and across the Chancetonbury area. Our support hubs give advice and information and sign-post people to local support as well as offering a range of services to help people develop the skills and confidence to manage their own mental health and well-being. They also help people connect socially and give and receive peer support. We also provide similar specialist support to 16 to 25 year olds with mental health problems and their parents or carers in Chichester, Arun, Worthing, Adur and Chancetonbury Districts.
- We work in partnership with older people's services to support older adults with mental health problems in Chichester District and Bognor. This "Communities In Mind" service includes advice and information, social activities and individual support and befriending.
- In Bognor, Littlehampton, Worthing and Adur we provide our Families in Mind service. This supports parents with young children who have issues around their mental health. We work in partnership with a wide range of local community services

We also work to raise awareness and to challenge stigma and discrimination in our local communities. We do this by providing training courses for people working in West Sussex around emotional and mental health issues, and also by engaging with members of local communities through workshops, activities and events.

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 2019

Achievements and performance

1. Providing Mental health support

In 2018-19 nearly 3500 people reached out to us for support and we were able to help. This compares to around 3000 in the previous year and is a higher number than we have ever supported before. Our main mental health support hub services in Worthing, Littlehampton & Midhurst have supported over 3000 people.

We have achieved this because we have once again extended and developed our services. We also continue to recognise the importance of working in partnership with other organisations who then sign-post or support more people to access our services. It also reflects greater awareness and understanding around mental health in our communities.

As well as our main support hub services we have continued to provide our youth mental health service, BeOK, across West Sussex. Providing the service ourselves in the coastal and downs area of West Sussex and through our partnership with Sussex Oakleaf in Crawley, Horsham and Mid-Sussex. Our service works with 16-25 year olds but with a strong focus on 16,17 and 18 year olds. It aims to provide support to young people making the transition from children's to adult services and also working closely with local colleges.

In addition, we have also continued to support many parents with babies and young children through our Families in Mind service. During the year we have reviewed and redeveloped our service model. This has then led to the National Lottery Community Fund awarding 3 years of funding for this service in Adur, Worthing & Arun Districts from April 2019 onwards.

In 2018-19 we have decided we would not continue to provide dementia specific services. Instead we have developed and will be providing a broader mental health and well-being offer for older adults which we have called Communities in Mind. We also plan to develop befriending as part of our new offer along with more individual support to complement the social groups we have been running for some time.

We are delighted that our service user survey completed in January 2019 showed a 98% satisfaction rate with our services and also that 98% of people using our services said our staff are always welcoming, friendly, respectful & positive.

A significant partnership this year has been with the charity Shoreham District Mental Health Association (SDMHA) who run the Corner House Resource Centre in Southwick. In summer 2018 the Boards of both charities agreed to work more closely together. From Autumn 2018 CWSX Mind then entered into a formal agreement with SDMHA to manage the Corner House service. Closer working led to a clear understanding that further collaboration would deliver significant benefits for local people with mental health problems. Following Due Diligence the Boards of both organisations then made decisions in Spring 2019 that they would join together to become a single charity in the Autumn of 2019.

Another significant area of partnership working in 2018-19 has continued to be with other mental health service providers including Sussex Partnership NHS Foundation Trust through our involvement in the Pathfinder West Sussex Alliance. This Alliance has brought organisations together to deliver more effective and consistent mental health support in West Sussex, and we have actively contributed to its development and delivery throughout 2018-19.

Alongside this we have been delighted to significantly develop our partnership working with NHS primary care services through our active involvement in the Local Community Networks they have established to bring together statutory and community health and social care services to work together to meet local needs.

During the year these connections have led us to plan and secure funding for new services which we will be implementing in 2019-20 including mental health workers in GP practices in Worthing and a new mental health support service for the Chanctonbury area.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2019

Other partnerships have included:

- Citizens Advice Service - We have continued to fund sessions provided by CAS and they are providing much needed financial and general advice and support to our service users particularly around debt, benefits and housing.
- Heartspace in Bracklesham Bay where we are supporting their delivery of social and creative activities to older adults
- Sussex Oakleaf where we have been funded to support them to provide services for young people age 16-25 in the Crawley, Horsham and Mid-Sussex area.
- West Sussex County Council library services and Borough & District Council Wellbeing services
- Guildcare – During the year we have worked together to get funding from the National Lottery Community Fund to develop a new premises in Worthing Town Centre which we will be able to provide some services and support from in 2019-20.

In October 2018, as planned, we implemented a new client relationship management system/database. The new database which is run by a national specialist - Charity Log - will enable us to ensure we can most accurately capture data and information about the mental health support we are providing and the difference that it can make. Alongside the new system we have also created and recruited a new Performance and Development manager role to support us to ensure that we can make best use of the system and also significantly improve the way we evidence benefit going forward.

2. Raising awareness and anti-stigma work in the community

In 2018-19 we ran around 200 training events with around 2300 people attending these. This is a significant increase on our training work in 2017-18 where we organised around 100 training events and trained around 1700 staff and volunteers in West Sussex and we are delighted about this.

In order to achieve this:

- We have successfully delivered a third year of a contract for West Sussex County Council and Clinical Commissioning Groups (CCGs) in West Sussex to **train staff working with children and young people** in West Sussex around mental health and emotional well-being. As well as delivering some of the training Coastal West Sussex (CWSX) Mind continues to lead and co-ordinate the programme working in partnership with a wide range of other delivery partners. In 2018-19 we have developed the offer by including some on-line e-learning courses which have proved popular and we plan to develop this more in 19-20. The contract will continue for a 4th year in 19-20.
- Following pilots in 17/18 and with additional funding from WSCC and CCGs in 18-19 we have successfully extended our work training staff working with children and young people to **parents and carers**. We have offered courses and learning to parents around mental health and children and young people generally and also more specifically around autism and attention deficit hyperactivity disorder. The aim of these courses is to develop the skills and resilience of parents to help them understand and support their children effectively and reduce the need for professional help.
- During 18-19 we have been funded by CCGs to provide a range of mental health training to **staff working in primary care practices** in West Sussex. Along side this we have continued to work with Health Education England and Coastal West Sussex Clinical Commissioning group to administer and support the delivery of the **Mental Health PACE Setter Award for NHS Primary Care**. The scheme aims to empower GP practices to work in partnership with their patients and staff to identify and implement changes which could be made which could improve patient and staff mental well-being. It completed in March 2019 with 13 practices completing and receiving the award. Some of the most significant changes have been around staff mental health and well-being which has also then led to improved patient care.
- Alongside all of the above we have also delivered a wide range of training to a variety of public and private workplaces and organisations in West Sussex who have wanted to train their staff in mental health.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2019

Throughout the year our Open Minds community anti stigma and awareness raising projects has continued to be very active with around 30 champions involved over the year. All champions have lived experience of having mental health problems. They have helped us to deliver 20 workshops and connect with over 2000 people at large scale social contact events. We have focused activities around key dates including Mental Health Awareness week in May 2018, World Mental Health Day in October 2018 and Time to Talk day in February 2019. Through this we have reached around 3000 people overall. Highlights have been the Midhurst champions who went out on the road with their Rural Minds Matter bus and the West Sussex Rocks pebble painting campaign which have both been highly successful.

During the first 6 months of 2018-19 we continued to work closely with West Sussex County Council to lead and co-ordinate the Time to Change West Sussex partnership and campaign. The funding for this initiative ended in Summer 2018 and in October 2018 we held a large celebration event to recognise the great achievements of the 18 month campaign.

We have also increasingly been working with schools in West Sussex partly through the provision of contracted training but also and through our successful Open Minds project where our champions have gone into schools to raise awareness and talk about their own lived experience of having mental health problems.

Through this work we have been able to significantly raise the profile of anti-stigma work in West Sussex.

3. Involving people in our services

During 2018-19 we have continued to ensure that people who use our services are at the heart of everything we do. A service user involvement development group has met regularly chaired by our Chief Executive Officer and supported by our service user involvement lead role. Service users have been actively involved in recruiting staff, developing a new welcome pack, our newsletter and producing our annual service user survey. Many service users have also undertaken our peer mentor training programme and have gone onto become volunteer peer mentors in our services and also Open Minds Champions.

We have also undertaken work to recruit new service user trustees and through this have been very pleased to have Tracy Horne join our Board. We are continuing to work to recruit more service user trustees to our Board next year.

4. Staff and Volunteers

Looking after the well-being of and developing our staff has continued to be a priority in 2018-19.

In October 2018 we were delighted to be awarded the Investors in People Award and particularly pleased to be told that the staff survey element of the assessment showed some of the highest levels of positive feedback within the award scheme. Our own staff survey undertaken in Winter 2018-19 continued the positive feedback from staff. Particular highlights were that 97% reported that their level of job satisfaction was high and they felt valued and fairly treated at work and 100% reported feeling that their work gave them a sense of personal accomplishment.

This year we have also added to our volunteer offer with a supporter role. This means there are more opportunities for people to get involved on an ad-hoc basis. Increasing our ability to attend events and have a presence in our local communities.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2019**

5. Communications

Over this year we have continued to issue our regular newsletter and to post news and updates on our website. We have been getting our work in the local press and publicised across social media. We have also been involved with more schools, businesses and community groups and events, reaching more people than ever before.

6. Think Digital!

In 2018-19 we have really focused our attention on understanding how digital technology can help us to reach more people who need our help and also to increase opportunities for people to access our mental health support.

In April 2018 our Board held a workshop looking at this and in May 2018 our staff conference also considered this issue closely. Whilst we recognised great steps forward being taken particularly around our internal systems and processes we could see that we had a great deal more to do. Particularly in relation to looking at the opportunities digital technology could offer in improving our work with our customers and the public.

In Autumn and Winter 2018 we developed a 5 year digital strategy which the board agreed in January 2019. A key aspect of this has been the agreement and recruitment of a new management role for the organisation – Digital Service Design Lead - to enable us to develop and lead key projects around this in 2019-20.

Our 2019 Impact Report provides further detail around outcomes, benefits and achievements in 2018-19.

Financial review

1. Financial performance for the year

In 2018/19, Coastal West Sussex Mind spent £1,107,451 (2017/18 £1,098,034) providing services, which was a 1% increase on 2017/18. During the year our principal funders have been as follows:

- NHS Clinical Commissioning Groups
- West Sussex County Council
- NHS – Health Education England

During the year we have secured a further 3 year contract with CCGs for our main mental health support services from 2019 - 2022. We have also secured contracts with West Sussex County Council and CCGs to continue to provide youth mental health services across West Sussex and also to provide training services to staff working with young people and parents for 2019-20

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 training work and also fund our 'Living Well' services for older adults. We have also increased our fundraising activity, and have been fortunate enough to receive unrestricted donations from a wide range of local people and organisations. These are shown on page 22 of this report.

Where possible, we seek to agree multi-year contracts with commissioners and funders to allow us to plan for the future with more certainty. In some cases this means that funds are received in advance of the service being provided. In those cases, any amounts relating to future periods are shown as deferred income and matched in the period in which expenditure is incurred on the service. The Finance sub-committee takes account of any such funds received in advance when setting a balanced, sustainable budget.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2019

2. Fundraising and donations

We are proud that our focus on diversifying our income streams and raising funds to provide innovative and much-needed services are starting to show signs of success. Particular fundraising achievements have been:

- Securing 3 years funding from the National Lottery Community fund from 2019 -2022 for our Families in Mind service
- Securing funding from a number of sources towards the costs of running our Open Minds Anti-stigma project in 19-20.

During this financial year, we were also fortunate to receive a £600,000 legacy from a longstanding supporter of our work. Following lengthy discussions about how to use these funds in the best interests of our service users, the Board decided to commit: £300,000 to a development and growth fund (to support work to reach more people and widen our service offer); £250,000 to a sustainability and bridging fund (to help us continue to provide services while we fundraise and where we consider we have a strong prospect of funds); £50,000 to a wellbeing fund (for alternative therapies and other wellbeing activities to honour the memory of the donor, and which we would not otherwise be able to offer).

The £600,000 legacy was received in February 2019 and has been set aside in a designated reserve. We will start to spend the money on the identified priorities during 2019/20, once the Board has reviewed and approved business cases for specific projects.

The Trustees are grateful to all of the organisations who have so generously supported us financially in 2018/19, as set out in note 3 and 4 to the accounts.

We have also been supported by a number of individuals and organisations who have undertaken community fundraising activities for us. In 2018/19 funding has been raised for us through football events, sponsored fitness challenges and concerts as well as other great social events and activities. We are particularly grateful to the staff and managers at the Body Shop in Littlehampton who raised an exceptional amount for us in 2018-19 when we were their charity of the year. Directors and staff at Bennett and Game Recruitment in Chichester also raised a significant amount over the year.

We are impressed by the energy and enthusiasm of individuals and organisations who support us and our services. We are very grateful to them and to all of our staff, volunteers and trustees who have contributed to planning and leading fundraising events in 2018/19.

3. Reserves policy

Coastal West Sussex Mind held free reserves of £548,746 at March 31st 2019. The table below details how this figure is calculated.

Balance 31 March	2019	2018
Total charity funds	£1,730,694	£1,324,866
Less: restricted funds	-	£8,726
Less: net book value tangible fixed assets (see note 22)	£404,184	£413,503
Less: other designated funds (see note 22)	£730,986	£252,857
Less: revaluation reserve	£46,778	£46,778
Free reserves	£548,746	£603,002

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2019**

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 other options are explored and to ensure that the important services remain available for our beneficiaries in the future. Within designated funds (note 22) 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 at around £1.6m and a forecast deficit of around £150,000 for the year to 31st March 2020 the Trustees consider it prudent to be holding this amount of free reserves. This amount would allow us to meet approximately 4 months operating expenditure which is designed 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. It is also in line with the Trustees target of 3-6 months operating expenditure being held as free reserves.

The significant increase in the designated fund balance results from the Board's decision to designate the £600,000 legacy received during the year. This money has been set aside for development and growth; sustainability and bridging; and wellbeing, as described above.

4. Managing Risks to our business

During 2018-19 we have followed the risk management policy which was agreed by the Board in January 2016 following the risk management model recommended by the Charity Commission in its publication "Charities and Risk Management" (CC26 - 2010). During 18-19 we have reviewed and continue to regularly review our risk management policy.

The CEO, Deputy CEO and Business Manager maintain and update a 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 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.

Planning for the future 2019 - 2020

The 3 strategic goals we have set for ourselves during the period 2017 - 2020 are:

- Ensure people who have lived experiences of mental health problems are, and that user and carer involvement is, at the heart of everything we do.
- Increase our work to tackle stigma and discrimination and raise awareness around mental health in communities and provide support for individuals and communities to achieve and maintain positive mental health and well-being
- Continue to develop and provide excellent community mental health support to young adults, adults, older adults, and families and carers; supporting individuals to develop skills and confidence to manage their own mental health and well-being effectively. Also providing opportunities for individuals to connect socially and give and receive peer support. Linked to this we will continue to provide learning and development opportunities for staff to enable them to provide effective support.

In Autumn 2019 we plan to undertake work to develop a new strategic plan for the period 2020 – 2025 – We will be looking at looking at national and local contexts, needs and issues, reflecting on what we have achieved in the previous period and what we need to achieve going forward. We will involve our service users, staff and stakeholders in this work.

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. 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 2019**

In 2019-20 we aim to focus on....

1. Mental health support

- Continuing to provide all of our existing services and support reaching and supporting as many people as possible who need our help
- Developing our new Big Lottery Community fund funded Families in Mind service, our new rural service provision in the Chancetonbury area of West Sussex, our new Communities in Mind service for older adults, our GP practice workers and our Worthing town centre service and site.
- 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.
- Securing funding for our youth and older adult mental health services from April 2020 in order to continue to provide these services.
- Continuing to actively fundraise for and lobby for the development of an evening and weekend Safe Haven in Worthing town centre
- Continuing to support parents and carers of children and young people with mental health problems through the provision of learning and development including increasing availability of e-learning
- Continuing to provide effective training and learning to staff working with children and young people around mental health including increasing availability of e-learning
- Developing opportunities to provide digital services and support
- Continuing to develop and Implement our new database to improve our data collection, monitoring and reporting.

2. Raising awareness and anti-stigma work in communities

- Continuing to raise our profile in the community through more effective external communications and also by continuing to provide and strengthen our Open Minds anti-stigma and awareness raising work.
- 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 and also increasing the contribution of volunteers to our work.
- Developing our use of digital technology to achieve the above

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2019**

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 (Vice Chair)	
Brian Hughes (Vice Chair)	
Stephanie Jones	(Resigned 21 May 2018)
Andrew Kean	(Resigned 26 September 2018)
Dr Alison Langley	
Sally Lefroy (Chair)	
David Marten	(Resigned 26 September 2018)
Neville Pressley (Joint Treasurer)	
Jack Redfern	(Resigned 26 September 2018)
Robert Smytherman	
Dr Imogen Stephens	(Resigned 19 May 2018)
Buddhini Vinitharatne	(Resigned 26 September 2018)
Dr Anthony Woolgar	
Tracey Horne	(Appointed 26 September 2018)
Paul Karas	(Appointed 31 January 2019)

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 2018-19 the Board has developed a new Governance Policy which has pulled together a number of separate documents into one more comprehensive policy framework. The new policy follows the format for and aims to ensure compliance with the Charity Governance Code.

During 2018-19 the Board met formally on 6 occasions, the AGM was held in September 2018 and a Board development workshop was held in April 2018. Sub-committees aim to provide more in depth review and scrutiny and then report to Board on their work. The Board Finance sub-committee has met regularly throughout the year with other sub-committees including Policies, Operations, Human Resources and Fund-raising being convened and meeting as required. All trustees have access to CWSX 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 CWSX 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 2019

During 2018-19 and following a rigorous due diligence process the Board proposed the following motions to it's membership at an EGM in February 2019:

" Coastal West Sussex Mind (CWSX Mind) and Shoreham District Mental Health Association (SDMHA) come together as one organisation. This will mean that the current charitable company CWSX Mind (Charity number 1155918 and company number 8884776) will continue but all of the assets and liabilities of the charitable company SDMHA (charity number 1114956 and company number 5818997) will transfer into the charitable company CWSX Mind and the charitable company SDMHA will not continue when this has been effected"

"Subject to approval for this being given by the national charity Mind that Coastal West Sussex Mind changes it's name to West Sussex Mind by April 2020."

Both of these motions were unanimously agreed by CWSX Mind membership with the membership of Shoreham District Mental Health Association then agreeing to this in March 2019 with an implementation date of October 2019.

Through this process and in September 2019 at CWSX Mind Board AGM trustees from the Board of Shoreham District Mental health Association will stand for election to the CWSX Mind Board of trustees. It is considered that this will bring additional capacity and expertise which will strengthen the governance and effectiveness of the Board and charity.

Three of our trustees have continued to be individuals who use our mental health services. All 3 individuals are strong trustees in their own right contributing at the Board and to our sub-committees. In addition to this their input is invaluable in ensuring that the Board stays connected to the people who use our services and that our beneficiaries are always at the forefront of our thinking and work. As previously outlined in 2017-18 we have agreed to increase the number of service user and or carer trustees on our Board and have developed a new policy which outlines how we will recruit and support service user trustees to be active members of our Board.

Statement of trustees' responsibilities

The trustees, who are also the directors of Coastal 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.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2019

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.



Sally Lefroy (Chair)

Trustee

Dated: 31/07/2019

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

Opinion

We have audited the financial statements of Coastal West Sussex Mind (the 'charity') for the year ended 31 March 2019 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 2019 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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

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.

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.

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

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

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

5/8/19
.....

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 of section 1212 of the Companies Act 2006

**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019**

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Total 2018 £
<u>Income and endowments from:</u>					
Donations and legacies	3	665,197	-	665,197	88,694
Charitable activities	4	1,072,166	9,579	1,081,745	1,098,092
Investments	5	8,055	-	8,055	6,497
Other income	6	3,692	-	3,692	3,973
Total income		1,749,110	9,579	1,758,689	1,197,256
<u>Expenditure on:</u>					
Raising funds	8	49,130	-	49,130	45,266
Charitable activities	7	1,285,426	18,305	1,303,731	1,255,531
Total resources expended		1,334,556	18,305	1,352,861	1,300,797
Net incoming/(outgoing) resources		414,554	(8,726)	405,828	(103,541)
<u>Other recognised gains and losses</u>					
Revaluation of tangible fixed assets		-	-	-	46,778
Net movement in funds		414,554	(8,726)	405,828	(56,763)
Fund balances at 1 April 2018		1,316,140	8,726	1,324,866	1,381,629
Fund balances at 31 March 2019		1,730,694	-	1,730,694	1,324,866

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 2019

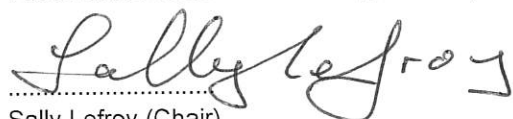
	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	14		450,962		460,281
Current assets					
Debtors	16	44,038		109,584	
Investments	18	959,604		456,055	
Cash at bank and in hand		570,463		469,697	
		1,574,105		1,035,336	
Creditors: amounts falling due within one year	19	(294,373)		(170,751)	
Net current assets			1,279,732		864,585
Total assets less current liabilities			1,730,694		1,324,866
Income funds					
Restricted funds	21		-		8,726
<u>Unrestricted funds</u>					
Designated funds	22	1,135,170		666,360	
General unrestricted funds		548,746		603,002	
Revaluation reserve		46,778		46,778	
			1,730,694		1,316,140
			1,730,694		1,324,866

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 2019, although an audit has been carried out under section 144 of the Charities Act 2011.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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 31/7/2019



Sally Lefroy (Chair)
Trustee

Company Registration No. 08884776

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2019

	Notes	2019 £	£	2018 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	25		596,260		(209,153)
Investing activities					
Purchase of investments		(603,549)		-	
Proceeds on disposal of investments		100,000		21,543	
Interest received		8,055		6,497	
Net cash (used in)/generated from investing activities			(495,494)		28,040
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			100,766		(181,113)
Cash and cash equivalents at beginning of year			469,697		650,810
Cash and cash equivalents at end of year			570,463		469,697

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

Charity information

Coastal 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 2016). 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 unless the funds have been designated for other purposes.

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 Incoming resources

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.

1.5 Resources expended

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

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
Fixtures and fittings	20% reducing balance

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 net income/(expenditure) for the year.

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.

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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

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.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

2 Critical accounting estimates and judgements

(Continued)

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	Total
	2019 £	2018 £
Donations and gifts	64,697	88,694
Legacies receivable	600,500	-
	<u>665,197</u>	<u>88,694</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

4 Charitable activities

	Mental health support £	Mental health awareness £	Total 2019 £	Total 2018 £
Project and training income	22,945	28,065	51,010	49,186
Contracts and Performance related grants	831,017	153,912	984,929	1,028,399
Charitable rental income	50	-	50	35
Other income	44,650	1,106	45,756	20,472
	<u>898,662</u>	<u>183,083</u>	<u>1,081,745</u>	<u>1,098,092</u>
Analysis by fund				
Unrestricted funds	894,495	177,671	1,072,166	
Restricted funds	4,167	5,412	9,579	
	<u>898,662</u>	<u>183,083</u>	<u>1,081,745</u>	
For the year ended 31 March 2018				
Unrestricted funds	897,660	188,011		1,085,671
Restricted funds	833	11,588		12,421
	<u>898,493</u>	<u>199,599</u>		<u>1,098,092</u>
Contracts and Performance related grants				
NHS	606,353	54,000	660,353	646,332
West Sussex County Council	220,497	94,500	314,997	288,646
National MIND	4,167	5,412	9,579	12,421
Health Education England	-	-	-	75,000
Other	-	-	-	6,000
	<u>831,017</u>	<u>153,912</u>	<u>984,929</u>	<u>1,028,399</u>

5 Investments

	Unrestricted funds	Total
	2019 £	2018 £
Interest receivable	<u>8,055</u>	<u>6,497</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

6 Other income

	Unrestricted funds	Total
	2019 £	2018 £
Other income	3,692	3,973

7 Charitable activities

	Mental health support 2019 £	Mental health awareness 2019 £	Total 2019 £	Total 2018 £
Staff costs	762,172	84,496	846,668	820,536
Depreciation and impairment	2,679	345	3,024	7,296
Non staff costs	172,746	76,070	248,816	266,642
Involvement and peer support costs	8,172	771	8,943	3,560
	945,769	161,682	1,107,451	1,098,034
Share of support costs (see note 11)	153,241	35,946	189,187	151,197
Share of governance costs (see note 11)	5,745	1,348	7,093	6,300
	1,104,755	198,976	1,303,731	1,255,531
Analysis by fund				
Unrestricted funds	1,092,315	193,111	1,285,426	1,231,387
Restricted funds	12,440	5,865	18,305	24,144
	1,104,755	198,976	1,303,731	1,255,531
For the year ended 31 March 2018				
Unrestricted funds	1,008,485	222,902		1,231,387
Restricted funds	13,009	11,135		24,144
	1,021,494	234,037		1,255,531

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

8 Raising funds

	2019	2018
	£	£
<u>Fundraising and publicity</u>		
Advertising	-	82
Other fundraising costs	7,187	2,647
Staff costs	41,880	42,363
Depreciation and impairment	63	174
	<hr/>	<hr/>
Fundraising and publicity	49,130	45,266
	<hr/>	<hr/>

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 Pathfinder Alliance incentive payments - pooled funds

Included within expenditure is £40,123 which was paid into the Pathfinder Alliance incentive payment pooled fund involving 10 other charities, with the option to bid for funds from this pool in the future. At the year end £167,899 was received from this pool and included within deferred income to be recognised in the 2020 accounts.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

11 Support costs

	Support costs	Governance costs	2019	2018
	£	£	£	£
Staff costs	92,301	-	92,301	83,873
Premises costs	28,682	-	28,682	27,712
Insurances	3,093	-	3,093	4,167
Information technology	5,962	-	5,962	7,289
Other general costs	52,917	-	52,917	21,473
Depreciation	6,232	-	6,232	6,683
Audit fees	-	6,656	6,656	6,300
Legal and professional	-	437	437	-
	<u>189,187</u>	<u>7,093</u>	<u>196,280</u>	<u>157,497</u>
Analysed between				
Charitable activities	<u>189,187</u>	<u>7,093</u>	<u>196,280</u>	<u>157,497</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 £6,500 (2018- £6,300) for audit fees.

12 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 £155 travelling expenses (2018- £238).

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

13 Employees

Number of employees

The average monthly number of employees during the year was:

	2019	2018
	Number	Number
Staff	55	59
	<u> </u>	<u> </u>
Employment costs	2019	2018
	£	£
Salaries	879,113	841,649
Social security costs	53,259	58,609
Other pension costs	48,477	46,514
	<u> </u>	<u> </u>
	980,849	946,772
	<u> </u>	<u> </u>

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

14 Tangible fixed assets

	Freehold land and buildings	Fixtures and fittings	Total
	£	£	£
Cost or valuation			
At 1 April 2018	460,000	37,089	497,089
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2019	460,000	37,089	497,089
	<u> </u>	<u> </u>	<u> </u>
Depreciation and impairment			
At 1 April 2018	3,058	33,750	36,808
Depreciation charged in the year	5,980	3,339	9,319
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2019	9,038	37,089	46,127
	<u> </u>	<u> </u>	<u> </u>
Carrying amount			
At 31 March 2019	450,962	-	450,962
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2018	456,942	3,339	460,281
	<u> </u>	<u> </u>	<u> </u>

Land and buildings with a carrying amount of £456,942 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. The valuation conforms to International Valuation Standards and was based on recent market transactions on arm's length terms for similar properties.

At 31 March 2019, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, their carrying amount would have been approximately £404,432 (2018 - £410,291).

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

15 Financial instruments		2019	2018
		£	£
Carrying amount of financial assets			
Debt instruments measured at amortised cost		36,770	105,551
Instruments measured at fair value through profit or loss		959,604	456,055
		<u> </u>	<u> </u>
Carrying amount of financial liabilities			
Measured at amortised cost		76,751	67,586
		<u> </u>	<u> </u>
16 Debtors		2019	2018
		£	£
Amounts falling due within one year:			
Trade debtors		31,648	86,799
Other debtors		5,122	18,752
Prepayments and accrued income		7,268	4,033
		<u> </u>	<u> </u>
		44,038	109,584
		<u> </u>	<u> </u>
17 Contingent assets - legacy income			
As at 31 March 2019 the charity had received the majority of the residual legacy they had been notified of in 2018. However, the administration of the estate is still on going, and as such the small balance still to be received cannot be ascertained as there is uncertainty as to the exact amount and timing of the receipt.			
18 Current asset investments		2019	2018
		£	£
Cash deposits with notice period of 90 days or more		959,604	456,055
		<u> </u>	<u> </u>
19 Creditors: amounts falling due within one year		2019	2018
	Notes	£	£
Other taxation and social security		17,787	15,605
Deferred income	20	199,835	87,560
Trade creditors		20,323	16,755
Other creditors		5,603	5,079
Accruals and deferred income		50,825	45,752
		<u> </u>	<u> </u>
		294,373	170,751
		<u> </u>	<u> </u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

20 Deferred income

	2019 £	2018 £
Arising from government contracts and grants	8,500	78,481
Other deferred income	191,335	9,079
	<u>199,835</u>	<u>87,560</u>
Current liabilities	<u>199,835</u>	<u>87,560</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.

21 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 2018 £	Incoming resources £	Resources expended £	Balance at 31 March 2019 £
Reflexology Fund	7,440	-	(7,440)	-
MIND - Local Mind Grants Fund	833	4,167	(5,000)	-
MIND - Time to Change Fund	453	5,412	(5,865)	-
	<u>8,726</u>	<u>9,579</u>	<u>(18,305)</u>	<u>-</u>

Reflexology Fund

This Reflexology Fund was set up by a donor in April 2000 to fund a service for MIND members. This service will no longer continue in that format due to the fund now being spent.

MIND - Local Mind Grants Fund

Citizens Advice Project, a joint venture with Central and South Sussex CAB to provide support to clients in the Littlehampton area to January 2019.

MIND - Time to Change Fund

To enable Coastal West Sussex Mind to be the West Sussex local Hub Partnership for Time to Change, including the administration of the Time to Change Champions Fund.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

22 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				
	Balance at 1 April 2018	Incoming resources	Resources expended	Transfers	Balance at 31 March 2019
	£	£	£	£	£
Youth project support	93,197	87,568	(141,815)	-	38,950
Families in mind support	50,000	6,118	(41,498)	-	14,620
Bridging fund	24,660	143,425	(172,863)	62,898	58,120
Development fund	85,000	7,967	(29,759)	(43,912)	19,296
Fixed asset fund	413,503	-	(9,319)	-	404,184
Legacy	-	600,000	-	-	600,000
	<u>666,360</u>	<u>845,078</u>	<u>(395,254)</u>	<u>18,986</u>	<u>1,135,170</u>

Youth Project Support

This fund will be used to partially support our young peoples project for up to 3 years while funding is sought and secured.

Families in Mind Support

This fund is to support and extend our Families in Mind project to March 2019 while further funding was sought.

Bridging Fund Older Peoples Services

This fund will be used to bridge the shortfall between the existing grants and service expenditure to March 2019. Any balance can be used towards the new pilot project starting from April 2019.

Development Fund

To support the cost of unfunded projects while further funding is sought.

Fixed Asset Fund

The fixed asset fund is an amount equivalent to the net book value of fixed assets at the balance sheet date excluding property revaluation of £46,778.

Legacy

To support the cost of growth, sustainability and service user wellbeing from April 2019. Support is expected to span for three years.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

23 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:

	2019 £	2018 £
Within one year	3,242	3,007
Between two and five years	11,631	5,550
	<u>14,873</u>	<u>8,557</u>

24 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2019 £	2018 £
Aggregate compensation	<u>101,100</u>	<u>97,238</u>

25 Cash generated from operations

	2019 £	2018 £
Surplus/(deficit) for the year	405,828	(103,541)
Adjustments for:		
Investment income recognised in statement of financial activities	(8,055)	(6,497)
Depreciation and impairment of tangible fixed assets	9,319	14,152
Movements in working capital:		
Decrease/(increase) in debtors	65,546	(70,484)
Increase in creditors	11,347	29,413
Increase/(decrease) in deferred income	112,275	(72,196)
Cash generated from/(absorbed by) operations	<u><u>596,260</u></u>	<u><u>(209,153)</u></u>

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.

In the year to 31 March 2019 our auditors also assisted in the due diligence exercise undertaken in respect of Shoreham and District Mental Health Association.

(C)

(C)

(C)

(C)

(C)

(C)

(C)

(C)

(C)

(C)

