

# HEADLIGHT MENTAL HEALTH CHARITY

England & Wales · Charity number 1056576

## Details

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Other names	AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP CHARITABLE FUND, BATH MENTAL HEALTH CARE CHARITABLE FUND, AWP CHARITABLE FUND
Status	Registered
Legal form	Other
Registered	1996-07-04
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Avon & Wiltshire Mental Health Partnership Nhs Trust Bath Nhs House Newbridge Hill Bath BA1 3QE
Phone	01225362962
Email	<a href="mailto:awp.headlight@nhs.net">awp.headlight@nhs.net</a>
Website	<a href="https://www.awp.nhs.uk/about-us/headlight">https://www.awp.nhs.uk/about-us/headlight</a>

## Activities

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**Objects:** FOR ANY CHARITABLE PURPOSE OR PURPOSES RELATING TO THE NATIONAL HEALTH SERVICE WHOLLY OR MAINLY FOR THE SERVICE PROVIDED BY AVON AND WILTSHIRE MENTAL HEALTH PARTNERSHIP NATIONAL HEALTH SERVICE TRUST

**Activities:** Mental Health Services

## Classification

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- **How:** Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, The Advancement Of Health Or Saving Of Lives
- **Who:** Children/young People, Elderly/old People, Other Defined Groups

## Geography

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- Bath And North East Somerset
- Bristol City
- North Somerset
- South Gloucestershire
- Swindon
- Wiltshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£19,000	£62,000	-	-
2024-03-31	£36,000	£63,000	-	-
2023-03-31	£133,000	£84,000	-	-
2022-03-31	£189,000	£172,000	-	-
2021-03-31	£189,000	£172,000	-	-

## Trustees

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Name	Role	Appointed
Paul David Miller	Chair	2024-11-01
Brian Stables		2019-04-01
Dominic Hardisty		2019-08-01
Dr Sarah Constantine		2019-04-16
Ela Pathak-Sen		2023-03-01
Elizabeth Kathleen Abderrahim		2026-04-01
Jan Baptiste-Grant		2020-02-01
Julian Carl Feasby		2017-07-03
Loveday Helen Ryder		2026-01-19
Mathew Page		2014-10-20
Paul Spencer		2022-11-01
Sarah Anne Jones		2023-05-01
Simon Truelove		2016-09-30

## Linked charities

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- [BARROW HOSPITAL GENERAL CHARITY \(1056576-1\)](#)

**HEADLIGHT MENTAL HEALTH CHARITY**

England & Wales - Charity number 1056576

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# Accounts

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# headlight

focusing on  
mental health



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# Message from the Chair

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It gives me great pleasure to present the Annual Report and Financial Statements of Headlight Mental Health Charity for 2023-24. Headlight is proud to be the official charity of Avon & Wiltshire Mental Health Partnership NHS Trust (AWP). My fellow Trustees and I would like to extend a sincere and very grateful thank you to everyone whose support and commitment has made it possible for us to achieve so much this year. We are very fortunate to have passionate and dedicated staff, donors and fundraisers, who are committed to doing their very best to help the staff, service users and their families who rely on the hospital.

As the NHS continues to focus on the delivery of patient care, we are proud to play our part, and are grateful to our donors for their incredible support of the patients and staff at AWP. Over the next year, with the help of our dedicated and passionate donors, we will continue to support projects across our Trust.

Our focus and vision is improved mental health and the projects that we have been able to fund this year have differed from previous years, both in terms of provision and available funding. As ever, it is an important part of our work that charity funding spans the wide geography and scope of services within AWP, and this report highlights projects from across the region that have been supported during the year. The committee continues to encourage the use of the funds by asking staff for creative and imaginative ways to enhance patient care.

We have been able to focus heavily on the benefits of music, art and outdoor spaces and how this helps to support not only our service users, but also our staff and carers. Excellent feedback has been received on the works completed to date. Expanding on this for 2024-25 will include reviewing the potential of providing a Multi-Use Games Area (MUGA) on the Callington Road site.

Looking to the year ahead, we will be finalising our future strategy and putting more focus into further potential grant funding opportunities as well as looking to improve our focus within AWP. This refresh of the strategy will allow us to maximise our income streams and ultimately enhance the future experiences of our service users, their carers and our staff.

As Chair of Headlight, I look forward to another year of using our existing funds and new donations to support the delivery of great new projects to make our NHS better for everyone. Once again, a very big “thank you” to each and every one of you who have helped make a very real and significant difference to the staff and patients at AWP during 2023-24.

## **Brian Stables**

Chair of the Charitable Funds Committee, Non-Executive Director, Avon and Wiltshire Mental Health Partnership NHS Trust



## Principal Address

The registered address of the charity:

Bath NHS House  
Newbridge Hill  
Bath BA1 3QE

## Independent Examiner

Ross Brooke Limited

Suite I  
Windrush Court  
Abingdon Business Park  
Abingdon  
Oxfordshire OX14 1SY

## Internal Auditor

RSM UK LLP

55-61 Victoria Street  
Bristol BS1 6FT

## Solicitors

DAC Beachcrofts

4 Portwall Place  
Portwall Lane  
Bristol BS99 7UD

## **Main Charity**

Headlight Mental Health Charity

Charity registration number

1056576

## **Other Names**

Renamed as Headlight Mental Health Charity as of end of financial year 2016-17.

Also known as:

Avon and Wiltshire Mental Health Partnership (AWP) NHS Trust Charitable Fund Previously been known as:

- 1) Avon and Western Wiltshire Mental Health Care Charitable Fund
- 2) Bath Mental Health Care Charitable Fund

## **Corporate Trustee**

The Avon and Wiltshire Mental Health Partnership NHS Trust Charitable Fund is an NHS Charity registered with the Charity Commission and governed by a Corporate Trustee of the Charitable Fund, Avon and Wiltshire Mental Health Partnership NHS Trust. A full list is shown in the Annual Accounts.

## **Governing Document**

Declaration of Trust dated 28 June 1996

Amended by Supplemental Deed dated 8 February 2002

Headlight Mental Health Charity (Headlight) is the name for the AWP Charitable Fund. Headlight is AWP's registered Charity, established to manage donations and bequests to AWP. The donations received by the Charity are used for charitable activities across the Trust, for items and initiatives that would not otherwise be funded by statutory NHS funds.

In practice, the Charity and its Trustees award funds in the form of grants to projects that help support the service users of AWP. These projects are delivered by AWP staff.

The objective for the Charity is to add value to the service users, staff and carers of AWP service users. The Charity has taken the public benefit guidance issued by the Charity Commission into account when making any relevant decisions and recognises itself as a public benefit entity.

Following consultation with our patients and their carers, the Trustees agreed the following funding priorities for the Charity and will support projects that:

- Enhance AWP's care environments to be more comfortable and welcoming
- Support recovery through recreation and meaningful activities
- Promote awareness and reducing the stigma of mental health
- Test approaches with the potential to improve outcomes in mental healthcare

Headlight fundraises in order to grow the voluntary income of the Charity and to be able to spend more on charitable activities. The Charity pays for one part-time member of administrative staff and does not undertake any fundraising through commercial partners.

## **Fundraising Standards**

Headlight is a voluntary member of the Fundraising Regulator, and commits to following best practice as set out in the Code of Fundraising Practice.

## **Protecting vulnerable people**

We are committed to protecting vulnerable individuals and have robust policies and practices in place to ensure that no-one is placed under any pressure to donate.

As a mental health charity, many of our most valued supporters may be considered vulnerable. We commit to doing everything possible to always be sensitive in our communications and contact supporters only as and when they have asked us to do so. More information can be found within our Supporter Promise, which can be found on the main Trust website [www.awp.nhs.uk](http://www.awp.nhs.uk).

## Complaints regarding Fundraising Practices

Any complaints regarding fundraising activities are dealt with in line with our Complaints Policy, and managed through the complaints process at Avon and Wiltshire Mental Health Partnership NHS Trust. Headlight has received no such complaints during the year, nor were any received during the prior financial year.

## Compliance Statements

The Charitable Funds are registered in accordance with the Charities Act 2011. The Registered Charity number is 1056576.

The Charity's Annual Report with the financial statements for the year ended 31 March 2024 have been prepared by the Corporate Trustee in accordance with the Charity's SORP (Statement of Recommended Practice) (FRS 102) and complies with the charity's Governing Document.

## Activities & Fundraising

### Key achievements in fundraising



The Central and East Bristol Recovery Team took on a 21 mile walk over Cheddar Valley and Blackdown Hills to raise funds for their Speedwell Recovery Allotment Group. They endured 29 degree heat on the first day and torrential rain on the second, raising over £1,000 for the group.



Emily and Darren from the Research & Development team organised a hugely successful bake sale for Headlight. It proved extremely popular and the team ended up raising £174 to support projects across the Trust!

The Swindon Early Intervention in Psychosis Team also organised a bake sale, along with other fundraising activities, raising over £600 this year for their service. This has gone towards a number of groups and activities, supporting service users and carers.

Amy Steel (One Tuff Muvva) and Jacob Kelly (adhdfatheruk) have collaborated on a brilliant t-shirt campaign to encourage men to 'speak up don't man up!'. This year, through selling this t-shirt on the Born Anxious website, they have raised over £100 for the Mother and Baby Unit in Bristol.



The Ladden Brook team and their supporters walked from Bath to Bristol to raise funds needed to purchase a pool table, they did a brilliant job walking the 10.4 miles and raised £370! Headlight was able to donate the rest needed and now they have a working pool table that can be used for coffee morning, arts and crafts, ping pong, music and social groups!

Across the trust, a number of wards and services have received very generous donations from service users and their families, including Cedar Ward in Bath and Hodson and Liddington Wards in Swindon. These donations go towards supporting the therapeutic work the brilliant teams do daily.

## Notable projects

### Recovery allotments (Central & East and South)

The Central and East Recovery Team set up an allotment project to improve the health and wellbeing of their service users and staff, running a weekly group and 1:1 sessions for service users. The group helps services users to learn about gardening and working together to turn disused allotments into a working plot as well as cooking harvested veg for shared group lunches. Headlight was able to support the work of the group, thanks to NHS Charities Together, by providing funding for more tools and seeds. The Team also did a sponsored walk to ensure they have funding for future growing seasons.



After the success of the Central and East Allotment, Allotment Coordinator Bekki Pugh, is supporting the South Bristol Recovery Team in setting up their own allotment at the Petherton Resource Centre. The funding provided by NHS Charities Together meant that there is now a polytunnel and ample tools for the staff and service users to turn their allotment into an active nature-based therapeutic space.

## Juniper Picture Boards

After the success of the pictured boards the Max McGhee Fund provided Elizabeth Casson House unit in Bristol last year, the team were able to help fund a similar project in the Juniper Ward in the Long Fox Unit in Weston-Super-Mare. Lead by Stephen Budd, the team used funds that were donated by the family and friends of Max McGee to cover the walls in a selection of new landscape photographs. The new photographs include artwork that reflects Max's love of travel with some of his favourite places on display, including the Grand Canyon.



## Library Corner at Petherton Resource Centre

The South Bristol Recovery Team created a Library Corner for service users who access the Petherton Resource Centre. With funds from Headlight they were able to stock the library with books that have a theme of mental health and lived experience personal stories.

They are now able to offer service users the opportunity to access reading material that can enhance people's awareness and learning. They received some donations of second hand books and were able to expand their collection with the extra funding.

## Christmas celebrations

Headlight was once again able to provide seasonal extras to brighten the festive period for inpatients of the Trust. For service users spending Christmas in one of our hospitals, the Charity provided a small gift, funds for festive food, treats and decor.

## Income

The Charity received £36,000 income in 2023-24, compared with £133,000 in 2022-23. This decrease is due to the reduction in grant funding in the year.

### Donations

The Charitable Fund received £26,000 in donations in 2023-24 (£120,000 in 2022-23).

The majority of donated income was received from NHS Charities Together for work on the Headlight strategy.

### Fundraising

The Charitable Fund received £10,000 through fundraising in 2023-24 (£13,000 in 2022-23). Further information and key successes can be found on page 8-10.

## Expenditure

Headlight spent £63,000 in 2023-24, compared to £84,000 in 2022-23.

### Charitable Expenditure

Recreation and therapies	£22,000
Staff enhancement	£12,000
Furniture, fixtures & fittings	£5,000
Other charitable expenditure	£7,000

### Indirect Expenditure

Staff salaries and recharges	£15,000
Governance	£2,000

## Total Reserves

The level of reserves and expenditure plans are reviewed at each committee meeting to ensure that the Charity expenditure is in line with income and the reserves policy (page 15).

Total reserves as at year end 2023-24 are £153,000 (£180,000 in 2022-23)

Unrestricted reserves: £65,000 (£77,000 in 2022-23)

Restricted reserves: £88,000 (£103,000 in 2022-23)

## Short term investments and deposits

£149,000 (£159,000 in 2022-23)

The deposit represents money held in a high interest commercial bank account in order that surplus monies gain maximum interest.

## Cash in hand and at bank

£6,000 (£43,000 in 2022-23)

Cash in hand represents the amounts held in the commercial bank account.

## Restricted Funds

Total £88,000 (£103,000 in 2022-23)

<b>NHS Charities Together</b> £59,000 (£70,000 in 2022-23)	To support the well-being of staff and service users and develop the Headlight strategy
<b>CAMHS Riverside Fund</b> £18,000 (£20,000 in 2022-23)	For any charitable purpose relating wholly or mainly to the CAMHS (Child and Adolescent Mental Health Services) Riverside unit.
<b>Wiltshire Learning Disabilities</b> £8,000 (£8,000 in 2022-23)	For any charitable purpose related wholly or mainly to learning disability services in Wiltshire
<b>Max McGee Memorial Fund</b> £2,000 (£4,000 in 2022-23)	For the provision of art in line with the family wishes
<b>General Service User Recreation</b> £1,000 (£1,000 in 2022-23)	General fund for service user recreation

## Accruals

£ 2,000 (£22,000 in 2022-23)

This provision relates to expenditure that has been made before the year end where orders have been raised and goods received, but invoices not yet received.

## Governing Document

To comply with the Charities Act 2011, Avon and Wiltshire Mental Health Partnership Charitable Fund, in common with many NHS Charitable Funds, is registered as an NHS Charity with the Charity Commission.

The Fund was established by a declaration of trust dated 28 June 1996 following the establishment of the Bath Mental Health Care NHS Trust. The Bath Mental Health Care NHS Trust has since changed its name three times by Statutory Instrument. Most recently, in March 2017, the Charity Commission approved the change of name to 'Headlight Mental Health Charity'.

## Trustee

The Corporate Trustee is the Board of the Avon and Wiltshire Mental Health Partnership NHS Trust (see annual accounts). All funds received are in the name of the Trust as 'Corporate Trustee'. Trustee powers are separate and distinct from those powers exercised as an NHS Trust Board. The Board, as Corporate Trustee, has devolved the responsibility for the ongoing management of charitable funds to the Charitable Funds Committee. New Trustees are appointed by the Chair of the Trust, in conjunction with the Trust Board and NHS Improvement.

## Committee Support

The Trust Board has approved a service level agreement for Avon and Wiltshire Mental Health Partnership NHS Trust to provide support services to the Charitable Funds (CF) Committee. These include administrative services, advice and support to fund managers and accountancy services. The cost of this service in 2023-24 was calculated at £15,000 (£12,000 in 2022-23).

## Charitable Funds Committee

The Committee reports directly to the Trust Board in its capacity as Corporate Trustee of the charitable fund. This Committee has Terms of Reference which state that as a minimum it must meet three times a year and all decisions must be made by at least two members of the committee, ensuring compliance with the Trust Standing Orders. The Committee has met four times during the period covered by this report.

## Delegated Authority

Spending limits for Local Delivery Units (LDUs) ensure that the funds are spent appropriately. Agreed delegated authority to spend funds are:

Expenditure under £250	Fund Manager
Expenditure between £251 and £5,000	Voting member of CF Committee
Expenditure between £5,000 and £50,000	Charitable Funds Committee
Expenditure over £50,000	Corporate Trustee

## Risk Evaluation

The Trustee has considered the risks to which the Charity is exposed, and has concluded that these risks are minimal. Major risks the Charity is exposed to are reviewed, with the main review being in relation to international wars. The Trustee has the relevant skills and commitment to carry out its duties and there are no conflicts of interest. The Charity does not currently invest in any asset class other than short term investments and deposits – this is in the form of ensuring funds are held in the most appropriate bank account in terms of interest receipt. The net costs of running the funds are apportioned across the opening balances of the individual funds.

## Related Party Transactions

During the year, none of the Charitable Fund Committee, Board members, members of the key management staff, or parties related to them has undertaken any material transactions with the Avon and Wiltshire Mental Health Partnership Charitable Fund. The Charitable Fund has made revenue payments of £15,000 to the Avon and Wiltshire Mental Health Partnership NHS Trust to cover support services as described under Section 5 that were all paid within the year.

## Audit Considerations

Section 149 of the Charities Act 2011 requires that the accounts of all NHS charities be subject to some form of scrutiny, usually an audit. NHS charities must have an audit unless the appointed auditor agrees that an Independent Examination is appropriate. Based on the Charity Commission guidance on audit thresholds the Charity meets the criteria for an independent examination as the income is below £250k (£36k) and it has gross assets of less than £3,260k (£153k).

## Investment Policy

Monies are to be deposited to obtain maximum interest. The acceptable level of risk to the Trustee on any short term investment and deposit is 'low'. No external factors (outside the Charity's control) have affected us achieving this. Other investment options are to be considered when the total value of funds held reaches £250,000.

This policy is reviewed annually.

## Reserves Policy

Reserves are defined as the part of the Charity's income fund that is freely available to spend for general (unrestricted) purposes and that is not yet spent, committed or designated. The holding of reserves allows the Charity to continue its activities, uninhibited by variances in income from period to period. The Charity Commission recommends that the Trustee treats each restricted income fund as if it is a separate charity and consider what, if any, level of reserves they need to hold.

The Trustee believes that the majority of donations to the Charity are given on the understanding that the income will be spent in a timely and responsible manner and reserves should therefore be kept to the minimum possible. Spending would typically occur in the next accounting period after receipt of donations. However, a level of reserves is required to cover administration costs, and cover any wind-up costs including audit and governance.

The Trustee's policy is therefore to keep the charitable funds in the general fund to the minimum required (but not less than £13,500) to cover approved commitments, including management and administration costs. To avoid the risk of the Charity's reserves becoming overdrawn, it is considered prudent to hold a balance of around £25,000 in general funds. The maximum desired reserves are equal to one year's operating costs based on current financial forecasts (£60,000).

The Charitable Funds Committee receives a summary of reserves at each meeting. The Financial Accountant is responsible for the day-to-day monitoring of this policy and is expected to bring any issues to the immediate attention of the Committee.

# Annual Financial Accounts

2023-24

## Statement of Trustee Responsibilities

The Trustee is responsible for preparing the Trustee Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland.

The law applicable to charities in England and Wales 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 of the charity for that period. In preparing these financial statements, the Trustee is 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 accounting standards have been followed; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustee is responsible for keeping proper 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. 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.

The Trustee is responsible for the maintenance and integrity of the Charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**The Trustee confirms that the responsibilities set out above have been complied with, in order to meet the requirements for preparing the accounts.**

by Order of the Trustee

Signed:



Name: Charlotte Hitchings, Chair of the Trustees on behalf of the Trustees

Approved by the Trustees on 3 July 2024

## Independent Examiners Report

To the Trustees of Headlight Mental Health Charity

Our report to the Trustees on our examination of the accounts of Headlight Mental Health Charity ("the Trust") for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet and the related notes 1 to 7.

This report is made solely to the Charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. Our 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 independent examiner's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our work, for this report, or for the opinions we have formed.

### Responsibilities and basis of report

As the Charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). You are satisfied that your Charity is not required by charity law to be audited and have chosen instead to have an independent examination.

We report in respect of our examination of your Charity's accounts as carried out under section 145 of the 2011 Act. In carrying out our examination we have followed the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### Independent Examiners Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed by: Caroline Webster BA FCA

Ross Brooke Limited

Date: 3 July 2024

# Annual Financial Accounts 2023-24

## Statement of Financial Activities for the year ended 31 March 2024

	Note	Unrestricted Funds	Restricted Funds	2023-24 Total Funds	Unrestricted Funds	Restricted Funds	2022-23 Total Funds
		£000	£00	£00	£00	£00	£00
<b>ANNUAL ACCOUNTS 2023-24</b>							
<b>Income and endowments from</b>	<b>3.0</b>						
Donations and legacies		15	21	36	23	110	133
<b>Total income and endowments</b>		<b>15</b>	<b>21</b>	<b>36</b>	<b>23</b>	<b>110</b>	<b>133</b>
<b>Expenditure on</b>							
Charitable activities	<b>4.0</b>	27	36	63	33	51	84
<b>Total expenditure</b>		<b>27</b>	<b>36</b>	<b>63</b>	<b>33</b>	<b>51</b>	<b>84</b>
Net income / (expenditure)		(12)	(15)	(27)	(10)	59	49
<b>Net movement in funds</b>		<b>(12)</b>	<b>(15)</b>	<b>(27)</b>	<b>(10)</b>	<b>59</b>	<b>49</b>
Fund balances brought forward at							
31 March 2023		77	103	180	87	44	131
<b>Fund balances carried forward at 31 March 2024</b>		<b>65</b>	<b>88</b>	<b>153</b>	<b>77</b>	<b>103</b>	<b>180</b>

The notes on the following pages form part of this account.

# Annual Financial Accounts 2023-24

## Statement of Financial Performance as at 31 March 2024

	Note	Total at 31-Mar-24 £000	Total at 31-Mar-23 £000
<b>ANNUAL ACCOUNTS 2023-24</b>			
<b>Current Assets</b>			
Short term investments and deposits	2.5	149	159
Cash at bank and in hand	2.6	6	43
Receivables: Amounts falling due within one year		0	0
<b>Total Current Assets</b>		<b>155</b>	<b>202</b>
<b>Current Liabilities</b>			
Payables: Amounts falling due within one year			
Accruals for liabilities	5.1	2	22
<b>Net Current Assets</b>		<b>153</b>	<b>180</b>
<b>Total Assets less Current Liabilities</b>		<b>153</b>	<b>180</b>
<b>Total Net Assets</b>	5.3	<b>153</b>	<b>180</b>
<b>Reserves of the Charity</b>			
Income Funds:			
Restricted	6.2	88	103
Unrestricted	6.3	65	77
		<b>153</b>	<b>180</b>

The notes on pages 21-26 form part of this account and the following signatory has been authorised by the Trustees.

Signed on 3 July 2024

*Charlotte Hitchings*

Signed by: Charlotte Hitchings

Chair of the Trustees, on behalf of the Trustee

## Notes to the Accounts

### 1. Basis of preparation

#### 1.1 Basis of Accounting

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The financial statements have been prepared on the basis of historic cost in accordance with Charities SORP (FRS 102). There have been no significant estimates or judgements made in the financial year.

#### 1.2 Change in basis of accounting

There have been no changes in the basis of accounting in the year.

#### 1.3 Prior Period Adjustment

There are no prior period adjustments for the year ending 31 March 2023.

#### 1.4 Going Concern

The Charitable Funds Committee have a reasonable expectation that the Charitable Fund has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the accounts.

In addition to standard considerations, there has been further consideration in relation to post-Covid fundraising. Whilst the charitable sector as a whole may have concerns during this period, there appears to be a continued enthusiasm for NHS fundraising. The charity is also completing a strategy refresh with a renewed focus on relevant grant applications and reinvigorating its presence amongst the staff, service users and carers of Avon & Wiltshire Mental Health Partnership NHS Trust.

#### 1.5 Public benefit entity

The main objective for the year was to continue to add value to the service users, staff and carers of Avon and Wiltshire Mental Health Partnership National Health Service Trust. The charity has taken the Charity Commissions public benefit guidance into account when making any relevant decisions

#### 1.6 Cost allocation for support costs

The majority of costs such as the administration fee and audit fee are split between funds on a pro-rata basis, dependent on the prior year closing fund balance. There are 2 exceptions to this;

i) NHSCT has been charged 50% of the costs due to the significant time spent on projects relating to this fund

ii) Max McGhee has not been charged any costs due to Trust delays in being able to complete the designated project

## 2. Accounting Policies

### 2.1 Income

a) All incoming resources are included in full in the Statement of Financial Activities as soon as the following three factors can be met:

- i) entitlement - arises when a particular resource is receivable or the charity's right becomes legally enforceable;
- ii) measurement - when the monetary value of the incoming resources can be measured with sufficient reliability; and
- iii) probable – it is probable that income will be received.

### b) Legacies

Legacies are accounted for as incoming resources once the receipt of the legacy becomes probable. This will be once confirmation has been received from the representatives of the estates that payment of the legacy will be made or property transferred and once all conditions attached to the legacy have been accepted by the committee and fulfilled.

### c) Donated Goods

In line with FRS102, the Trust has recognised the income from receipts of resources from non-exchange transactions (including donated goods and services) at the fair value of the donated goods and services received.

## 2.2 Expenditure

The funds held on trust accounts are prepared in accordance with the accruals concept. All accruals are based on actual figures not estimated figures. All expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party.

### a) Grants Payable

Grants payable are payments, made to third parties (including NHS bodies) in the furtherance of the funds held on Trust's charitable objectives. They are accounted for on an accruals basis where the conditions for their payment have been met or where a third party has a reasonable expectation that they will receive the grant. This includes grants paid to NHS bodies. Such grants are not material in nature.

## b) Governance Costs

These are accounted for on an accruals basis and are costs that relate to the governance arrangements of the Charity. The accrual is applied on the basis stated in note 1.6.

## c) Provisions

Provisions are recognised when the Charity has a present legal or constructive obligation as a result of a past event, it is probable that the Charity will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation. The amount recognised as a provision is the best estimate of the expenditure required to settle the obligation at the end of the reporting period, taking into account the risks and uncertainties.

There are no provisions included in the accounts for 2023-24 or 2022-23.

## 2.3 Cash Flow Statement

The Charity meets the definition of a small charity as such a cash flow statement is not required as per FRS 102.

## 2.4 Structure of Funds

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified in the accounts as a restricted fund. Funds where the capital is held to generate income for charitable purposes and cannot itself be spent are accounted for as endowment funds. Other funds are classified as unrestricted funds. Funds which are not legally restricted but which the Trustee has chosen to earmark for set purposes are classified as designated funds.

## 2.5 Short term investments and deposits

Investments are included at market value at the balance sheet date and are held in an interest bearing account as deemed appropriate. Realised gains and losses on investments comprise of interest earned and is credited to the statement of financial activities in the year they arise. Interest earned is apportioned across the opening balances of the individual funds.

## 2.6 Cash at bank and in hand

Cash is cash in hand and deposits with any financial institution repayable without penalty on notice of not more than 24 hours.

## 2.7 Taxation

Irrecoverable VAT is not separately analysed and is charged to the statement of financial activities when the expenditure to which it relates is incurred and is allocated as part of the expenditure to which it relates.

Tax recovered from voluntary income received under gift aid is recognised when the related income is receivable and is allocated to the income category to which the income relates.

## 3 Analysis of incoming resources

	Unrestricted Funds	Restricted Funds	Total 2023-24 funds	Total 2022-23 funds
	£000	£000	£000	£000
Donations	7	19	26	120
Fundraising	8	2	10	13
	<b>15</b>	<b>21</b>	<b>36</b>	<b>133</b>

## 4 Analysis of expenditure on charitable activities

	Unrestricted Funds	Restricted Funds	Total 2023-24 funds	Total 2022-23 funds
	£000	£000	£000	£000
Patients welfare and amenities	12	10	22	35
Other Expenditure	9	15	24	35
Bought in services from NHS*	5	10	15	12
Audit fee	1	1	2	2
	<b>27</b>	<b>36</b>	<b>63</b>	<b>84</b>

\*The charity employs no staff directly because of the size of the charity. The cost of all staff time is covered within the bought in services figure (4.0).

### 5.1 Analysis of Payables

	31-Mar-24	31-Mar-23
	£000	£000
Amounts falling due within one year:		
Trade creditors	0	0
Accruals	2	22
Total creditors falling due within one year	<b>2</b>	<b>22</b>

### 5.2 Commitments, Liabilities and Provisions

The processes surrounding charitable fund expenditure means that a purchase order is made on approval, therefore there are no committed funds or provisions (only accruals). No commitments are carried forward from previous years

## 5.3 Net assets analysis between funds

	Unrestricted funds	Restricted funds	Total funds 31-Mar-24
	£000	£000	£000
Current assets	66	89	155
Current liabilities	(1)	(1)	(2)
<b>Total net assets</b>	<b>65</b>	<b>88</b>	<b>153</b>

	Unrestricted funds	Restricted funds	Total funds 31-Mar-23
	£000	£000	£000
Current assets	79	123	202
Current liabilities	(2)	(20)	(22)
<b>Total net assets</b>	<b>77</b>	<b>103</b>	<b>180</b>

## 6.1 Details of restricted funds

### NHS Charities Together

To support the well-being of staff and service users and develop the Headlight strategy

### CAMHS Riverside Fund

For any charitable purpose relating wholly or mainly to the CAMHS Riverside unit.

### Wiltshire Learning Disabilities

For any charitable purpose related wholly or mainly to learning disability services in Wiltshire

### Max McGee Memorial Fund

For the provision of art in line with the family wishes

### General Service User Recreation

General fund for service user recreation

## 6.2 Details of restricted funds

	Balance 31 March 2023 £000	Incoming Resources £000	Resources Expended £000	Transfers £000	Balance 31 March 2024 £000
<b>Funds</b>					
General Service User Recreation	1	0	0	0	1
Max McGhee Memorial Fund	4	0	(2)	0	2
Riverside CAMHS	20	0	(2)	0	18
Wiltshire Learning Disabilities	8	0	0	0	8
NHS Charities Together	70	21	(32)	0	59
<b>Total</b>	<b>103</b>	<b>21</b>	<b>(36)</b>	<b>0</b>	<b>88</b>

## 6.3 Details of unrestricted funds

	Balance 31 March 2023 £000	Incoming Resources £000	Resources Expended £000	Transfers £000	Balance 31 March 2024 £000
<b>Funds</b>					
Unrestricted funds	77	15	(27)	0	65
<b>Total</b>	<b>77</b>	<b>15</b>	<b>(27)</b>	<b>0</b>	<b>65</b>

## 7.0 Related party transactions

During the year none of the Board members or members of the key management staff or parties related to them has undertaken any material transactions with the Avon & Wiltshire Mental Health Charitable Trust. The charitable trust has made revenue and capital payments to the Avon & Wiltshire Mental Health Partnership NHS Trust where the members (whose names are listed below) are also members of the Trust Board. This list includes members during the year 2023-24 and up to the date of signing. The Corporate Trustee does not include non-voting members.

### Non Executive Directors

C Hitchings (Chair)  
B Stables  
J Baptiste-Grant  
P Olomolaiye  
S Porto (31/05/2023)  
E Pathak-Sen  
P Spencer  
E Wharton Love

### Voting Executive Directors

D Hardisty, Chief Executive  
S Constantine, Director of Medicine  
A Childs, Director of Nursing & Quality (30/04/23)  
S Truelove, Director of Finance  
M Page, Chief Operating Officer  
S Jones, Director of Nursing & Quality

### Non - Voting Members

J Feasby, Director for People  
A Smith, Deputy Chief Executive

### Notes:

- 1 No members received reimbursement for expenses during the year.
- 2 There is no payment made to AWP as Corporate Trustee for the fund

**HEADLIGHT MENTAL HEALTH CHARITY**

England & Wales - Charity number 1056576

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# Accounts

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# headlight

focusing on  
mental health



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# Message from the Chair

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It gives me great pleasure to present the Annual Report and Financial Statements of Headlight Mental Health Charity for 2022/23. Headlight is proud to be the official charity of Avon & Wiltshire Mental Health Partnership NHS Trust (AWP). My fellow Trustees and I would like to extend a sincere and very grateful thank you to everyone whose support and commitment has made it possible for us to achieve so much this year. We are very fortunate to have passionate and dedicated staff, donors and fundraisers, who are committed to doing their very best to help the staff, service users and their families who rely on the hospital.

As the NHS continues to focus on recovery from the pandemic, we are proud to play our part, and are grateful to our donors for their incredible support of the patients and staff at AWP. Over the next year, with the help of our dedicated and passionate donors, we will continue to support projects across our Trust.

Our focus and vision is improved mental health and the projects that we have been able to fund this year have differed from previous years, both in terms of provision and available funding. As ever, it is an important part of our work that charity funding spans the wide geography and scope of services within AWP, and this report highlights projects from across the region that have been supported during the year. The committee continues to encourage the use of the funds by asking staff for creative and imaginative ways to enhance patient care.

We have been able to focus heavily on the benefits of both art and outdoor spaces and how this helps to support not only our service users, but also our staff and carers. Excellent feedback has been received on the works completed to date and is something we aim to expand upon in 2023/24.

Looking to the year ahead, we will be completing the grant funded work to outdoor spaces that has been funded by NHS Charities Together and other generous donations. In addition to this we are looking to refresh the strategy of the charity in order to be able to maximise our income streams and ultimately enhance the future experiences of our service users, their carers and our staff.

As Chair of Headlight, I look forward to another year of using our existing funds and new donations to support the delivery of great new projects to make our NHS better for everyone. Once again, a very big “thank you” to each and every one of you who have helped make a very real and significant difference to the staff and patients at AWP during 2022/23.

## **Brian Stables**

Chair of the Charitable Funds Committee, Non-Executive Director, Avon and Wiltshire Mental Health Partnership NHS Trust



## Principal Address

The registered address of the charity:

Bath NHS House  
Newbridge Hill  
Bath BA1 3QE

## Independent Examiner

Ross Brooke Limited

Suite I  
Windrush Court  
Abingdon Business Park  
Abingdon  
Oxfordshire OX14 1SY

## Internal Auditor

RSM UK LLP

55-61 Victoria Street  
Bristol BS1 6FT

## Solicitors

DAC Beachcrofts

4 Portwall Place  
Portwall Lane  
Bristol BS99 7UD

## **Main Charity**

Headlight Mental Health Charity

Charity registration number

1056576

## **Other Names**

Renamed as Headlight Mental Health Charity as of end of financial year 2016-17.

Also known as:

Avon and Wiltshire Mental Health Partnership (AWP) NHS Trust Charitable Fund Previously been known as:

- 1) Avon and Western Wiltshire Mental Health Care Charitable Fund
- 2) Bath Mental Health Care Charitable Fund

## **Corporate Trustee**

The Avon and Wiltshire Mental Health Partnership NHS Trust Charitable Fund is an NHS Charity registered with the Charity Commission and governed by a Corporate Trustee of the Charitable Fund, Avon and Wiltshire Mental Health Partnership NHS Trust. A full list is shown in the Annual Accounts.

## **Governing Document**

Declaration of Trust dated 28 June 1996

Amended by Supplemental Deed dated 8 February 2002

Headlight Mental Health Charity (Headlight) is the name for the AWP Charitable Fund. Headlight is AWP's registered Charity, established to manage donations and bequests to AWP. The donations received by the Charity are used for charitable activities across the Trust, for items and initiatives that would not otherwise be funded by statutory NHS funds.

In practice, the Charity and its Trustees award funds in the form of grants to projects that help support the service users of AWP. These projects are delivered by AWP staff.

The objective for the Charity is to add value to the service users, staff and carers of AWP service users. The Charity has taken the public benefit guidance issued by the Charity Commission into account when making any relevant decisions and recognises itself as a public benefit entity.

Following consultation with our patients and their carers, the Trustees agreed the following funding priorities for the Charity and will support projects that:

- Enhance AWP's care environments to be more comfortable and welcoming
- Support recovery through recreation and meaningful activities
- Promote awareness and reducing the stigma of mental health
- Test approaches with the potential to improve outcomes in mental healthcare

Headlight fundraises in order to grow the voluntary income of the Charity and to be able to spend more on charitable activities. The Charity pays for one part-time member of administrative staff and does not undertake any fundraising through commercial partners.

## **Fundraising Standards**

Headlight is a voluntary member of the Fundraising Regulator, and commits to following best practice as set out in the Code of Fundraising Practice.

## **Protecting vulnerable people**

We are committed to protecting vulnerable individuals and have robust policies and practices in place to ensure that no-one is placed under any pressure to donate.

As a mental health charity, many of our most valued supporters may be considered vulnerable. We commit to doing everything possible to always be sensitive in our communications and contact supporters only as and when they have asked us to do so. More information can be found within our Supporter Promise, which can be found on the main Trust website [www.awp.nhs.uk](http://www.awp.nhs.uk).

## Complaints regarding Fundraising Practices

Any complaints regarding fundraising activities are dealt with in line with our Complaints Policy, and managed through the complaints process at Avon and Wiltshire Mental Health Partnership NHS Trust. Headlight has received no such complaints during the year, nor were any received during the prior financial year.

## Compliance Statements

The Charitable Funds are registered in accordance with the Charities Act 2011. The Registered Charity number is 1056576.

The Charity's Annual Report with the financial statements for the year ended 31 March 2023 have been prepared by the Corporate Trustee in accordance with the Charity's SORP (Statement of Recommended Practice) (FRS 102) and complies with the charity's Governing Document.

## Activities & Fundraising

### Key achievements in fundraising

Two long standing AWP staff members teamed up to do a sponsored skydive to raise money for Hazel unit, one of 3 Psychiatric Intensive Care Units in the Trust. The funds are being used to support the incredible work that the service does to provide a more therapeutic environment for those in the unit on their road to recovery. Lucy and Mark raised over £1,000 for the unit.

Staff and service users at the Swindon Early Intervention in Psychosis Service teamed up to raise over £1,500 to attend a sporting event in the Netherlands. They worked hard to raise the funds with a limited amount of time, and had a brilliant time at the event.

### Notable projects

#### Relaxation room

We were able to help fund the new relaxation room, called the Sky Room, in the newly refurbished Elizabeth Casson House unit in Bristol. Funds that were donated by the family and friends of Max McGee provided a relaxation chair, a beanbag, IT equipment for projections, and specialist lighting within the room. They also filled the walls with picture boards of places that Max visited: the Havasu Falls Trail, Yosemite National Park, and Detian Falls, China.



## Football Tournament

The Recovery Through Sport team, within the South Gloucestershire Early Intervention Service, organised a mental health football tournament. The tournament was attended by over 60 people, with most being under the care of AWP inpatient and community services. The event had professional footballers attend to offer positive praise and support to each team, and a local barber attended to offer free haircuts to anyone in need. The day was a great success and enjoyed by everyone who was there.



## Christmas celebrations

Headlight was once again able to provide seasonal extras to brighten the festive period for inpatients of the Trust. For service users spending Christmas in one of our hospitals, the Charity provided a small gift, funds for festive food, treats and decor.

**Outdoor spaces**

Having successfully applied for funding to improve AWP's outdoor spaces across the Trust's footprint, we have been able to purchase and install decorative murals to cover the fences and provide a far more calming environment to view both inside and outside of the units. They were designed by staff and service users and have provided a more suitable environment for staff, service users and their families to relax.



The staff and service users at Hodson ward, one of AWP's inpatient services in Swindon, had received a very generous donation from a previous service user. They decided to put this towards some outdoor furniture that will provide a relaxing space to benefit staff, service users and their carers and families.



## Income

The Charity received £133,000 income in 2022-23, compared with £35,000 in 2021-22. This increase is due to a successful grant application to NHS Charities Together in 2022-23.

## Donations

The Charitable Fund received £120,000 in donations in 2022-23 (£27,000 in 2021-22).

The majority of donated income was received from NHS Charities Together for outdoor spaces.

## Fundraising

The Charitable Fund received £13,000 through fundraising in 2022-23 (£8,000 2021-22). Further information and key successes can be found on page 8-10.

## Expenditure

Headlight spent £84,000 in 2022-23, compared to £36,000 in 2021-22.

### Charitable Expenditure

Recreation and therapies	£10,000
Staff enhancement	£34,000
Furniture, fixtures & fittings	£11,000
Other charitable expenditure	£15,000

### Indirect Expenditure

Staff salaries and recharges	£12,000
Governance	£2,000

## Total Reserves

The level of reserves and expenditure plans are reviewed at each committee meeting to ensure that the Charity expenditure is in line with income and the reserves policy (page 15).

Total reserves as at year end 2022-23 are £180,000 (£131,000 in 2021-22)

Unrestricted reserves: £77,000 (£87,000 in 2021-22)

Restricted reserves: £103,000 (£44,000 in 2021-22)

## Short term investments and deposits

£159,000 (£118,000 in 2021-22)

The deposit represents money held in a high interest commercial bank account in order that surplus monies gain maximum interest.

## Cash in hand and at bank

£43,000 (£11,000 in 2021-22)

Cash in hand represents the amounts held in the commercial bank account.

## Restricted Funds

Total £103,000 (£44,000 in 2021-22)

<b>NHS Charities Together</b> £70,000 (£1,000 in 2021-22)	To support the well-being of staff and service users
<b>CAMHS Riverside Fund</b> £20,000 (£22,000 in 2021-22)	For any charitable purpose relating wholly or mainly to the CAMHS (Child and Adolescent Mental Health Services) Riverside unit.
<b>Wiltshire Learning Disabilities</b> £8,000 (£8,000 in 2021-22)	For any charitable purpose related wholly or mainly to learning disability services in Wiltshire
<b>Max McGee Memorial Fund</b> £4,000 (£12,000 in 2021-22)	For the provision of a sensory room in line with the family wishes
<b>General Service User Recreation</b> £1,000 (£1,000 in 2021-22)	General fund for service user recreation

## Accruals

£ 22,000 (£2,000 in 2021-22)

This provision relates to expenditure that has been made before the year end where orders have been raised and goods received, but invoices not yet received.

## Governing Document

To comply with the Charities Act 2011, Avon and Wiltshire Mental Health Partnership Charitable Fund, in common with many NHS Charitable Funds, is registered as an NHS Charity with the Charity Commission.

The Fund was established by a declaration of trust dated 28 June 1996 following the establishment of the Bath Mental Health Care NHS Trust. The Bath Mental Health Care NHS Trust has since changed its name three times by Statutory Instrument. Most recently, in March 2017, the Charity Commission approved the change of name to 'Headlight Mental Health Charity'.

## Trustee

The Corporate Trustee is the Board of the Avon and Wiltshire Mental Health Partnership NHS Trust (see annual accounts). All funds received are in the name of the Trust as 'Corporate Trustee'. Trustee powers are separate and distinct from those powers exercised as an NHS Trust Board. The Board, as Corporate Trustee, has devolved the responsibility for the ongoing management of charitable funds to the Charitable Funds Committee. New Trustees are appointed by the Chair of the Trust, in conjunction with the Trust Board and NHS Improvement.

## Committee Support

The Trust Board has approved a service level agreement for Avon and Wiltshire Mental Health Partnership NHS Trust to provide support services to the Charitable Funds (CF) Committee. These include administrative services, advice and support to fund managers and accountancy services. The cost of this service in 2022-23 was calculated at £12,000 (£11,000 in 2021-22).

## Charitable Funds Committee

The Committee reports directly to the Trust Board in its capacity as Corporate Trustee of the charitable fund. This Committee has Terms of Reference which state that as a minimum it must meet three times a year and all decisions must be made by at least two members of the committee, ensuring compliance with the Trust Standing Orders. The Committee has met four times during the period covered by this report.

## Delegated Authority

Spending limits for Local Delivery Units (LDUs) ensure that the funds are spent appropriately. Agreed delegated authority to spend funds are:

Expenditure under £250	Fund Manager
Expenditure between £251 and £5,000	Voting member of CF Committee
Expenditure between £5,000 and £50,000	Charitable Funds Committee
Expenditure over £50,000	Corporate Trustee

## **Risk Evaluation**

The Trustee has considered the risks to which the Charity is exposed, and has concluded that these risks are minimal. Major risks the Charity is exposed to are reviewed, with the main review being in relation to Covid. The Trustee has the relevant skills and commitment to carry out its duties and there are no conflicts of interest. The Charity does not currently invest in any asset class other than short term investments and deposits – this is in the form of ensuring funds are held in the most appropriate bank account in terms of interest receipt. The net costs of running the funds are apportioned across the opening balances of the individual funds.

## **Related Party Transactions**

During the year, none of the Charitable Fund Committee, Board members, members of the key management staff, or parties related to them has undertaken any material transactions with the Avon and Wiltshire Mental Health Partnership Charitable Fund. The Charitable Fund has made revenue payments of £12,000 to the Avon and Wiltshire Mental Health Partnership NHS Trust to cover support services as described under Section 5 that were all paid within the year.

## **Audit Considerations**

Section 149 of the Charities Act 2011 requires that the accounts of all NHS charities be subject to some form of scrutiny, usually an audit. NHS charities must have an audit unless the appointed auditor agrees that an Independent Examination is appropriate. Based on the Charity Commission guidance on audit thresholds the Charity meets the criteria for an independent examination as the income is below £250k (£133k) and it has gross assets of less than £3,260k (£180k).

## **Investment Policy**

Monies are to be deposited to obtain maximum interest. The acceptable level of risk to the Trustee on any short term investment and deposit is 'low'. No external factors (outside the Charity's control) have affected us achieving this. Other investment options are to be considered when the total value of funds held reaches £250,000.

This policy is reviewed annually.

## Reserves Policy

Reserves are defined as the part of the Charity's income fund that is freely available to spend for general (unrestricted) purposes and that is not yet spent, committed or designated. The holding of reserves allows the Charity to continue its activities, uninhibited by variances in income from period to period. The Charity Commission recommends that the Trustee treats each restricted income fund as if it is a separate charity and consider what, if any, level of reserves they need to hold.

The Trustee believes that the majority of donations to the Charity are given on the understanding that the income will be spent in a timely and responsible manner and reserves should therefore be kept to the minimum possible. Spending would typically occur in the next accounting period after receipt of donations. However, a level of reserves is required to cover administration costs, and cover any wind-up costs including audit and governance.

The Trustee's policy is therefore to keep the charitable funds in the general fund to the minimum required (but not less than £13,500) to cover approved commitments, including management and administration costs. To avoid the risk of the Charity's reserves becoming overdrawn, it is considered prudent to hold a balance of around £25,000 in general funds. The maximum desired reserves are equal to one year's operating costs based on current financial forecasts (£60,000).

The Charitable Funds Committee receives a summary of reserves at each meeting. The Financial Accountant is responsible for the day-to-day monitoring of this policy and is expected to bring any issues to the immediate attention of the Committee.

# Annual Financial Accounts

2022-23

## Statement of Trustee Responsibilities

The Trustee is responsible for preparing the Trustee Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland.

The law applicable to charities in England and Wales 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 of the charity for that period. In preparing these financial statements, the Trustee is 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 accounting standards have been followed; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustee is responsible for keeping proper 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. 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.

The Trustee is responsible for the maintenance and integrity of the Charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**The Trustee confirms that the responsibilities set out above have been complied with, in order to meet the requirements for preparing the accounts.**

by Order of the Trustee

Signed:



Name: Charlotte Hitchings, Chair of the Trustees on behalf of the Trustees

Approved by the Trustees on 14 June 2023

## Independent Examiners Report

To the Trustees of Headlight Mental Health Charity

Our report to the Trustees on our examination of the accounts of Headlight Mental Health Charity ("the Trust") for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet and the related notes 1 to 7.

This report is made solely to the Charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. Our 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 independent examiner's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our work, for this report, or for the opinions we have formed.

### Responsibilities and basis of report

As the Charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). You are satisfied that your Charity is not required by charity law to be audited and have chosen instead to have an independent examination.

We report in respect of our examination of your Charity's accounts as carried out under section 145 of the 2011 Act. In carrying out our examination we have followed the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### Independent Examiners Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Signed by: Caroline Webster BA FCA

Ross Brooke Limited

Date: 19 June 2023

# Annual Financial Accounts 2022-23

## Statement of Financial Activities for the year ended 31 March 2023

	Note	Unrestricted Funds	Restricted Funds	2022-23 Total Funds	Unrestricted Funds	Restricted Funds	2021-22 Total Funds
		£00	£00	£00	£00	£00	£00
<b>ANNUAL ACCOUNTS 2022-23</b>		0	0	0	0	0	0
<b>Income and endowments from</b>	<b>3.0</b>						
Donations and legacies		23	110	133	35	0	35
<b>Total income and endowments</b>		<b>23</b>	<b>110</b>	<b>133</b>	<b>35</b>	<b>0</b>	<b>35</b>
<b>Expenditure on</b>							
Charitable activities	<b>4.0</b>	33	51	84	29	7	36
<b>Total expenditure</b>		<b>33</b>	<b>51</b>	<b>84</b>	<b>29</b>	<b>7</b>	<b>36</b>
Net income / (expenditure)		(10)	59	49	6	(7)	(1)
<b>Net movement in funds</b>		(10)	59	49	6	(7)	(1)
Fund balances brought forward at							
31 March 2022		87	44	131	81	51	132
<b>Fund balances carried forward at 31 March 2023</b>		<b>77</b>	<b>103</b>	<b>180</b>	<b>87</b>	<b>44</b>	<b>131</b>

The notes on the following pages form part of this account.

# Annual Financial Accounts 2022-23

## Statement of Financial Performance as at 31 March 2023

	Note	Total at 31-Mar-23 £000	Total at 31-Mar-22 £000
<b>ANNUAL ACCOUNTS 2023-23</b>			
<b>Current Assets</b>			
Short term investments and deposits	2.5	159	118
Cash at bank and in hand	2.6	43	11
Receivables: Amounts falling due within one year		0	4
<b>Total Current Assets</b>		<b>202</b>	<b>133</b>
<b>Current Liabilities</b>			
Payables: Amounts falling due within one year			
Accruals for liabilities	5.1	22	2
<b>Net Current Assets</b>		<b>180</b>	<b>131</b>
<b>Total Assets less Current Liabilities</b>		<b>180</b>	<b>131</b>
<b>Total Net Assets</b>	5.3	<b>180</b>	<b>131</b>
<b>Reserves of the Charity</b>			
Income Funds:			
Restricted	6.2	103	44
Unrestricted	6.3	77	87
		<b>180</b>	<b>131</b>

The notes on pages 21-26 form part of this account and the following signatory has been authorised by the Trustees.

Signed on 14 June 2023

*Charlotte Hitchings*

Signed by: Charlotte Hitchings

Chair of the Trustees, on behalf of the Trustee

## Notes to the Accounts

### 1. Basis of preparation

#### 1.1 Basis of Accounting

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The financial statements have been prepared on the basis of historic cost in accordance with Charities SORP (FRS 102). There have been no significant estimates or judgements made in the financial year.

#### 1.2 Change in basis of accounting

There have been no changes in the basis of accounting in the year.

#### 1.3 Prior Period Adjustment

There are no prior period adjustments for the year ending 31 March 2022.

#### 1.4 Going Concern

The Charitable Funds Committee have a reasonable expectation that the Charitable Fund has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the accounts.

In addition to standard considerations, there has been further consideration in relation to post-Covid fundraising. Whilst the charitable sector as a whole may have concerns during this period, there appears to be a continued enthusiasm for NHS fundraising. The charity is also aware that it is still eligible to bid for allocations from NHS Charities Together (NHSCT) for improvements in relation to staff and service user well-being.

#### 1.5 Public benefit entity

The main objective for the year was to continue to add value to the service users, staff and carers of Avon and Wiltshire Mental Health Partnership National Health Service Trust. The charity has taken the Charity Commissions public benefit guidance into account when making any relevant decisions

#### 1.6 Cost allocation for support costs

The majority of costs such as the administration fee and audit fee are split between funds on a pro-rata basis, dependent on the prior year closing fund balance. There are 2 exceptions to this;

i) NHSCT has been charged 50% of the costs due to the significant time spent on projects relating to this fund

ii) Max McGhee has not been charged any costs due to Trust delays in being able to complete the designated project

## 2. Accounting Policies

### 2.1 Income

a) All incoming resources are included in full in the Statement of Financial Activities as soon as the following three factors can be met:

- i) entitlement - arises when a particular resource is receivable or the charity's right becomes legally enforceable;
- ii) measurement - when the monetary value of the incoming resources can be measured with sufficient reliability; and
- iii) probable – it is probable that income will be received.

### b) Legacies

Legacies are accounted for as incoming resources once the receipt of the legacy becomes probable. This will be once confirmation has been received from the representatives of the estates that payment of the legacy will be made or property transferred and once all conditions attached to the legacy have been accepted by the committee and fulfilled.

### c) Donated Goods

In line with FRS102, the Trust has recognised the income from receipts of resources from non-exchange transactions (including donated goods and services) at the fair value of the donated goods and services received.

## 2.2 Expenditure

The funds held on trust accounts are prepared in accordance with the accruals concept. All accruals are based on actual figures not estimated figures. All expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party.

### a) Grants Payable

Grants payable are payments, made to third parties (including NHS bodies) in the furtherance of the funds held on Trust's charitable objectives. They are accounted for on an accruals basis where the conditions for their payment have been met or where a third party has a reasonable expectation that they will receive the grant. This includes grants paid to NHS bodies. Such grants are not material in nature.

## b) Governance Costs

These are accounted for on an accruals basis and are costs that relate to the governance arrangements of the Charity. The accrual is applied on the basis stated in note 1.6.

## c) Provisions

Provisions are recognised when the Charity has a present legal or constructive obligation as a result of a past event, it is probable that the Charity will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation. The amount recognised as a provision is the best estimate of the expenditure required to settle the obligation at the end of the reporting period, taking into account the risks and uncertainties.

There are no provisions included in the accounts for 2022-23 or 2021-22.

## 2.3 Cash Flow Statement

The Charity meets the definition of a small charity as such a cash flow statement is not required as per FRS 102.

## 2.4 Structure of Funds

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified in the accounts as a restricted fund. Funds where the capital is held to generate income for charitable purposes and cannot itself be spent are accounted for as endowment funds. Other funds are classified as unrestricted funds. Funds which are not legally restricted but which the Trustee has chosen to earmark for set purposes are classified as designated funds.

## 2.5 Short term investments and deposits

Investments are included at market value at the balance sheet date and are held in an interest bearing, three-day notice account. Realised gains and losses on investments comprise of interest earned and is credited to the statement of financial activities in the year they arise. Interest earned is apportioned across the opening balances of the individual funds.

## 2.6 Cash at bank and in hand

Cash is cash in hand and deposits with any financial institution repayable without penalty on notice of not more than 24 hours.

## 2.7 Taxation

Irrecoverable VAT is not separately analysed and is charged to the statement of financial activities when the expenditure to which it relates is incurred and is allocated as part of the expenditure to which it relates.

Tax recovered from voluntary income received under gift aid is recognised when the related income is receivable and is allocated to the income category to which the income relates.

## 3 Analysis of incoming resources

	Unrestricted Funds	Restricted Funds	Total 2022-23 funds	Total 2021-22 funds
	£000	£000	£000	£000
Donations	10	110	120	27
Fundraising	13	0	13	8
	<b>23</b>	<b>110</b>	<b>133</b>	<b>35</b>

## 4 Analysis of expenditure on charitable activities

	Unrestricted Funds	Restricted Funds	Total 2022-23 funds	Total 2021-22 funds
	£000	£000	£000	£000
Patients welfare and amenities	26	9	35	8
Other Expenditure	1	34	35	15
Bought in services from NHS*	5	7	12	11
Audit fee	1	1	2	2
	<b>33</b>	<b>51</b>	<b>84</b>	<b>36</b>

\*The charity employs no staff directly because of the size of the charity. The cost of all staff time is covered within the bought in services figure (4.0).

### 5.1 Analysis of Payables

	31-Mar-23	31-Mar-22
	£000	£000
Amounts falling due within one year:		
Trade creditors	0	0
Accruals	22	2
Total creditors falling due within one year	<b>22</b>	<b>2</b>

### 5.2 Commitments, Liabilities and Provisions

The processes surrounding charitable fund expenditure means that a purchase order is made on approval, therefore there are no committed funds or provisions (only accruals). No commitments are carried forward from previous years

## 5.3 Net assets analysis between funds

	Unrestricted funds	Restricted funds	Total funds 31-Mar-23
	£000	£000	£000
Current assets	79	123	202
Current liabilities	(2)	(20)	(22)
<b>Total net assets</b>	<b>77</b>	<b>103</b>	<b>180</b>

	Unrestricted funds	Restricted funds	Total funds 31-Mar-22
	£000	£000	£000
Current assets	88	45	133
Current liabilities	(1)	(1)	(2)
<b>Total net assets</b>	<b>87</b>	<b>44</b>	<b>131</b>

## 6.1 Details of restricted funds

<b>NHS Charities Together</b>	To support the well-being of staff and service users
<b>CAMHS Riverside Fund</b>	For any charitable purpose relating wholly or mainly to the CAMHS Riverside unit.
<b>Wiltshire Learning Disabilities</b>	For any charitable purpose related wholly or mainly to learning disability services in Wiltshire
<b>Max McGee Memorial Fund</b>	For the provision of a sensory room in line with the family wishes
<b>General Service User Recreation</b>	General fund for service user recreation

## 6.2 Details of restricted funds

	Balance 31 March 2022 £000	Incoming Resources £000	Resources Expended £000	Transfers £000	Balance 31 March 2023 £000
<b>Funds</b>					
General Service User Recreation	1	0	0	0	1
Max McGee Memorial Fund	12	0	(8)	0	4
Riverside CAMHS	22	0	(2)	0	20
Wiltshire Learning Disabilities	8	0	0	0	8
NHS Charities Together	1	110	(41)	0	70
<b>Total</b>	<b>44</b>	<b>110</b>	<b>(51)</b>	<b>0</b>	<b>103</b>

## 6.3 Details of unrestricted funds

	Balance 31 March 2022 £000	Incoming Resources £000	Resources Expended £000	Transfers £000	Balance 31 March 2023 £000
<b>Funds</b>					
Unrestricted funds	87	23	(33)	0	77
<b>Total</b>	<b>87</b>	<b>23</b>	<b>(33)</b>	<b>0</b>	<b>77</b>

## 7.0 Related party transactions

During the year none of the Board members or members of the key management staff or parties related to them has undertaken any material transactions with the Avon & Wiltshire Mental Health Charitable Trust. The charitable trust has made revenue and capital payments to the Avon & Wiltshire Mental Health Partnership NHS Trust where the members (whose names are listed below) are also members of the Trust Board. This list includes members during the year 2022-23 and up to the date of signing. The Corporate Trustee does not include non-voting members.

### Non Executive Directors

C Hitchings (Chair)  
E Messer (28/02/2023)  
J Baptiste-Grant  
M-N Orzel  
M Outhwaite (31/01/2023)  
P Olomolaiye  
B Stables  
S Porto  
E Pathak-Sen  
P Spencer

### Voting Executive Directors

D Hardisty, Chief Executive  
S Constantine, Director of Medicine  
A Childs, Director of Nursing & Quality (21/04/23)  
S Truelove, Director of Finance  
M Page, Chief Operating Officer  
S Jones, Director of Nursing & Quality

### Non - Voting Members

J Feasby, Director for People  
A Smith, Deputy Chief Executive

### Notes:

- 1 No members received reimbursement for expenses during the year.
- 2 There is no payment made to AWP as Corporate Trustee for the fund

**HEADLIGHT MENTAL HEALTH CHARITY**

England & Wales - Charity number 1056576

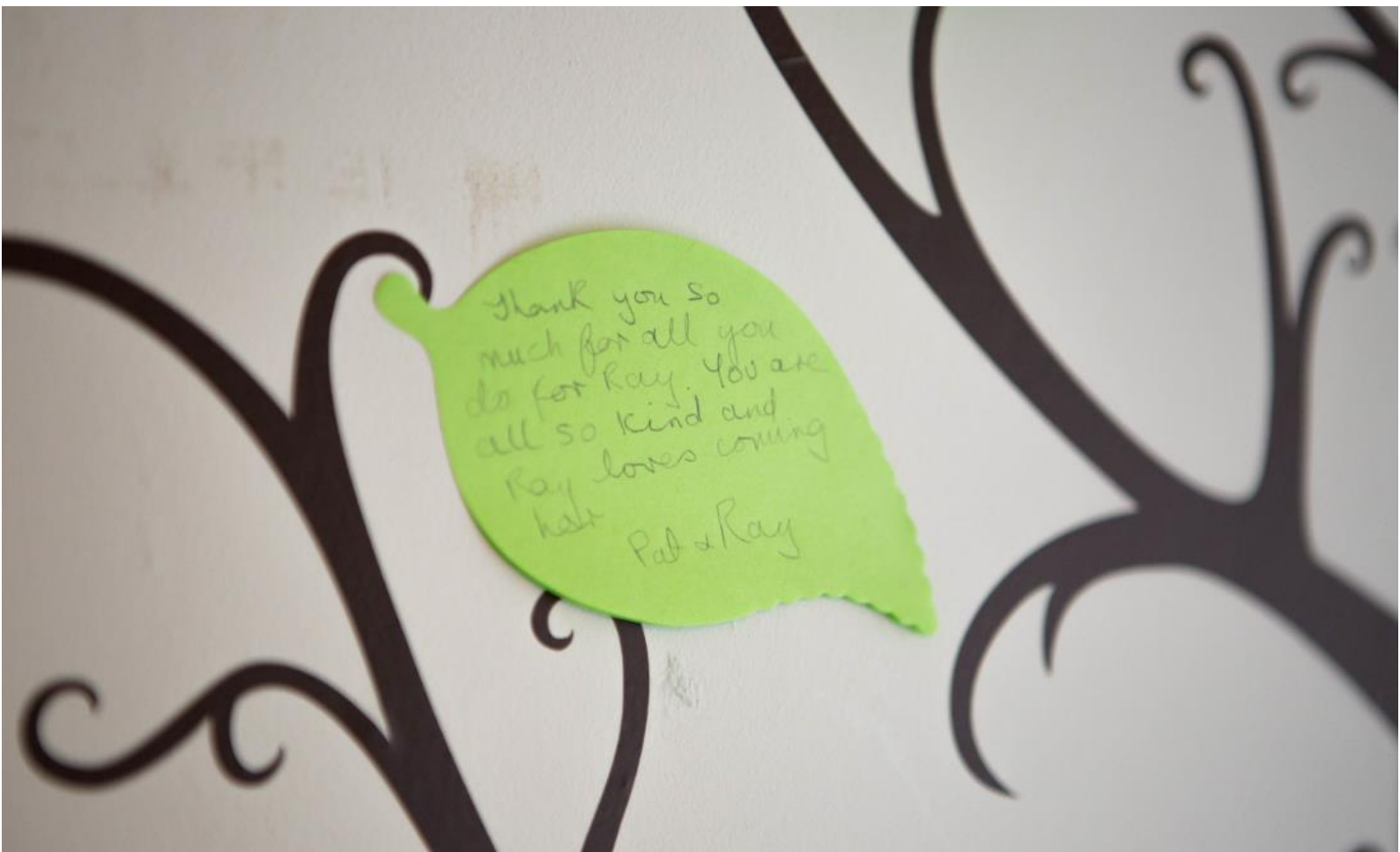
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# Accounts

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# headlight

focusing on  
mental health



## **ANNUAL REPORT**

### **Headlight Mental Health Charity**

### **2021-22**



THIS INFORMATION CAN BE MADE AVAILABLE IN OTHER FORMATS SUCH AS EASY READ OR LARGE PRINT AND MAY BE AVAILABLE IN OTHER LANGUAGES ON REQUEST.

PLEASE CONTACT:

E |            [AWP.COMMUNICATIONS@NHS.NET](mailto:AWP.COMMUNICATIONS@NHS.NET)  
T |            01225 258094

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# Message from the Chair

It has been another extraordinary year in so many ways, with continued uncertainty for many of our staff and service users. Throughout the crisis, I have been overwhelmed by the fantastic way in which our work has continued to be completed by our dedicated staff and supporters. Without the enthusiasm of those who continue to go the extra mile, our achievements year on year would not be possible. The impact of the Covid pandemic has been felt by everyone and it is certain that this effect will continue to be felt by the NHS, Avon & Wiltshire Mental Health Partnership NHS Trust (AWP) and our staff for many years to come.

This annual report describes our core work last year, supporting a large number of projects that in all their diversity illustrate how we can make an impact through our charitable funding. Our focus and vision is improved mental health and the projects that we have been able to fund this year, have differed significantly from previous years, both in terms of provision and available funding. All of this has been as a direct consequence of the need to support our staff and service users in different ways during the tough periods they have faced, in such unprecedented times. We have seen a rise this year in the number of services fundraising under the Headlight banner through the use of JustGiving.

The funds raised have supported a wide range of charitable and health related activities over the past year and have been used to support and/or enhance the experiences of our service users, their carers and our staff. The committee continues to encourage the use of the funds by asking staff for creative and imaginative ways to enhance patient care.

Looking to the year ahead, we have been fortunate to obtain a further grant from the NHS Charities Together to allow us to complete further works to the outdoor spaces at the Trust. This is a focus for Headlight over the coming year, to give our staff and service users greater access to external areas to aid their health and mental well-being. This is particularly key for us as a mental health organisation, with isolation being a well understood side effect of such challenging and unprecedented events. At a time of significant economic uncertainty, it is more important than ever, that we are able to provide continued support to our patients, service users and staff.

As Chair of Headlight, I would like to thank enormously all those who have made the programmes of work undertaken this year, both achievable and successful. All of the projects have made a significant difference to both our staff and service users and I very much hope that we are able to continue this fantastic work into 2022-23.



**Brian Stables**

Chair of the Charitable Funds Committee Non-Executive Director, Avon and Wiltshire Mental Health Partnership NHS Trust

# Trustee Annual Report

Headlight Mental Health Charity (Headlight) is the name for the AWP Charitable Fund. Headlight is AWP's registered Charity, established to manage donations and bequests to AWP. The donations received by the Charity are used for charitable activities across the Trust, for items and initiatives that would not otherwise be funded by statutory NHS funds.

In practice, the Charity and its Trustees award funds in the form of grants to projects that help support the service users of AWP. These projects are delivered by AWP staff.

The objective for the Charity is to add value to the service users, staff and carers of AWP service users. The Charity has taken the public benefit guidance issued by the Charity Commission into account when making any relevant decisions and recognises itself as a public benefit entity.

Following consultation with our patients and their carers, the Trustees have agreed the following funding priorities for the Charity and will support projects that:

- Enhance AWP's care environments to be more comfortable and welcoming
- Support recovery through recreation and meaningful activities
- Promote awareness and reducing the stigma of mental health
- Test approaches with the potential to improve outcomes in mental healthcare

## Compliance Statements

The Charitable Funds are registered in accordance with the Charities Act 2011. The Registered Charity number is 1056576.

The Charity's Annual Report with the financial statements for the year ended 31 March 2022 have been prepared by the Corporate Trustee in accordance with the Charity's SORP (FRS 102) and complies with the charity's Governing Document.

# Our purpose and activities

## Christmas Cheer

Headlight was once again able to provide seasonal extras to brighten the festive period for inpatients of the Trust. For service users spending Christmas in one of our hospitals, the Charity provided a small gift, funds for festive food, treats and decor.

## Amblescroft South Gardening Project

Recently, Amblescroft South has made adjustments in both its layout and client group to minimise the risk of Covid – this has meant they are currently supporting more patients with functional illness such as depression and psychosis. As a team they now more than ever recognise the benefits of service users contact with nature. In September 2020 they commenced work to create a walled garden adjoining the main lounge area.

In December 2021 the garden was successfully completed and Amblescroft South have a beautiful outdoor space that service users, carers, staff and visitors can enjoy! The team are thrilled with the end result and have been able to transform the area to make the whole space more appealing and therapeutic. This garden will benefit the wider Salisbury teams, who will be able to share use of the garden for therapeutic meetings and a base for groups including gardening, tai chi and one-to-one sessions.



# Our purpose and activities

## **Therapeutic Walking Group for the Traumatic Stress Service**

The staff at the Hope Service have led two fundraising drives to raise money for their walking groups and football sessions, which they provide in addition to therapy. They support refugees and asylum seekers, including arrivals from Afghanistan and Ukraine who, as a result of their traumatic experiences, have developed Post Traumatic Stress Disorder (PTSD). The money they are continuing to raise has meant that they can provide trainers and walking equipment for their service users as many have only the shoes or sandals they arrived in.

Being outdoors can be really beneficial to physical and mental health and can also provide a space to connect with others and build confidence. Their walking groups and football sessions have had brilliant feedback from service users who are often extremely isolated.

## **Understanding Psychosis Workbook**

Staff won funding from Headlight a few years ago to fund an online cartoon package to make information accessible for people with learning disabilities. They successfully created the Understanding Psychosis Workbook that is now used across AWP and in other Trusts. We have been lucky enough to receive donations from services across the world who have been making use of this workbook and the team will now be able to create more resources for use across the NHS.

# Fundraising

## 2021-22 Achievements in Fundraising

There have been some particularly fruitful staff-led fundraising activities across the Trust and we have been able to take advantage of the return of semi-regular skydiving dates. Supporter-led fundraising is still not as regular as in previous years, due to Covid restrictions. We have benefitted from some very successful supporter-led fundraising events for the Operation Courage veterans service and the New Horizons Mother and Baby Unit.

Fundraised income has dropped to £8,000 due, in part, to continued restrictions. The majority of the fundraising has been online through JustGiving.



## Key Achievements

- Our acute adult ward in Bath, Sycamore, was given a piano for use by service users. This has offered valuable opportunities for expression, wellbeing and recovery.
- The Recovery Through Sport group has continued to successfully fundraise for the football project, working to improve members physical and mental health through sport.
- The Hope Service raised £1,200 to provide trainers for refugees and asylum seekers attending their therapeutic walking group and football sessions in Bristol.
- Two supporters completed a 24-Hour Stretcher walk to raise over £3,000 for Operation Courage, the Veterans Health and Wellbeing Service.

# Fundraising

Headlight fundraises in order to grow the voluntary income of the Charity and to be able to spend more on charitable activities. The Charity pays for one part-time member of administrative staff and does not undertake any fundraising through commercial partners.

## Fundraising Standards

Headlight is a voluntary member of the Fundraising Regulator, and commits to following best practice as set out in the Code of Fundraising Practice.

## Protecting vulnerable people

We are committed to protecting vulnerable individuals and have robust policies and practices in place to ensure that no-one is placed under any pressure to donate.

As a mental health charity, many of our most valued supporters may be considered vulnerable. We commit to doing everything possible to always be sensitive in our communications and contact supporters only as and when they have asked us to do so.

More information can be found within our Supporter Promise, which can be found on the main Trust website [www.awp.nhs.uk](http://www.awp.nhs.uk).

## Complaints regarding Fundraising Practices

Any complaints regarding fundraising activities are dealt with in line with our Complaints Policy, and managed through the complaints process at Avon and Wiltshire Mental Health Partnership NHS Trust. Headlight has received no such complaints during the year, nor were any received during the prior financial year.

# Looking to the future

This year there has been a considerable increase in the number of local funds designated for wards and services and we hope to encourage more localised fundraising and fund ownership across the Trust. The growing number of AWP colleagues that are engaging with the Charity has ensured that we are able to continue to support recovery in a meaningful way.



We have had an effective partnership with GoSkydive for a good number of years, with this continued success we will be renewing our relationship and hope to partner with more companies so we can offer our supporters a varied programme of fundraising activities.



Having successfully applied for more grant funding from NHS Charities Together, we will be embarking on more projects to improve the outdoor spaces for our service users, ensuring our service users are involved in the design process. We have seen the successful implementation of garden murals across a number of our units and will be able to provide this to more areas of the Trust, providing a more calming environment from both inside and outside the units. Alongside this we will be providing seating and planting projects that will benefit service users, carers, relatives and staff across the wide ranging multidisciplinary teams.

# Financial Review 2021-22

## Income

The Charity received £35,000 income in 2021-22 compared with £189,000 in 2020-21. The reduction is due to the significant funding received from NHS Charities Together in 2020-21.

### Donations

The Charitable Fund received £27,000 in donations in 2021-22 (£174,000 in 2020-21).

The majority of donated income was received as smaller amounts throughout the year through grants and local staff fundraising initiatives.

### Fundraising

The Charitable Fund received £8,000 through fundraising in 2021-22 (£15,000 2020-21).

Further information and key successes can be found in section 3.

## Expenditure

Headlight spent £36,000 in 2021-22, compared to £172,000 in 2020-21.

### Charitable Expenditure

- Recreation and therapies	£8,000
- Staff enhancement	£1,000
- Furniture, fixtures & fittings	£1,000
- Other charitable expenditure	£13,000

### Indirect Expenditure

- Staff salaries and recharges	£11,000
- Governance	£2,000

# Financial Review 2021-22

## Total Reserves

The level of reserves and expenditure plans are reviewed at each committee meeting to ensure that the Charity expenditure is in line with income and the reserves policy (section 7).

Total reserves as at year end 2021-22 are £127,000 (£132,000 in 2020-21)

Unrestricted reserves: £83,000 (£81,000 in 2020-21)

Restricted reserves: £44,000 (£51,000 in 2020-21)

## Short term investments and deposits

£118,000 (£181,000 in 2020-21)

The deposit represents money held in a high interest commercial bank account in order that surplus monies gain maximum interest.

## Cash in hand and at bank

£11,000 (£6,000 in 2020-21)

Cash in hand represents the amounts held in the commercial bank account.

## Restricted Funds

Total £44,000 (£51,000 in 2020-21)

### NHS Charities Together

£1,000 (£6,000 in 2020-21)

To support the well-being of staff and service users

### General Service User Fund

£1,000 (£1,000 in 2020-21)

For any recreation and therapies for service users of Avon and Wiltshire Partnership NHS Trust

### CAMHS Riverside Fund

£22,000 (£24,000 in 2020-21)

For any charitable purpose relating wholly or mainly to the CAMHS Riverside unit

### Wiltshire Learning Disabilities

£8,000 (£8,000 in 2020-21)

For any charitable purpose relating wholly or mainly to learning disability services in Wiltshire

### Max McGhee Memorial Fund

£12,000 (£12,000 in 2020-21)

For the provision of a sensory room in line with the family wishes

# Structure, Governance & Management

## Accruals

£ 2,000 (£55,000 in 2020-21)

This provision relates to expenditure that has been made before the year end where orders have been raised and goods received, but invoices not yet received.

## Governing Document

To comply with the Charities Act 2011, Avon and Wiltshire Mental Health Partnership Charitable Fund, in common with many NHS Charitable Funds, is registered as an NHS Charity with the Charity Commission.

The Fund was established by a declaration of trust dated 28 June 1996 following the establishment of the Bath Mental Health Care NHS Trust. The Bath Mental Health Care NHS Trust has since changed its name three times by Statutory Instrument.

Most recently, in March 2017, the Charity Commission approved the change of name to 'Headlight Mental Health Charity'.

## Trustee

The Corporate Trustee is the Board of the Avon and Wiltshire Mental Health Partnership NHS Trust (see annual accounts). All funds received are in the name of the Trust as 'Corporate Trustee'.

Trustee powers are separate and distinct from those powers exercised as an NHS Trust Board. The Board, as Corporate Trustee, has devolved the responsibility for the ongoing management of charitable funds to the Charitable Funds Committee. New Trustees are appointed by the Chair of the Trust, in conjunction with the Trust Board and NHS Improvement.

## Committee Support

The Trust Board has approved a service level agreement for Avon and Wiltshire Mental Health Partnership NHS Trust to provide support services to the Charitable Funds (CF) Committee. These include administrative services, advice and support to fund managers and accountancy services. The cost of this service in 2021-22 was calculated at £11,000 (£10,000 in 2020-21).

# Structure, Governance & Management

## Charitable Funds Committee

The Committee reports directly to the Trust Board in its capacity as Corporate Trustee of the charitable fund. This Committee has Terms of Reference which state that as a minimum it must meet three times a year and all decisions must be made by at least two members of the committee, ensuring compliance with the Trust Standing Orders. The Committee has met four times during the period covered by this report.

Chair	Brian Stables
Non-Executive Director	Neil Auty (to 31 December 2021)
Associate Non-Executive Director	Samantha Budd
Executive Director of Finance	Simon Truelove

## Delegated Authority

Spending limits for Local Delivery Units (LDUs) ensure that the funds are spent appropriately. Agreed delegated authority to spend funds are:

Expenditure under £250	Fund Manager
Expenditure between £251 and £5,000	Voting member of CF Committee
Expenditure between £5,000 and £50,000	Charitable Funds Committee
Expenditure over £50,000	Corporate Trustee

## Risk Evaluation

The Trustee has considered the risks to which the Charity is exposed, and has concluded that these risks are minimal. Major risks the Charity is exposed to are reviewed, with the main review being in relation to Covid. The Trustee has the relevant skills and commitment to carry out its duties and there are no conflicts of interest. The Charity does not currently invest in any asset class other than short term investments and deposits – this is in the form of ensuring funds are held in the most appropriate bank account in terms of interest receipt. The net costs of running the funds are apportioned across the opening balances of the individual funds.

# Structure, Governance & Management

## Related Party Transactions

During the year, none of the Charitable Fund Committee, Board members, members of the key management staff, or parties related to them has undertaken any material transactions with the Avon and Wiltshire Mental Health Partnership Charitable Fund. The Charitable Fund has made revenue payments of £11,000 to the Avon and Wiltshire Mental Health Partnership NHS Trust to cover support services as described under Section 5 that were all paid within the year.

## Audit Considerations

Section 149 of the Charities Act 2011 requires that the accounts of all NHS charities be subject to some form of scrutiny, usually an audit. NHS charities must have an audit unless the appointed auditor agrees that an Independent Examination is appropriate. Based on the Charity Commission guidance on audit thresholds the Charity meets the criteria for an independent examination as the income is below £250k (£35k) and it has gross assets of less than £3,260k (£127k).

## Investment Policy

Monies are to be deposited to obtain maximum interest. The acceptable level of risk to the Trustee on any short term investment and deposit is 'low'. No external factors (outside the Charity's control) have affected us achieving this. Other investment options are to be considered when the total value of funds held reaches £250,000.

This policy is reviewed annually.

# Structure, Governance & Management

## Reserves Policy

Reserves are defined as the part of the Charity's income fund that is freely available to spend for general (unrestricted) purposes and that is not yet spent, committed or designated. The holding of reserves allows the Charity to continue its activities, uninhibited by variances in income from period to period. The Charity Commission recommends that the Trustee treats each restricted income fund as if it is a separate charity and consider what, if any, level of reserves they need to hold.

The Trustee believes that the majority of donations to the Charity are given on the understanding that the income will be spent in a timely and responsible manner and reserves should therefore be kept to the minimum possible. Spending would typically occur in the next accounting period after receipt of donations. However, a level of reserves is required to cover administration costs, and cover any wind-up costs including audit and governance.

The Trustee's policy is therefore to keep the charitable funds in the general fund to the minimum required (but not less than £13,500) to cover approved commitments, including management and administration costs. To avoid the risk of the Charity's reserves becoming overdrawn, it is considered prudent to hold a balance of around £25,000 in general funds. The maximum desired reserves are equal to one year's operating costs based on current financial forecasts (£60,000).

The Charitable Funds Committee receives a summary of reserves at each meeting. The Financial Accountant is responsible for the day-to-day monitoring of this policy and is expected to bring any issues to the immediate attention of the Committee.

# Reference & administrative details

## Main Charity

Headlight Mental Health Charity

Charity registration number 1056576

## Other Names

Renamed as Headlight Mental Health Charity as of end of financial year 2016-17. Also known as:

Avon and Wiltshire Mental Health Partnership (AWP) NHS Trust Charitable Fund Previously been known as:

- 1) Avon and Western Wiltshire Mental Health Care Charitable Fund
- 2) Bath Mental Health Care Charitable Fund

## Corporate Trustee

The Avon and Wiltshire Mental Health Partnership NHS Trust Charitable Fund is an NHS Charity registered with the Charity Commission and governed by a Corporate Trustee of the Charitable Fund, Avon and Wiltshire Mental Health Partnership NHS Trust. A full list is shown in the Annual Accounts.

## Governing Document

Declaration of Trust dated 28 June 1996

Amended by Supplemental Deed dated 8 February 2002

# Reference & administrative details

## Principal Address

The registered address of the charity

Bath NHS House

Newbridge Hill

Bath BA1 3QE

## Independent Examiner

Ross Brooke Limited

Suite I

Windrush Court

Abingdon Business Park

Abingdon

Oxfordshire

OX14 1SY

## Internal Auditor

RSM UK LLP

55-61 Victoria Street

Bristol BS1 6FT

## Solicitors

DAC Beachcrofts

4 Portwall Place

Portwall Lane

Bristol BS99 7UD

**Annual**

**Financial Accounts**

**2021-22**

# Annual Accounts 2021-22

## Statement of Trustee Responsibilities

The Trustee is responsible for preparing the Trustee Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland.

The law applicable to charities in England and Wales 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 of the charity for that period. In preparing these financial statements, the Trustee is 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 accounting standards have been followed; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustee is responsible for keeping proper 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. 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.

# Annual Accounts 2021-22

## Statement of Trustee Responsibilities

The Trustee is responsible for the maintenance and integrity of the Charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**The Trustee confirms that the responsibilities set out above have been complied with, in order to meet the requirements for preparing the accounts.**

**by Order of the Trustee**

Signed:



Name: Charlotte Hitchings, Chair of the Trustees on behalf of the Trustees

Approved by the Trustees on 15 June 2022

# Annual Accounts 2021-22

## Independent Examiners Report

### To the Trustees of Headlight Mental Health Charity

Our report to the Trustees on our examination of the accounts of Headlight Mental Health Charity ("the Trust") for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet and the related notes 1 to 7.

This report is made solely to the Charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. Our 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 independent examiner's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our work, for this report, or for the opinions we have formed.

#### **Responsibilities and basis of report**

As the Charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). You are satisfied that your Charity is not required by charity law to be audited and have chosen instead to have an independent examination.

We report in respect of our examination of your Charity's accounts as carried out under section 145 of the 2011 Act. In carrying out our examination we have followed the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

# Annual Accounts 2021-22

## Independent Examiners Report

### To the Trustees of Headlight Mental Health Charity

#### Independent Examiners Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

# Annual Accounts 2021-22

## Independent Examiners Report To the Trustees of Headlight Mental Health Charity

Signed by:



Caroline Webster BA FCA

Ross Brooke Limited  
Suite I  
Windrush Court  
Abingdon  
Oxfordshire  
OX14 1SY

Date: 15 June 2022

# Annual Accounts 2021-22

## Statement of Financial Activities for the year ended 31 March 2022

	Notes	Unrestricted Funds £000	Restricted Funds £000	2021-22 Total Funds £000	Unrestricted Funds £000	Restricted Funds £000	2020-21 Total Funds £000
<b>ANNUAL ACCOUNTS 2021-22</b>							
<b>Income and endowments from</b>	<b>3.0</b>						
Donations and legacies		35	0	<b>35</b>	23	166	<b>189</b>
<b>Total income and endowments</b>		<b>35</b>	<b>0</b>	<b>35</b>	<b>23</b>	<b>166</b>	<b>189</b>
<b>Expenditure on</b>							
Charitable activities	<b>4.0</b>	29	7	<b>36</b>	13	159	<b>172</b>
<b>Total expenditure</b>		<b>29</b>	<b>7</b>	<b>36</b>	<b>13</b>	<b>159</b>	<b>172</b>
Net income / (expenditure)		6	(7)	<b>(1)</b>	10	7	<b>17</b>
<b>Net movement in funds</b>		6	(7)	<b>(1)</b>	10	7	<b>17</b>
Fund balances brought forward at 31 March 2021		81	51	<b>132</b>	71	44	<b>115</b>
<b>Fund balances carried forward at 31 March 2022</b>		<b>87</b>	<b>44</b>	<b>131</b>	<b>81</b>	<b>51</b>	<b>132</b>

The notes on the following pages form part of this account.

# Annual Accounts 2021-22

## Statement of Financial Performance as at 31 March 2022

	Note	Total at 31 March 2022 £000	Total at 31 March 2021 £000
<b>ANNUAL ACCOUNTS 2021-22</b>			
<b>Current Assets</b>			
Short term investments and deposits	2.5	118	181
Cash at bank and in hand	2.6	11	6
Receivables: Amounts falling due within one year		4	0
<b>Total Current Assets</b>		<b>133</b>	<b>187</b>
<b>Current Liabilities</b>			
Payables: Amounts falling due within one year			
Accruals for liabilities	5	2	55
<b>Net Current Assets</b>		<b>131</b>	<b>132</b>
<b>Total Assets less Current Liabilities</b>		<b>131</b>	<b>132</b>
<b>Total Net Assets</b>	5.3	<b>131</b>	<b>132</b>
<b>Reserves of the Charity</b>			
Income Funds:			
Restricted	6.2	44	50
Unrestricted	6.3	87	82
		<b>131</b>	<b>132</b>

The notes on pages 24-32 form part of this account & the following signatory has been authorised by the Trustees

Signed on: 15 June 2022



Signed by:

Charlotte Hitchings  
Chair of the Trustees, on behalf of the Trustees

# Annual Accounts 2021-22

## Notes to the Accounts

### 1. Basis of preparation

#### 1.1 Basis of Accounting

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The financial statements have been prepared on the basis of historic cost in accordance with Charities SORP (FRS102). There have been no significant estimates or judgements made in the financial year.

#### 1.2 Change in basis of accounting

There have been no changes in the basis of accounting in the year.

#### 1.3 Prior Period Adjustment

There are no prior period adjustments for the year ending 31 March 2022.

#### 1.4 Going Concern

The Charitable Funds Committee have a reasonable expectation that the Charitable Fund has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the accounts.

In addition to standard considerations, there has been further consideration in relation to Covid-19. Whilst the charitable sector as a whole may have concerns during this period, there appears to be an increased enthusiasm for NHS fundraising. The Charity is also aware that it will be receiving a significant allocation from NHS Charities Together (NHSCT) for further improvements in relation to outdoor spaces for both service users and staff.

# Annual Accounts 2021-22

## Notes to the Accounts

### 1.5 Public benefit entity

The main objective for the year was to continue to add value to the service users, staff and carers of Avon and Wiltshire Mental Health Partnership National Health Service Trust. The charity have taken the Charity Commissions public benefit guidance into account when making any relevant decisions

### 1.6 Cost allocation for support costs

The majority of costs such as the administration fee and audit fee are split between funds on a pro-rata basis, dependent on the prior year closing fund balance. There are 2 exceptions to this;

- i) NHSCT has been charged 50% of the costs due to the significant time spent on projects relating to this fund
- ii) Max McGhee has not been charged any costs due to Trust delays in being able to complete the designated project

## 2. Accounting Policies

### 2.1 Income

- a) All incoming resources are included in full in the Statement of Financial Activities as soon as the following three factors can be met:
  - i) entitlement - arises when a particular resource is receivable or the charity's right becomes legally enforceable;
  - ii) measurement - when the monetary value of the incoming resources can be measured with sufficient reliability; and
  - iii) probable – it is probable that income will be received.

# Annual Accounts 2021-22

## Notes to the Accounts

### b) Legacies

Legacies are accounted for as incoming resources once the receipt of the legacy becomes probable. This will be once confirmation has been received from the representatives of the estates that payment of the legacy will be made or property transferred and once all conditions attached to the legacy have been accepted by the committee and fulfilled.

### c) Donated Goods

In line with FRS102, the Trust has recognised the income from receipts of resources from non-exchange transactions (including donated goods and services) at the fair value of the donated goods and services received.

## 2.2 Expenditure

The funds held on trust accounts are prepared in accordance with the accruals concept. All accruals are based on actual figures not estimated figures. All expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party.

### a) Grants Payable

Grants payable are payments, made to third parties (including NHS bodies) in the furtherance of the funds held on Trust's charitable objectives. They are accounted for on an accruals basis where the conditions for their payment have been met or where a third party has a reasonable expectation that they will receive the grant. This includes grants paid to NHS bodies. Such grants are not material in nature.

# Annual Accounts 2021-22

## Notes to the Accounts

### b) Governance Costs

These are accounted for on an accruals basis and are costs that relate to the governance arrangements of the Charity. The accrual is applied on the basis stated in note 1.6.

### c) Provisions

Provisions are recognised when the Charity has a present legal or constructive obligation as a result of a past event, it is probable that the Charity will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation. The amount recognised as a provision is the best estimate of the expenditure required to settle the obligation at the end of the reporting period, taking into account the risks and uncertainties.

There are no provisions included in the accounts for 2021-22 or 2020-21.

### 2.3 Cash Flow Statement

The Charity meets the definition of a small charity as such a cash flow statement is not required as per FRS 102.

### 2.4 Structure of Funds

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified in the accounts as a restricted fund. Funds where the capital is held to generate income for charitable purposes and cannot itself be spent are accounted for as endowment funds. Other funds are classified as unrestricted funds. Funds which are not legally restricted but which the Trustee has chosen to earmark for set purposes are classified funds.

# Annual Accounts 2021-22

## Notes to the Accounts

### 2.5 Short term investments and deposits

Investments are included at market value at the balance sheet date and are held in an interest bearing, three-day notice account. Realised gains and losses on investments comprise of interest earned and is credited to the statement of financial activities in the year they arise. Interest earned is apportioned across the opening balances of the individual funds.

### 2.6 Cash at bank and in hand

Cash is cash in hand and deposits with any financial institution repayable without penalty on notice of not more than 24 hours.

### 2.7 Taxation

Irrecoverable VAT is not separately analysed and is charged to the statement of financial activities when the expenditure to which it relates is incurred and is allocated as part of the expenditure to which it relates.

Tax recovered from voluntary income received under gift aid is recognised when the related income is receivable and is allocated to the income category to which the income relates.

## 3 Analysis of income

	Unrestricted Funds £000	Restricted Funds £000	<b>Total 2021-22 £000</b>	Total 2020-21 £000
Donations	27	0	27	174
Fundraising	8	0	8	15
	<b>35</b>	<b>0</b>	<b>35</b>	<b>189</b>

Total interest received in 2021-22 was £12.98 and although this is recorded in the accounts it is not visible on the face of the Statement of Financial Activities due to rounding.

# Annual Accounts 2021-22

## Notes to the Accounts

### 4 Details of expenditure on charitable activities

	Unrestricted Funds	Restricted Funds	<b>Total 2021-22 Funds £000</b>	Total 2020-21 Funds £000
	£000	£000	£000	£000
Patients welfare and amenities	8	0	<b>8</b>	2
Other Expenditure	16	(1)	<b>15</b>	157
Bought in services from NHS*	4	7	<b>11</b>	10
Audit fee	1	1	<b>2</b>	3
	<b>29</b>	<b>7</b>	<b>36</b>	<b>172</b>

\*The Charity employs no staff directly because of the size of the Charity. The cost of all staff time is covered within the bought in services figure (4.0). The Trust no longer employs a Fundraising manager on behalf of the Charity.

### 5.1 Analysis of payables

	<b>31 March 2022 £000</b>	31 March 2021 £000
Amounts falling due within one year:		
Trade creditors	0	0
Accruals	2	55
Total creditors falling due within one year	<b>2</b>	55

### 5.2 Commitments, Liabilities and Provisions

The processes surrounding charitable fund expenditure means that a purchase order is made on approval, therefore there are no committed funds or provisions (only accruals). No commitments are carried forward from previous years.

# Annual Accounts 2021-22

## Notes to the Accounts

### 5.3 Net assets analysis between funds

	Unrestricted funds £000	Restricted funds £000	31-Mar-22 £000
Current assets	88	45	133
Current liabilities	(1)	(1)	(2)
Total net assets	87	44	131

	Unrestricted funds £000	Restricted funds £000	31-Mar-21 £000
Current assets	82	105	187
Current liabilities	0	(55)	(55)
Total net assets	82	50	132

### 6.1 Details of restricted funds

Name of fund	Description of the nature and purpose of each fund
General Service User Recreation	General fund for service user recreation
Max McGhee Memorial Fund	For the provision of a sensory room in line with the family wishes
Riverside CAMHS	For any Charitable purpose relating wholly or mainly to CAMHS
Wiltshire LD	For any Charitable purpose relating wholly or mainly to the Wiltshire Learning Disabilities service
NHS Charities Together	To support wellbeing of staff and service users

Funds	Balance 31 March 2021 £000	Incoming Resources £000	Resources Expended £000	Transfers £000	Balance 31 March 2022 £000
General Service User Recreation	1	0	0	0	1
Max McGhee Memorial Fund	12	0	0	0	12
Riverside CAMHS	24	0	(2)	0	22
Wiltshire LD	8	0	0	0	8
NHS Charities Together	6	0	(5)	0	1
<b>Total</b>	<b>51</b>	<b>0</b>	<b>(7)</b>	<b>0</b>	<b>44</b>

# Annual Accounts 2021-22

## 6.2 Details of unrestricted funds

	Balance 31 March 2021 £000	Incoming Resources £000	Resources Expended £000	Transfers £000	Balance 31 March 2022 £000
<b>Funds</b>					
Unrestricted funds	81	35	(29)	0	87
	<b>81</b>	<b>35</b>	<b>(29)</b>	<b>0</b>	<b>87</b>

# Members of the NHS Trust Board

## 7. Related Party Transactions

During the year none of the Board members or parties related to them has undertaken any material transactions with the Avon and Wiltshire Mental Health Charitable Trust. The charitable Trust has made revenue and capital payments to the Avon and Wiltshire Mental Health Partnership NHS Trust where the members (whose names are listed below) are also members of the Trust Board. This list includes members during the year 2021-22 and up to the date of signing. The Corporate Trustee does not include non-voting members.

### Non Executive Directors

C Hitchings (Chair)  
N Auty (to 31/12/21)  
J Baptiste-Grant  
E Messer  
M-N Orzel  
M Outhwaite  
P Olomolaiye  
B Stables

### Voting Executive Directors

D Hardisty, Chief Executive  
S Constantine, Director of Medicine  
A Childs, Director of Nursing & Quality  
J Kerry, Director of Nursing & Quality (to 30/09/21)  
M Page, Chief Operating Officer  
S Truelove, Director of Finance

### Non - Voting Members

J Feasby, Director for People  
S Knight, Company Secretary  
S Budd, Associate Non-Executive Director  
A Smith, Deputy Chief Executive

1. No members received reimbursement for expenses during the year
2. There is no payment made to AWP as Corporate Trustee for the Fund

# Thank you

On behalf of Headlight and all at Avon and Wiltshire Mental Health Partnership NHS Trust, we would like to say a heartfelt thank you to everyone who supports us. Every donation makes a difference to people living with mental health difficulties



[www.awp.nhs.uk](http://www.awp.nhs.uk)



[awp.headlightinfo@nhs.net](mailto:awp.headlightinfo@nhs.net)



[@headlightorguk](https://twitter.com/headlightorguk)



Bath NHS House, Newbridge Hill,  
Bath BA1 3QE

**HEADLIGHT MENTAL HEALTH CHARITY**

England & Wales - Charity number 1056576

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# Accounts

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# headlight

focusing on  
mental health



## **ANNUAL REPORT**

### **Headlight Mental Health Charity**

#### **2020-21**



THIS INFORMATION CAN BE MADE AVAILABLE IN OTHER FORMATS SUCH AS EASY READ OR LARGE PRINT AND MAY BE AVAILABLE IN OTHER LANGUAGES ON REQUEST.

PLEASE CONTACT:

E |        AWP.COMMUNICATIONS@NHS.NET  
T |        01225 362992

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# Message from the Chair

When reflecting back on a year that has been unique in so many ways, I am extremely grateful that we have so many passionate and committed staff and service users. The impact of the Covid pandemic has been felt by everyone and it is certain that this effect will continue to be felt by the NHS, Avon & Wiltshire Mental Health Partnership NHS Trust (AWP) and our staff for many years to come. Much of the fantastic work that has been completed to support the well-being of both our staff and service users over the last year would not have been possible without the significant financial support that we have received from NHS Charities Together.

This annual report describes our core work last year, supporting a large number of projects that in all their diversity illustrate how we can make an impact through our funding. Our focus and vision is improved mental health and the projects that we have been able to fund this year, have differed significantly from previous years, both in terms of provision and available funding. All of this has been as a direct consequence of the need to support our staff and service users in different ways during the tough periods they have faced, in such unprecedented times.

The funds raised have supported a wide range of charitable and health related activities over the past year and have been used to support and/or enhance the experiences of our service users, their carers and our staff. The committee continues to encourage the use of the funds by asking staff for creative and imaginative ways to enhance patient care.

So what about the next year? We believe that we will be fortunate enough to draw further grants and funding from NHS Charities Together. This will help in terms of us being able to provide further funding for the well-being of both our service users and our staff, as well as being able to establish some community incentives by engaging with our local Sustainability & Transformation Partnerships. This is particularly key for us as a mental health organisation, with isolation being a well understood side effect of such challenging and unprecedented events.

As Chair of Headlight, I would like to say a huge thank you to all those who have made the programmes of work undertaken this year, both achievable and successful. All of the projects have made a significant difference to both our staff and service users and I very much hope that we are able to continue this fantastic work into 2021-22 where I am sure the challenges facing the Charity sector will remain significant.



**Brian Stables**

Chair of the Charitable Funds Committee  
Non-Executive Director, Avon and Wiltshire  
Mental Health Partnership NHS Trust

# Trustee Annual Report

Headlight Mental Health Charity (Headlight) is the name for the AWP Charitable Fund, as of 1 April 2017. Headlight is AWP's registered Charity, established to manage donations and bequests to AWP. The donations received by the Charity are used for charitable activities across the Trust, for items and initiatives that would not otherwise be funded by statutory NHS funds.

In practice, the Charity and its Trustees award funds in the form of grants to projects that help support the service users of AWP. These projects are delivered by AWP staff.

The objective for the Charity is to add value to the service users, staff and carers of AWP service users. The Charity has taken the public benefit guidance issued by the Charity Commission into account when making any relevant decisions and recognises itself as a public benefit entity.

Following consultation with our patients and their carers, the Trustees have agreed the following funding priorities for the Charity and will support projects that:

- Enhance AWP's care environments to be more comfortable and welcoming
- Support recovery through recreation and meaningful activities
- Promote awareness and reducing the stigma of mental health
- Test approaches with the potential to improve outcomes in mental healthcare

## Compliance Statements

The Charitable Funds are registered in accordance with the Charities Act 2011. The Registered Charity number is 1056576.

The Charity's Annual Report with the financial statements for the year ended 31 March 2021 have been prepared by the Corporate Trustee in accordance with the Charity's SORP (FRS 102) and complies with the charity's Governing Document.

# Our purpose and activities



## **NHS Charities Together**

This year, the majority of the funding came from the NHS Charities Together grants. Thanks to the huge support from people fundraising all over the country, including Sir Captain Tom's sponsored walk, the Charity has been able to provide funding for a number of larger well-being projects, supporting both staff and service users across the Trust.

## **Staff Chill Out Rooms**

The Charity was able to provide funding for various items to go in staff chill out areas across the Trust. These items ranged from comfortable seating to coffee machines. All items were chosen by the individual wards to ensure it helped their own specific well-being needs.

## **Health and Wellbeing Support**

Every member of staff received a Health and Wellbeing Booklet that was developed in house with subject matter experts. Over 3,500 copies were printed and distributed to staff, the rest were e-Booklets as requested by staff. We also wanted to support 800 of the most vulnerable colleagues with the option to take up a 30 minute 'General Health and Wellbeing Check' with an occupational health nurse. For all staff there is a programme of health and wellbeing activities from October to December. For example, in October there were webinars on nutrition, for November we signed up for the British Dietetic Association, which was a 4 week diary that encouraged healthy lifestyle through nutrition and activity.

# Our purpose and activities

## Gym equipment

As a result of the NHS Charities Together funding, the Charity have been able to provide a significant amount of new gym equipment for a number of sites across the Trust. Case studies have shown how having access to gym equipment in this setting can have a significant impact on physical and mental wellbeing, helping to reduce stress and anxiety and improve self-esteem. The equipment provides a focus, structure and goal to exercise, as well as increasing enjoyment and motivation.

“Without the gym facilities here at Callington Road, there would not be any stimulation or therapeutic encouragement to fill the days or motivate people to structure their day. This equipment has empowered, structured socialisation and increased motivation to unlock ones better qualities and inner strengths to face everyday problems with a balanced mind.”



# Our purpose and activities

## **Christmas Cheer**

Headlight was once again able to provide seasonal extras to brighten the festive period for inpatients of the Trust. For service users spending Christmas in one of our hospitals, the Charity provided a small gift, funds for festive food treats and decor.

## **Amblescroft South Gardening Project**

Recently, Amblescroft South has made adjustments in both its layout and client group to minimise the risk of Covid – this has meant they are currently supporting more patients with functional illness such as Depression and Psychosis. As a team they now more than ever recognise the benefits of Service users contact with nature. In September 2020 they commenced work to create a Walled Garden adjoining the main lounge area.

When complete, the Walled Garden will provide an accessible, safe area for activities, exercise, de-escalation, family contact and reflection. A further benefit is that this area is observed from bedrooms and lounges by more dependent patients with mental health problems. In order to maximise the proven holistic benefits of access to gardens, this initiative will provide a sanctuary for those who are battling significant mental health difficulties.

# Fundraising

## VIRTUAL BATHHALF



### 2020-21 Achievements in Fundraising

The programme remains a diversified mix of fundraising tactics, with some particular successes in community and supporter-led fundraising. Due to the restrictions of Covid, our regular skydiving dates were unfortunately all postponed.

Fundraised income has significantly dropped to £15,000 due, in part, to Covid restrictions.

### Key Achievements

- A team member on Poppy ward shaved their head raising over £300 for service user activities
- Teign Ward raised over £400 taking part in a team challenge
- A past patient and her sister took part in the Bristol Half Marathon and raised £1355 for the Mother and Baby Unit.
- North Somerset Inpatient wards had a varied programme of fundraising throughout the year, with

team members taking part in sponsored walks, a head shave and a craft fayre!

# Fundraising

Headlight fundraises in order to grow the voluntary income of the Charity and be able to spend more on charitable activities. The Charity employs one member of fundraising staff and does not undertake any fundraising through commercial partners. The decision was taken at the end of 2019-20 to reduce resources and remove the position of the Fundraising Manager.

## Fundraising Standards

Headlight is a voluntary member of the Fundraising Regulator, and commits to following best practice as set out in the Code of Fundraising Practice.

## Protecting vulnerable people

We are committed to protecting vulnerable individuals and have robust policies and practices in place to ensure that no-one is placed under any pressure to donate. As a mental health charity, many of our most valued supporters may be considered vulnerable. We commit to doing everything possible to always be sensitive in our communications and contact supporters only as and when they have asked us to do so. More information can be found within our Supporter Promise, which can be found on the min Trust website [www.awp.nhs.uk](http://www.awp.nhs.uk).

## Complaints regarding Fundraising Practices

Any complaints regarding fundraising activities are dealt with in line with our Complaints Policy, and managed through the complaints process at Avon and Wiltshire Mental Health Partnership NHS Trust. Headlight has received no such complaints during the year, nor were any received during the prior financial year.

# Looking to the future

Given the current situation with Covid, we will be conscious of the diverse priorities of the Trust as we continue to work our way through these unprecedented times.

For the coming year, we will prioritise small scale projects where the Charity has the potential and opportunity to support meaningful change. We aim to build activities around a larger number of key requirements. Specialist equipment, functional adaptations and extra amenities will make a major difference to patient experience, and would otherwise simply not be possible in the current economic climate.

We have seen a growing number of AWP colleagues engage with the Charity, and we will continue our work to develop a sense of partnership with colleagues throughout AWP. As projects come to fruition, we are looking forward to working ever more closely with clinicians and service users to support recovery and have a real and valued impact.

# Financial Review 2020-21

## Income

The Charity received £189,000 income in 2020-21 compared with £102,000 in 2019-20.

### Donations

The Charitable Fund received £174,000 in donations in 2020-21 (£68,000 in 2019-20). Of this £166,000 was funding of various staff and service user well-being projects from NHS Charities Together. The remainder of donated income was received as smaller amounts throughout the year through grants and in memory donations.

### Fundraising

The Charitable Fund received £15,000 through fundraising in 2020-21 (£34,000 2019-20). Further information and key successes can be found in section 3.2.

## Expenditure

Headlight spent £172,000 in 2020-21, compared to £123,000 in 2019-20. Of the £100,000 spend on other charitable expenditure, £88,000 of this was spent on gym equipment from the NHS Charities Together grant funding.

### Charitable Expenditure

- Recreation and therapies:	£2,000
- Staff enhancement	£56,000
- Furniture, fixtures & fittings:	£1,000
- Other charitable expenditure:	£100,000

### Indirect Expenditure

- Staff salaries and recharges:	£10,000
- Governance	£3,000

# Financial Review 2020-21

## Total Reserves

The level of reserves and expenditure plans are reviewed at each committee meeting to ensure that the Charity expenditure is in line with income and the reserves policy (section 7).

Total reserves as at year end 2020-21 are £132,000 (£115,000 in 2019-20)

Unrestricted reserves: £81,000 (£71,000 in 2019-20)

Restricted reserves: £51,000 (£44,000 in 2019-20)

## Short term investments and deposits

£181,000 (£105,000 in 2019-20)

The deposit represents money held in a high interest commercial bank account in order that surplus monies gain maximum interest.

## Cash in hand and at bank

£6,000 (£10,000 in 2019-20)

Cash at hand represents the amounts held in the commercial bank account.

## Restricted Funds

Total £51,000 (£44,000 in 2019-20)

### NHS Charities Together

£6,000 (£ zero in 2019-20)

To support the well-being of staff and service users

### General Service User Fund

£1,000 (£1,000 in 2019-20)

For any recreation and therapies for service users of Avon and Wiltshire Partnership NHS Trust

### CAMHS Riverside Fund

£24,000 (£26,000 in 2019-20)

For any charitable purpose relating wholly or mainly to the CAMHS Riverside unit

### Wiltshire Learning Disabilities

£8,000 (£8,000 in 2019-20)

For any charitable purpose relating wholly or mainly to learning disability services in Wiltshire

### Max McGhee Memorial Fund

£12,000 (£9,000 in 2019-20)

For the provision of a sensory room in line with the family wishes

# Structure, Governance & Management

## Accruals

£ 55,000 (£ zero in 2019-20)

This provision relates to expenditure that has been made before the year end where orders have been raised and goods received, but invoices not yet received.

## Governing Document

To comply with the Charities Act 2011, Avon and Wiltshire Mental Health Partnership Charitable Fund, in common with many NHS Charitable Funds, is registered as an NHS Charity with the Charity Commission.

The Fund was established by a declaration of trust dated 28 June 1996 following the establishment of the Bath Mental Health Care NHS Trust. The Bath Mental Health Care NHS Trust has since changed its name three times by Statutory Instrument.

Most recently, in March 2017, the Charity Commission approved the change of name to 'Headlight Mental Health Charity'.

## Trustee

The Corporate Trustee is the Board of the Avon and Wiltshire Mental Health Partnership NHS Trust (see annual accounts). All funds received are in the name of the Trust as 'Corporate Trustee'. Trustee powers are separate and distinct from those powers exercised as an NHS Trust Board. The Board, as Corporate Trustee, has devolved the responsibility for the ongoing management of charitable funds to the Charitable Funds Committee. New Trustees are appointed by the Chair of the Trust, in conjunction with the Trust Board and NHS Improvement.

## Committee Support

The Trust Board has approved a service level agreement for Avon and Wiltshire Mental Health Partnership NHS Trust to provide support services to the Charitable Funds (CF) Committee. These include administrative services, advice and support to fund managers and accountancy services. The cost of this service in 2020-21 was calculated at £10,000 (£9,000 in 2019-20)

# Structure, Governance & Management

## Charitable Funds Committee

The Committee reports directly to the Trust Board in its capacity as Corporate Trustee of the charitable fund. This Committee has Terms of Reference which state that as a minimum it must meet three times a year and all decisions must be made by at least two members of the committee, ensuring compliance with the Trust Standing Orders. The Committee has met three times during the period covered by this report.

Chair	Brian Stables
Non-Executive Director	Neil Auty
Executive Director of Finance	Simon Truelove

## Delegated Authority

Spending limits for Local Delivery Units (LDUs) ensure that the funds are spent appropriately. Agreed delegated authority to spend funds are:

Expenditure under £250	Fund Manager
Expenditure between £251 and £5,000	Voting member of CF Committee
Expenditure between £5,000 and £50,000	Charitable Funds Committee
Expenditure over £50,000	Corporate Trustee

## Risk Evaluation

The Trustee has considered the risks to which the Charity is exposed, and has concluded that these risks are minimal. Major risks the Charity is exposed to are reviewed, with the main review being in relation to Covid. The Trustee has the relevant skills and commitment to carry out its duties and there are no conflicts of interest. The Charity does not currently invest in any asset class other than short term investments and deposits – this is in the form of ensuring funds are held in the most appropriate bank account in terms of interest receipt. The net costs of running the funds are apportioned across the opening balances of the individual funds.

## Related Party Transactions

During the year, none of the Charitable Fund Committee, Board members, members of the key management staff, or parties related to them has undertaken any material transactions with the Avon and Wiltshire Mental Health Partnership Charitable Fund. The Charitable Fund has made revenue payments of £10,000 to the Avon and Wiltshire Mental Health Partnership NHS Trust to cover support services as described under Section 5 that were all paid within the year.

## Audit Considerations

Section 149 of the Charities Act 2011 requires that the accounts of all NHS charities be subject to some form of scrutiny, usually an audit. NHS charities must have an audit unless the appointed auditor agrees that an Independent Examination is appropriate. Based on the Charity Commission guidance on audit thresholds the Charity meets the criteria for an independent examination as the income is below £250k (£189k) and it has gross assets of less than £3,260k (£132k).

## Investment Policy

Monies are to be deposited to obtain maximum interest. The acceptable level of risk to the Trustee on any short term investment and deposit is 'low'. No external factors (outside the Charity's control) have affected us achieving this. Other investment options are to be considered when the total value of funds held reaches £250,000.

This policy is reviewed annually.

## Reserves Policy

Reserves are defined as the part of the Charity's income fund that is freely available to spend for general (unrestricted) purposes and that is not yet spent, committed or designated. The holding of reserves allows the Charity to continue its activities, uninhibited by variances in income from period to period. The Charity Commission recommends that the Trustee treats each restricted income fund as if it is a separate charity and consider what, if any, level of reserves they need to hold.

The Trustee believes that the majority of donations to the Charity are given on the understanding that the income will be spent in a timely and responsible manner and reserves should therefore be kept to the minimum possible. Spending would typically occur in the next accounting period after receipt of donations. However, a level of reserves is required to cover administration costs, and cover any wind-up costs including audit and governance.

The Trustee's policy is therefore to keep the charitable funds in the general fund to the minimum required (but not less than £13,500) to cover approved commitments, including management and administration costs. To avoid the risk of the Charity's reserves becoming overdrawn, it is considered prudent to hold a balance of around £25,000 in general funds. The maximum desired reserves are equal to one year's operating costs based on current financial forecasts (£60,500).

The Charitable Funds Committee receives a summary of reserves at each meeting. The Financial Accountant is responsible for the day-to-day monitoring of this policy and is expected to bring any issues to the immediate attention of the Committee.

# Reference & administrative details

## Main Charity

Headlight Mental Health Charity

Charity registration number 1056576

## Other Names

Renamed as Headlight Mental Health Charity as of end of financial year 2016-17. Also known as:

Avon and Wiltshire Mental Health Partnership (AWP) NHS Trust Charitable Fund

Previously been known as:

- 1) Avon and Western Wiltshire Mental Health Care Charitable Fund
- 2) Bath Mental Health Care Charitable Fund

## Corporate Trustee

The Avon and Wiltshire Mental Health Partnership NHS Trust Charitable Fund is an NHS Charity registered with the Charity Commission and governed by a Corporate Trustee of the Charitable Fund, Avon and Wiltshire Mental Health Partnership NHS Trust. A full list is shown in the Annual Accounts.

## Governing Document

Declaration of Trust dated 28 June 1996

Amended by Supplemental Deed dated 8 February 2002

# Reference & administrative details

## Principal Address

The registered address of the charity changed as of November 2017, to:

Avon and Wiltshire Mental Health Partnership NHS Trust

Bath NHS House

Newbridge Hill

Bath BA1 3QE

## Independent Examiner

Deloitte LLP

3 Rivergate

Temple Quay

Bristol BS1 6GD

## Internal Auditor

RSM UK LLP

55-61 Victoria Street

Bristol BS1 6FT

## Solicitors

DAC Beachcrofts

4 Portwall Place

Portwall Lane

Bristol BS99 7UD

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**2020-21**

## Statement of Trustee Responsibilities

The Trustee is responsible for preparing the Trustee Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland.

The law applicable to charities in England and Wales 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 of the charity for that period. In preparing these financial statements, the Trustee is 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 accounting standards have been followed; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustee is responsible for keeping proper 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. 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.

# Annual Accounts 2020-21

## Statement of Trustee Responsibilities

The Trustee is responsible for the maintenance and integrity of the Charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**The Trustee confirms that the responsibilities set out above have been complied with, in order to meet the requirements for preparing the accounts.**

**by Order of the Trustee**

Signed: 

Name: Charlotte Hitchings, Chair of the Trustees on behalf of the Trustees

Approved by the Trustees on 28 June 2021

## **Independent Examiners Report To the Trustees of Avon and Wiltshire Mental Health Partnership NHS Trust Charitable Fund**

Our report to the Trustees on our examination of the accounts of Avon and Wiltshire Mental Health Partnership NHS Trust Charitable Fund ("the Trust") for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet and the related notes 1 to 7.

This report is made solely to the Charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. Our 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 independent examiner's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our work, for this report, or for the opinions we have formed.

### **Responsibilities and basis of report**

As the Charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). You are satisfied that your Charity is not required by charity law to be audited and have chosen instead to have an independent examination.

We report in respect of our examination of your Charity's accounts as carried out under section 145 of the 2011 Act. In carrying out our examination we have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

## **Independent Examiners Report To the Trustees of Avon and Wiltshire Mental Health Partnership NHS Trust Charitable Fund**

### **Independent Examiners Statement**

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form; and the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

# Annual Accounts 2020-21

## Independent Examiners Report

To the Trustees of Avon and Wiltshire Mental Health Partnership  
NHS Trust Charitable Fund

Signed by:



Michelle Hopton

Institute of Chartered Accountants in England and Wales

DELOITTE LLP

Bristol, United Kingdom

Date: 28 June 2021

# Annual Accounts 2020-21

## Statement of Financial Activities for the year ended 31 March 2021

	Notes	Unrestricted Funds £000	Restricted Funds £000	2020-21 Total Funds £000	Unrestricted Funds £000	Restricted Funds £000	2019-20 Total Funds £000
<b>ANNUAL ACCOUNTS 2020-21</b>							
<b>Income and endowments from</b>	<b>3.0</b>						
Donations and legacies		23	166	<b>189</b>	97	5	<b>102</b>
<b>Total income and endowments</b>		<b>23</b>	<b>166</b>	<b>189</b>	<b>97</b>	<b>5</b>	<b>102</b>
<b>Expenditure on</b>							
Charitable activities	<b>4.0</b>	13	159	<b>172</b>	109	14	<b>123</b>
<b>Total expenditure</b>		<b>13</b>	<b>159</b>	<b>172</b>	<b>109</b>	<b>14</b>	<b>123</b>
Net income / (expenditure)		10	7	<b>17</b>	(12)	(9)	<b>(21)</b>
<b>Net movement in funds</b>		10	7	<b>17</b>	(12)	(9)	<b>(21)</b>
Fund balances brought forward at 31 March 2020		71	44	<b>115</b>	83	53	<b>136</b>
<b>Fund balances carried forward at 31 March 2021</b>		<b>81</b>	<b>51</b>	<b>132</b>	<b>71</b>	<b>44</b>	<b>115</b>

The notes on the following pages form part of this account.

# Annual Accounts 2020-21

## Statement of Financial Performance as at 31 March 2021

	Note	Total at 31 March 2021 £000	Total at 31 March 2020 £000
<b>ANNUAL ACCOUNTS 2020-21</b>			
<b>Current Assets</b>			
Short term investments and deposits	2.5	181	105
Cash at bank and in hand	2.6	6	10
Receivables: Amounts falling due within one year		0	0
<b>Total Current Assets</b>		<b>187</b>	<b>115</b>
<b>Current Liabilities</b>			
Payables: Amounts falling due within one year			
Accruals for liabilities	5	55	0
<b>Net Current Assets</b>		<b>132</b>	<b>115</b>
<b>Total Assets less Current Liabilities</b>		<b>132</b>	<b>115</b>
<b>Total Net Assets</b>		<b>132</b>	<b>115</b>
<b>Reserves of the Charity</b>			
Income Funds:			
Restricted		50	35
Unrestricted		82	80
		<b>132</b>	<b>115</b>

The notes on pages 27-35 form part of this account & the following signatory has been authorised by the Trustees

Signed on: 28 June 2021



Signed by:

Charlotte Hitchings  
Chair of the Trustees, on behalf of the Trustees

## Notes to the Accounts

### 1. Basis of preparation

#### 1.1 Basis of Accounting

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The financial statements have been prepared on the basis of historic cost in accordance with Charities SORP (FRS 102). There have been no significant estimates or judgements made in the financial year.

#### 1.2 Change in basis of accounting

There have been no changes in the basis of accounting in the year.

#### 1.3 Prior Period Adjustment

There are no prior period adjustments for the year ending 31 March 2021.

#### 1.4 Going Concern

The Charitable Funds Committee have a reasonable expectation that the Charitable Fund has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the accounts.

In addition to standard considerations, there has been further consideration in relation to Covid-19. Whilst the charitable sector as a whole may have concerns during this period, there appears to be an increased enthusiasm for NHS fundraising. The Charity is also aware that it is eligible to be for a significant allocation from NHS Charities Together (NHSCT) for further improvements in relation to staff and service user well-being, as well as community initiatives.

## Notes to the Accounts

### 1.5 Public benefit entity

The main objective for the year was to continue to add value to the service users, staff and carers of Avon and Wiltshire Mental Health Partnership National Health Service Trust. The charity have taken the Charity Commissions public benefit guidance into account when making any relevant decisions

### 1.6 Cost allocation for support costs

The majority of costs such as the administration fee and audit fee are split between funds on a pro-rata basis, dependent on the prior year closing fund balance. There are 2 exceptions to this;

- i) NHSCT has been charged 50% of the costs due to the significant time spent on projects relating to this fund
- ii) Max McGhee has not been charged any costs due to Trust delays in being able to complete the designated project

## 2. Accounting Policies

### 2.1 Income

- a) All incoming resources are included in full in the Statement of Financial Activities as soon as the following three factors can be met:
  - i) entitlement - arises when a particular resource is receivable or the charity's right becomes legally enforceable;
  - ii) certainty - when there is probable certainty that the incoming resource will be received;

## Notes to the Accounts

iii) measurement - when the monetary value of the incoming resources can be measured with sufficient reliability.

### b) Legacies

Legacies are accounted for as incoming resources once the receipt of the legacy becomes probable. This will be once confirmation has been received from the representatives of the estates that payment of the legacy will be made or property transferred and once all conditions attached to the legacy have been accepted by the committee and fulfilled.

### c) Donated Goods

In line with FRS102, the Trust has recognised the income from receipts of resources from non-exchange transactions (including donated goods and services) at the fair value of the donated goods and services received. The Trust did not employ a Fundraising manager in 2020/21 so this is no longer an expense or donation.

## 2.2 Expenditure

The funds held on trust accounts are prepared in accordance with the accruals concept. All accruals are based on actual figures not estimated figures. All expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party.

### a) Grants Payable

Grants payable are payments, made to third parties (including NHS bodies) in the furtherance of the funds held on Trust's charitable objectives. They are accounted for on an accruals basis where the conditions for their payment have been met or where a third party has a reasonable expectation that they will receive the grant. This includes grants paid to NHS bodies. Such grants are not material in nature.

## Notes to the Accounts

### b) Governance Costs

These are accounted for on an accruals basis and are costs that relate to the governance arrangements of the Charity. The accrual is applied on the basis stated in note 1.6.

### c) Provisions

Provisions are recognised when the Charity has a present legal or constructive obligation as a result of a past event, it is probable that the Charity will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation. The amount recognised as a provision is the best estimate of the expenditure required to settle the obligation at the end of the reporting period, taking into account the risks and uncertainties.

There are no provisions included in the accounts for 2020-21 or 2019-20.

### 2.3 Cash Flow Statement

The Charity meets the definition of a small charity as such a cash flow statement is not required as per FRS 102.

### 2.4 Structure of Funds

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified in the accounts as a restricted fund. Funds where the capital is held to generate income for charitable purposes and cannot itself be spent are accounted for as endowment funds. Other funds are classified as unrestricted funds. Funds which are not legally restricted but which the Trustee has chosen to earmark for set purposes are classified funds.

## Notes to the Accounts

### 2.5 Short term investments and deposits

Investments are included at market value at the balance sheet date and are held in an interest bearing, three-day notice account. Realised gains and losses on investments comprise of interest earned and is credited to the statement of financial activities in the year they arise. Interest earned is apportioned across the opening balances of the individual funds.

### 2.6 Cash at bank and in hand

Cash is cash in hand and deposits with any financial institution repayable without penalty on notice of not more than 24 hours.

### 2.7 Taxation

Irrecoverable VAT is not separately analysed and is charged to the statement of financial activities when the expenditure to which it relates is incurred and is allocated as part of the expenditure to which it relates.

Tax recovered from voluntary income received under gift aid is recognised when the related income is receivable and is allocated to the income category to which the income relates.

# Annual Accounts 2020-21

## Notes to the Accounts

### 3 Analysis of income

	Unrestricted Funds £000	Restricted Funds £000	Total 2020-21 £000	Total 2019-20 £000
Donations	8	166	174	68
Fundraising	15	0	15	34
	<b>23</b>	<b>166</b>	<b>189</b>	<b>102</b>

Total interest received in 2020-21 was £52.32 and although this is recorded in the accounts it is not visible on the face of the Statement of Financial Activities due to rounding.

### 4 Details of expenditure on charitable activities

	Unrestricted Funds £000	Restricted Funds £000	Total 2020-21 Funds £000	Total 2019-20 Funds £000
Patients welfare and amenities	1	1	2	16
Other Expenditure	4	153	157	41
Bought in services from NHS*	7	3	10	63
Audit fee	1	2	3	3
	<b>13</b>	<b>159</b>	<b>172</b>	<b>123</b>

\*The Charity employs no staff directly because of the size of the Charity. The cost of all staff time is covered within the bought in services figure (4.0). The Trust no longer employs a Fundraising manager on behalf of the Charity.

# Annual Accounts 2020-21

## Notes to the Accounts

### 5 Analysis of payables

	<b>31 March 2021</b>	31 March 2020
	<b>£000</b>	£000
Amounts falling due within one year:		
Trade creditors	0	0
Accruals	55	0
<b>Total creditors falling due within one year</b>	<b>55</b>	<b>0</b>

### 6.1 Details of restricted funds

Name of fund	Description of the nature and purpose of each fund
General Service User Recreation	General fund for service user recreation
Max McGhee Memorial Fund	For the provision of a sensory room in line with the family wishes
Riverside CAMHS	For any Charitable purpose relating wholly or mainly to CAMHS
Wiltshire LD	For any Charitable purpose relating wholly or mainly to the Wiltshire Learning Disabilities service
NHS Charities Together	To support wellbeing of staff and service users

Funds	Balance 31 March 2020 £000	Incoming Resources £000	Resources Expended £000	Transfers £000	Balance 31 March 2021 £000
General Service User Recreation	1	0	0	0	1
Max McGhee Memorial Fund	9	0	0	3	12
Riverside CAMHS	26	0	(2)	0	24
Wiltshire LD	8	0	0	0	8
NHS Charities Together	0	166	(160)	0	6
<b>Total</b>	<b>44</b>	<b>166</b>	<b>(162)</b>	<b>3</b>	<b>51</b>

# Annual Accounts 2020-21

## 6.2 Details of unrestricted funds

<b>Funds</b>	Balance 31 March 2020 £000	Incoming Resources £000	Resources Expended £000	Transfers £000	Balance 31 March 2021 £000
<u>Unrestricted funds</u>	71	23	(10)	(3)	81
	<b>71</b>	<b>23</b>	<b>(10)</b>	<b>(3)</b>	<b>81</b>

# Members of the NHS Trust Board

## 7. Related Party Transactions

During the year none of the Board members or parties related to them has undertaken any material transactions with the Avon and Wiltshire Mental Health Charitable Trust. The charitable Trust has made revenue and capital payments to the Avon and Wiltshire Mental Health Partnership NHS Trust where the members (whose names are listed below) are also members of the Trust Board. This list includes members during the year 2020-21 and up to the date of signing. The Corporate Trustee does not include non-voting members.

### Non Executive Directors

C Hitchings (Chair)

N Auty

E Messer

M-N Orzel

M Outhwaite

P Olomolaiye

B Stables

### Voting Executive Directors

D Hardisty, Chief Executive

S Constantine, Director of Medicine

J Kerry, Director of Nursing

M Page, Chief Operating Officer

S Truelove, Director of Finance

### Non - Voting Members

J Feasby, Director of Human Resources

R Clark, Director of Strategy

S Knight, Company Secretary

S Budd, Associate Non-Executive Director

J Baptiste-Grant, Associate Non-Executive Director

S Whitehead, Associate Non-Executive Director (left 30/11/2020)

1. No members received reimbursement for expenses during the year
2. There is no payment made to AWP as Corporate Trustee for the Fund

# Thank you

On behalf of Headlight and all at Avon and Wiltshire Mental Health Partnership NHS Trust, we would like to say a heartfelt thank you to everyone who supports us. Every donation makes a difference to people living with mental health difficulties



[www.headlightcharity.org.uk](http://www.headlightcharity.org.uk)



[awp.headlightinfo@nhs.net](mailto:awp.headlightinfo@nhs.net)



[@headlightorguk](https://twitter.com/headlightorguk)



01225 362932



Bath NHS House, Newbridge Hill,  
Bath BA13QE