

Charity Registration No. 1072395

Company Registration No. 3294547 (England and Wales)

CHAPTER (WEST CHESHIRE) LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

CHAPTER (WEST CHESHIRE) LIMITED

CHAIR'S REPORT

This year's report must start with the dramatic impact the Covid-19 pandemic has had on charities large and small. Little did we know that a year on, we would still be feeling the effects of some of the challenges we have had to face. I did not think for one minute that we would be doing this year's AGM on Zoom again, but it is pertinent to consider the mental wellbeing of everyone in terms of making sure we feel safe. I hope that next year's AGM, we will be able to celebrate another year face to face with staff, trustees and service users and resume normality.

To my mind, it is significant that despite the uncertainty, we have continued to expand the Senior Management Team, which will enable Chapter's CEO, Daniel Rogers, to dedicate the necessary time on the strategic vision to support individuals, communities, and workplaces to promote positive mental health. I am very confident the recruitment of Jolene Weaver, Operational Manager, is already having a positive effect.

Chapter is still heavily reliant on grant fundraising, which can be challenging for long term planning and Clare Ashworth continues to work hard to lead Chapter's funding strategy and activities. The recruitment of two additional fundraisers is already seeing a positive impact on Chapter's finances. Future planning to focus more time on growing income generating activities will enhance stability, minimise risks but also present new opportunities with contracts and commissioning services.

Crucial to the above is the ability to deliver the services to a high standard and in a timely manner. One of the goals a year ago was to expand the wellbeing team and I am pleased to say the team now consists of seven staff who work hard to meet Chapter's aspirations and to continue to develop a variety of different offers across the mental health spectrum. The team are now well embedded and with the support of the new marketing team, have continued to be creative in ensuring that despite there being limited face-to-face visits for most of the year, previous and new clients continue to receive a high-quality service. We have also recruited many new volunteers over the past year who play an essential role in supporting service delivery.

It has been another unusual year and as Chair, has been a steep learning curve. Despite the pandemic, I have enjoyed another year of supporting a charity that strives to make a difference to local people. I am confident we have a diversity of skills, knowledge, and experience to support Daniel and the staff in the next year and look forward to working to meeting the next phase of the strategic growth plan. Mental health is high on everyone's agenda currently and this presents exciting opportunities to use the knowledge, skills and experience Chapter has developed over the last 30 years.

A big thank you for the commitment and dedication of all the staff, volunteers, and trustees at Chapter.

Sharon Shelbourne, Chair

CHAPTER (WEST CHESHIRE) LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Sharon Shelbourne Collette Baines Stephanie Ogunjimi Gabor Balint James Murray Louise McWatt Kevin Hochard Georgina Clarke
Secretary	Janice Eastwood
Charity number	1072395
Company number	3294547
Registered office	Stanlaw Abbey Business Centre Dover Drive Ellesmere Port Cheshire CH65 9BF
Independent examiner	Mitchell Charlesworth LLP 24 Nicholas Street Chester CH1 2AU
Bankers	HSBC Bank plc PO Box 16 47 Eastgate Street Chester CH1 1XW

CHAPTER (WEST CHESHIRE) LIMITED

CONTENTS

	Page
Trustees' report	1 – 6
Independent examiner's report	7
Statement of financial activities	8
Balance sheet	9
Statement of cash flows	10
Notes to the financial statements	11- 22

CHAPTER (WEST CHESHIRE) LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The Trustees, who are also directors for the purposes of company law, present their report and the independently examined financial statements of the charity for the year ended 31 March 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown on page 1 of the Trustees' Report and Independently Examined Accounts.

TRUSTEES

The Trustees who served the charity during the period were as follows:

Sharon Shelbourne – Chair
Collette Baines - Treasurer
Stephanie Ogunjimi
Gabor Balint
James Murray
Louise McWatt
Kevin Hochard
Georgina Clarke (Co-opted)
Rob Storey (retired October 2020)
Chris Laycock (retired October 2020)
Hilda Laycock (retired October 2020)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Structure

The Trustees are also Directors of the Charitable Company for the purposes of the Companies Act. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the Charity's governing document, the Companies Act 2006 and 'Accounting and Reporting by Charities: Statement of Recommended Practice' applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Governance

Chapter (West Cheshire) Limited is a registered charity (No. 1072395) and as a company limited by guarantee (No. 3294547). It is governed by its Memorandum and Articles of Association dated 19th December 1996 (updated October 2020).

CHAPTER (WEST CHESHIRE) LIMITED

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Management

The activities of Chapter are overseen by a Board of Trustees which at the outset of 2020-21 consisted of seven Trustees and one co-opted Trustee.

The Board of Trustees meets every eight weeks to receive reports from the Chief Executive Officer of Chapter to effect strategic and administrative decisions, and from the two subcommittees which meet in between Board of Trustees meetings. The two subcommittees are: - Human Resources (incorporating Health and Safety), and - Finance. At each Board of Trustees meeting the Chief Executive Officer reports on new opportunities, serious incidents, and any safeguarding or health and safety issues. The Chief Executive Officer also presents detailed statistics on current activities and reports on progress against the targets associated with specific grants and contracts. Presentations by members of the staff on different aspects of the work of Chapter may also be periodically brought to Board of Trustees meetings.

In January 2021, the Interim Chief Executive Officer, Daniel Rogers, was confirmed as permanent CEO following interview and 12 months in the role on an interim basis. The CEO heads up a Senior Management Team consisting of a Strategic Lead for Funding, and an Operations Manager who commenced in post in April 2021.

APPOINTMENT OF TRUSTEES

Trustees are expected to:

- support the organisation and its aims
- act as ambassadors for the organisation
- demonstrate sound common sense and a breadth of experience
- declare any potential conflict of interest
- undertake work on an appropriate committee
- attend Board of Trustees meetings
- help with specific projects as required
- be legally able to carry out their duties of Trustee.

Trustees are appointed by the Board of Trustees. All new Trustees are recruited to complement the skills of existing Trustees and inducted into the work of Chapter and their roles as Trustees. Trustees are required to meet minimum levels of safeguarding training and sign a confidentiality contract. Trustees are offered and are able to claim expenses relating to their role as Trustee such as mileage to attend Board of Trustees meetings.

PUBLIC BENEFIT

All charities are legally required to have aims that provide public benefit. The Charity Commission in its 'Charities and Public Benefit' Guidance states that an organisation's aims are for the public benefit. Firstly, there must be an identifiable benefit, and secondly, that the benefit must be to the public or a section of the public.

CHAPTER (WEST CHESHIRE) LIMITED

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

The Trustees confirm that they have referred to the guidance and are confident that Chapter meets the criteria. For example:

- the objects of the Charity in our Memorandum and Articles of Association are defined as Public Benefit
- our progress, including the number of beneficiaries, is reported publically in the Trustees' Annual Report
- Chapter accepts referrals from statutory agencies, such as local authorities and NHS trusts, as well as local third sector organisations, who support people affected by mental ill-health but do not provide the same services as Chapter
- As a result of the COVID-19 pandemic, Chapter has also began accepting self-referrals to some services and is currently reviewing its service model to allow self-referrals across all appropriate services. This is in keeping with a person-centred approach, self-defined crisis in mental health and Chapter's core values.
- most of Chapter's services are supported entirely through charitable funds
- The core of Chapter's services are free at the point of delivery to its clients, except in certain instances such as the provision of a group training course to a corporate client.

RISK MANAGEMENT

The Board of Trustees keeps under review the major risks to which the Charity is exposed through regular reports from the CEO. Wherever possible, processes and procedures are in place to mitigate these risks. A policy framework helps to ensure risks are monitored, managed and mitigated as far as is reasonably practical. The risks to external funding are kept under frequent examination so that, when required, new and diversified funding sources can be investigated and, if necessary, the activities of the Charity can be modified.

Internal financial risks are minimised by procedures for authorisation of all transactions. Projects are monitored and assessed regularly to ensure consistent quality across all operational aspects of the Charity. Training is provided to staff and volunteers to ensure that safeguarding and safe working practices for staff, volunteers and service-users are central to all delivered activities.

Additionally, Chapter has links and access to professionals in the field of Health & Safety and HR who are able to provide advice on specific areas of concern. Chapter also has a Confidentiality Policy that all trustees, volunteers and staff are required to sign, and all data held by Chapter is assessed to be secure and meeting all Data Protection Act and GDPR requirements.

OBJECTIVES AND ACTIVITIES

All our work is directed at achieving five outcomes:

- helping people to promote positive mental health
- supporting people to better manage their mental health
- build confidence, life skills and greater self-esteem
- supporting people to work and be able to live an independent life
- enabling people to overcome isolation and be part of a community

CHAPTER (WEST CHESHIRE) LIMITED

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

ACTIVITIES

Chapter continues to provide a variety of services and activities to promote mental health recovery. This includes:

- Aspire - One-to-one mental health coaching to support people to develop wellbeing plans and set goals to aid their recovery. Motivational, emotional and positive encouragement remain an integral part of this work.
- Connect – Listening service providing low level mental health support delivered by trained volunteers.
- Belong - Creative activities that bring people together around a shared interest to build confidence, meet new people and try new things.
- RE:SET - Workshops promoting positive mental health, supporting people to develop life skills that aid in their mental health recovery. Peer support is a particularly successful aspect of this work.
- The Haven – Re-development of a former allotment site in Ellesmere Port to create a wellbeing space that brings the local community together and promotes positive mental health.
- Corporate Services - Mental health training in the workplace to promote mental health at work. This includes bespoke training packages as well as recognised qualifications such as Mental Health First Aid.

PARTNERSHIPS

Chapter continues to have partnerships with other organisations in the business, statutory and voluntary sectors. We also provide some services as part of a paid contract such as delivering mental health training. Chapter actively seeks joint working opportunities with other third sector organisations as we recognise the added value this brings to our services and those accessing our services.

ACHIEVEMENTS AND PERFORMANCE

Chapter provided a service to 308 people in 2020-21 with service users and participants attending an average of 8 sessions.

At the end of March 2020, the Covid-19 pandemic arrived in the UK forcing Chapter to cease all face-to-face activities and immediately develop a new operational plan to meet demand from our local communities for services delivered via telephone and via online video call.

Chapter saw a significant increase in referrals because of the pandemic and a shift in the nature of referrals. Many referrals were for individuals who might normally manage their mental health and wellbeing independently, but a change in circumstances resulting from the pandemic led them to Chapter.

Staff and volunteers responded positively to this challenge and a telephone-based service was established to offer much needed support to individuals whose mental health had been impacted by the pandemic, while continuing to support individuals with a Serious Mental Illness (SMI).

Building on the successful use of volunteers in the first lockdown, Chapter's services were enhanced by the addition of Connect, a telephone-based service delivered by trained volunteers. We are currently in the process of developing our service model to allow those accessing our services to move more easily between services as appropriate for their needs and recovery journey.

The addition of a Marketing Lead and Social Media Assistant helped to expand our communication function and saw the introduction of several positive mental health campaigns. In December 2020 Chapter delivered 150 'Pick Me Up Packs' to service users during lockdown.

CHAPTER (WEST CHESHIRE) LIMITED

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

In January 2021 Chapter created two new fundraising posts and in March, an Operations Manager role was created, expanding the Senior Management Team which also consists of a CEO and Strategic Lead for Funding. This new post helps to ensure Chapter services are delivered to a high standard, while allowing the CEO more time to focus on Chapter's strategic direction and growth plan.

In January 2021, Chapter's Board of Trustees made Interim CEO Daniel Rogers' role permanent.

The Board of Trustees oversaw the implementation of a new policy framework, with many existing policies reviewed to ensure they meet the needs of both a change in service model, and management structure. Policies relating to high-risk areas are reviewed and endorsed by the Board of Trustees.

Chapter ends the current period in a positive position, both financially and strategically, and in the best possible position for the challenges ahead, as we move to a post-pandemic era.

FINANCIAL REVIEW

Chapter maintains adequate controls over the assets of the Charity, which are regularly reviewed by the Finance sub-committee and the Board of Trustees. The Charity has restricted, and unrestricted funds as described in the accounts. The principal activity of the company during the year was to promote the mental health and wellbeing of individuals, communities, and workplaces.

Chapter, like many other charities during the Covid-19 period, experienced high success rates with applying for short-term funds for activities delivered during the pandemic. Most funders agreed to release funds they would normally hold in reserves and/or become more flexible in their criteria for distribution. This, combined with a national move to working online, expedited the turnover of fundraising applications Chapter was able to make, and allowed us to cover the costs of core salaries and project delivery in this unusual year.

The expansion of Chapter's services created new funding possibilities, contributing to a more sustainable funding model. Additionally, the creation of a new training facilitator role enabled Chapter to increase its revenue through the provision of corporate wellbeing services.

FINANCIAL RISK

The main risks are that:

- Most funders offer 12-month grants making long term planning difficult
- There are a limited number of staff with fundraising skills so future planning needs to consider how risk can be lessened in the event of losing these staff
- Chapter has not yet sufficiently developed its corporate services to provide a stable source of earned income and relies on fundraising and funding grants as its main income source
- Uncertainty around funding sources, because of the pandemic, remains a risk

As with any small charity, it will now be vitally important to be flexible and exercise caution in expenditure, to protect staff and cover all other liabilities under such an uncertain future.

INDEPENDENT EXAMINER

Robert Hall was appointed as Independent Examiner for 2020-21 and a resolution will be put before the Annual General Meeting regarding future Independent Examiner.

CHAPTER (WEST CHESHIRE) LIMITED

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

FINANCIAL RESERVES STRATEGY

The Company's Reserve Strategy is reviewed annually. Wherever possible, reserves are provided consistent with the ongoing objectives of the Charity so that negative fluctuations in funding do not have an immediate adverse impact on clients or staff. In addition, reserves are provided to make good any deficits from authorised projects.

Our objective is to maintain reserves representing at least two months running costs plus closure costs. To facilitate this, Chapter seeks to secure restricted as well as unrestricted income. In addition, selected trustees and staff meet at least every two months and review the reserves as part of the overall organisation's finances.

PLANS FOR THE FUTURE

Each year the Board of Trustees reviews Chapter's strategic plan and sets strategic priorities and actions for the year ahead.

The plans for 2021-22:

- Develop Chapter's core service model to provide more flexibility to allow individuals to access the support that is right for them
- Continue to develop our product portfolio for business and employers, to promote positive mental health in the workplace
- Expand services to enable Chapter to support more people across Cheshire

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered Office – Stanlaw Abbey Business Centre, Dover Drive, Ellesmere Port CH65 9BF

Signed by order of the trustees:

Sharon Shelbourne

.....
Sharon Shelbourne

Trustee 30 Nov 2021

Dated:

CHAPTER (WEST CHESHIRE) LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CHAPTER (WEST CHESHIRE) LIMITED

I report to the Trustees on my examination of the financial statements of Chapter (West Cheshire) Limited (the Charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Mitchell Charlesworth LLP

24 Nicholas Street
Chester
CH1 2AU

01 Dec 2021

Dated:



Rob Hall

CHAPTER (WEST CHESHIRE) LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes						
Income from:							
Donations and legacies	3	154,340	135,038	289,378	101,792	85,804	187,596
Charitable activities	4	30,137	-	30,137	9,583	-	9,583
Investments	5	22	-	22	133	-	133
Total income		184,499	135,038	319,537	111,508	85,804	197,312
Expenditure on:							
Raising funds	6	687	173	860	3,613	93	3,706
Charitable activities	7	114,493	128,070	242,563	99,902	98,319	198,221
Total resources expended		115,180	128,243	243,423	103,515	98,412	201,927
Net incoming/(outgoing) resources before transfers		69,319	6,795	76,114	7,993	(12,608)	(4,615)
Gross transfers between funds	11	6,295	(6,295)	-	-	-	-
Net income/(expenditure) for the year/ Net movement in funds		75,614	500	76,114	7,993	(12,608)	(4,615)
Fund balances at 1 April 2020		45,236	6,225	51,461	37,243	18,833	56,076
Fund balances at 31 March 2021		120,850	6,725	127,575	45,236	6,225	51,461

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

All income and expenditure derive from continuing activities.

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

CHAPTER (WEST CHESHIRE) LIMITED

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	12		11,070		7,935
Current assets					
Debtors	13	9,346		6,703	
Cash at bank and in hand		203,634		80,926	
		<u>212,980</u>		<u>87,629</u>	
Creditors: amounts falling due within one year	14	(96,475)		(44,103)	
Net current assets			116,505		43,526
Total assets less current liabilities			<u>127,575</u>		<u>51,461</u>
Income funds					
Restricted funds	15		6,725		6,225
Unrestricted funds			120,850		45,236
			<u>127,575</u>		<u>51,461</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

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

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

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

The financial statements were approved by the Trustees on 12th October 2021

Gabor Balint

.....

Gabor Balint

Trustee

01 Dec 2021

Company Registration No. 3294547

CHAPTER (WEST CHESHIRE) LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	18		128,981		(2,972)
Investing activities					
Purchase of tangible fixed assets		(6,295)		(3,880)	
Proceeds on disposal of tangible fixed assets		-		409	
Investment income received		22		133	
		<u> </u>		<u> </u>	
Net cash used in investing activities			(6,273)		(3,338)
Net cash used in financing activities			<u> </u>		<u> </u>
			-		-
Net increase/(decrease) in cash and cash equivalents			122,708		(6,310)
Cash and cash equivalents at beginning of year			<u>80,926</u>		<u>87,236</u>
Cash and cash equivalents at end of year			<u><u>203,634</u></u>		<u><u>80,926</u></u>

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Chapter (West Cheshire) Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Stanlaw Abbey Business Centre, Dover Drive, Ellesmere Port, Cheshire, CH65 9BF.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The Charity is a Public Benefit Entity as defined by FRS 102.

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

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

1.3 Charitable funds

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

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

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Income

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

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

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

1.5 Expenditure

Expenditure is recognised when it is incurred and is recorded gross of related income on the following bases:

- Charitable expenditure comprises direct expenditure including direct staff costs attributable to its activities.
- Governance costs comprise those incurred as a result of constitutional and statutory requirements.

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

1.6 Tangible fixed assets

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

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

Fixtures and fittings	15% reducing balance
Computers	25% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

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

1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

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

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

Basic financial assets

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

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Basic financial liabilities

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

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

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

Derecognition of financial liabilities

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

1.10 Employee benefits

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

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

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Donations and gifts	9,026	-	9,026	23,979	-	23,979
Grants Receivable and Contracts	145,314	135,038	280,352	77,813	85,804	163,617
	<u>154,340</u>	<u>135,038</u>	<u>289,378</u>	<u>101,792</u>	<u>85,804</u>	<u>187,596</u>
Grants receivable for core activities						
Anne Duchess of Westminster	-	-	-	5,000	-	5,000
The National Lottery	10,000	36,757	46,757	-	20,000	20,000
Bupa UK Foundation	-	7,809	7,809	-	9,441	9,441
Charities Aid Foundation	15,024	-	15,024	-	-	-
Cheshire Community Foundation – Various Grants	10,000	23,581	33,581	-	5,433	5,433
CWAC	47,980	14,006	61,986	25,480	-	25,480
Garfield Weston	3,750	-	3,750	-	-	-
The Henry Smith Charity	-	25,201	25,201	-	18,675	18,675
John Moores Foundation	-	-	-	-	5,000	5,000
Lloyds Bank Foundation	27,500	-	27,500	-	-	-
Marjory Boddy Charitable Trust	-	-	-	-	3,000	3,000
NHS West Cheshire CCG	15,210	-	15,210	10,000	-	10,000
People's Health Trust	-	4,077	4,077	-	2,566	2,566
Stanlaw Abbey Development Trust Ltd	-	1,597	1,597	-	7,712	7,712
Steve Morgan Foundation	8,000	-	8,000	-	-	-
Vivo Care Choices Ltd	-	2,762	2,762	-	-	-
West Cheshire Mental Health Forum	-	280	280	-	175	175
Westminster Foundation	5,000	-	5,000	15,000	-	15,000
Other	2,850	18,968	21,818	22,333	13,802	36,135
	<u>145,314</u>	<u>135,038</u>	<u>280,352</u>	<u>77,813</u>	<u>85,804</u>	<u>163,617</u>

4 Charitable activities

	Charitable Income	Charitable Income
	2021	2020
	£	£
Sales within charitable activities	<u>30,137</u>	<u>9,583</u>

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

5 Investments

Unrestricted funds	Unrestricted funds
2021	2020
£	£

Interest receivable	22	133
---------------------	----	-----

6 Raising funds

Unrestricted funds	Restricted funds	Total	Total
2021	2020	2021	2020
£	£	£	£

Fundraising and publicity

Other fundraising costs	687	173	860	3,706
-------------------------	-----	-----	-----	-------

	687	173	860	3,706
--	-----	-----	-----	-------

Fundraising and publicity	3,613	93		3,706
---------------------------	-------	----	--	-------

7 Charitable activities

Charitable Expenditure	Charitable Expenditure
------------------------	------------------------

2021	2020
------	------

£	£
---	---

Staff costs	186,893	153,135
-------------	---------	---------

Service-user support costs	15,435	10,987
----------------------------	--------	--------

Connect volunteer programme	11,449	287
-----------------------------	--------	-----

Business expenses	17,581	20,714
-------------------	--------	--------

General expenses	5,425	6,950
------------------	-------	-------

Depreciation and impairment	3,159	3,567
-----------------------------	-------	-------

WCMHF expenditure	280	175
-------------------	-----	-----

	240,223	195,813
--	---------	---------

Share of governance costs (see note 8)	2,340	2,408
--	-------	-------

	242,563	198,221
--	---------	---------

Analysis by fund

Unrestricted funds	114,493	99,902
--------------------	---------	--------

Restricted funds	128,070	98,319
------------------	---------	--------

	242,563	198,221
--	---------	---------

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

8 Support costs

	Support costs	Governance costs	2021	2020	Basis of allocation
	£	£	£	£	
Accountancy	-	2,340	2,340	2,220	Governance
AGM and Trustee meeting costs	-	-	-	188	Governance
	<u>-</u>	<u>-</u>	<u>-</u>	<u>188</u>	
	-	2,340	2,340	2,408	
	<u>-</u>	<u>2,340</u>	<u>2,340</u>	<u>2,408</u>	
Analysed between					
Charitable activities	-	2,340	2,340	2,408	
	<u>-</u>	<u>2,340</u>	<u>2,340</u>	<u>2,408</u>	

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

10 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Charitable and management	<u>11</u>	<u>8</u>
Employment costs	2021	2020
	£	£
Wages and salaries	<u>186,893</u>	<u>153,135</u>

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

11 Transfers

A transfer of £6,295 was made during the year from restricted to unrestricted. The transfer was in relation to fixed assets purchased from restricted funds which could be used for unrestricted purposes.

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

12 Tangible fixed assets

	Fixtures and fittings	Computers	Total
	£	£	£
Cost			
At 1 April 2020	9,734	5,583	15,317
Additions	599	5,696	6,295
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2021	10,333	11,279	21,612
	<u> </u>	<u> </u>	<u> </u>
Depreciation and impairment			
At 1 April 2020	2,913	4,470	7,383
Depreciation charged in the year	1,113	2,046	3,159
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2021	4,026	6,516	10,542
	<u> </u>	<u> </u>	<u> </u>
Carrying amount			
At 31 March 2021	6,307	4,763	11,070
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2020	6,821	1,114	7,935
	<u> </u>	<u> </u>	<u> </u>

13 Debtors

	2021	2020
	£	£
Amounts falling due within one year:		
Trade debtors	8,466	5,830
Prepayments and accrued income	880	873
	<u> </u>	<u> </u>
	9,346	6,703
	<u> </u>	<u> </u>

14 Creditors: amounts falling due within one year

	2021	2020
	£	£
Other taxation and social security	3,928	1,327
Other creditors	10,936	3,116
Accruals and deferred income	81,611	39,660
	<u> </u>	<u> </u>
	96,475	44,103
	<u> </u>	<u> </u>

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

15

Restricted funds

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

	Movement in funds			Movement in funds			
	Balance at 1 April 2019	Incoming resources	Resources expended	Balance at 1 April 2020	Incoming resources	Resources expended	Balance at 31 March 2021
	£	£	£	£	£		£
Big Lottery- Awards for All	-	10,000	(10,000)	-	-	-	-
Big Lottery - Heritage	-	10,000	(10,000)	-	-	-	-
The National Lottery Community Fund	-	-	-	-	36,757	(36,757)	-
Cheshire Community Foundation- Main Grant	-	2,969	(2,969)	-	4,151	(4,151)	-
Cheshire Community Foundation- Tampon Tax	-	2,464	(2,464)	-	3,696	(3,696)	-
Cheshire Community Foundation – COVID19 Response fund	-	-	-	-	4,530	(4,530)	-
Cheshire Community Foundation – Cheshire Minds Matter fund	-	-	-	-	11,204	(11,204)	-
Cheshire West & Chester	-	-	-	-	14,006	(14,006)	-
The Henry Smith Charity	-	18,675	(12,450)	6,225	25,201	(25,201)	6,225
NHS West Cheshire CCG - WCMHF	-	175	(175)	-	280	(208)	-
Vivo Care Choices Ltd	-	-	-	-	2,762	(2,762)	-
P H Holt Foundation	5,472	-	(5,472)	-	-	-	-
Sports Council Trust Company	9,799	-	(9,799)	-	-	-	-
The D'Oyly Carte Charitable Trust	2,775	-	(2,775)	-	-	-	-
Westhill Endowment	787	-	(787)	-	-	-	-
BUPA UK Foundation	-	9,441	(9,441)	-	7,809	(7,809)	-
Chester Lions	-	218	(218)	-	-	-	-
Chester Soup Kitchen	-	600	(600)	-	-	-	-
Chester Municipal Charities	-	3,632	(3,362)	-	5,800	(5,800)	-
Festival Church	-	250	(250)	-	-	-	-
The Finnis Scott Foundation	-	-	-	-	1,000	(1,000)	-
Hemby Charitable Trust	-	500	(500)	-	-	-	-
The Hospital Saturday Fund	-	-	-	-	2,000	(2,000)	-
John Moores Foundation	-	5,000	(5,000)	-	-	-	-
Marjory Boddy Trust	-	3,000	(3,000)	-	1,000	(1,000)	-
Medicash	-	500	(500)	-	-	-	-
Neston Town Council	-	2,300	(2,300)	-	1,000	(1,000)	-
People's Health Trust	-	2,566	(2,566)	-	4,077	(4,077)	-
The Percy Bilton Charity	-	77	(77)	-	423	(423)	-
Skipton Building Society Charitable	-	500	(500)	-	-	-	-
St James's Place Foundation	-	2,500	(2,500)	-	-	-	-
Stanlaw Abbey Development Trust	-	7,712	(7,712)	-	1,597	(1,597)	-

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Tesco Bags of Help (Groundworks)	-	375	(375)	-	-	-	-
Ursula Keyes Trust	-	2,350	(2,350)	-	-	-	-
The Clothworkers' Foundation	-	-	-	-	1,300	(1,300)	-
Sanctuary Group	-	-	-	-	500	-	500
The Sir Jules Thorn Charitable Trust	-	-	-	-	1,250	(1,250)	-
Neighbourly Community Fund	-	-	-	-	400	(400)	-
Matrix Chambers Ltd	-	-	-	-	419	(419)	-
United Way UK Give Local (Costco)	-	-	-	-	1,500	(1,500)	-
Sport England	-	-	-	-	2,376	(2,376)	-
	<u>18,833</u>	<u>85,804</u>	<u>(98,412)</u>	<u>6,225</u>	<u>135,038</u>	<u>(134,538)</u>	<u>6,725</u>

The National Lottery Community Fund

Delivery of Aspire wellbeing support, Belong activities and The Haven greenspace community project

Cheshire Community Foundation (Main grant fund)

RESET wellbeing programme

Cheshire Community Foundation (Tampon Tax fund)

BUMP wellbeing programme

Cheshire Community Foundation (COVID19 Response fund)

Capacity building to enable an increase in support delivery

Cheshire Community Foundation (Cheshire Minds Matter fund)

Partnership with other local organisations to develop and deliver telephone based mental health recovery service, delivered primarily by volunteers

Cheshire West & Chester (Community Response fund)

Towards project manager salary for The Haven greenspace community project

Cheshire West & Chester (Localities fund)

The Haven greenspace community project site clearance

Cheshire West & Chester (Members' budget)

Signage for The Haven greenspace community project

Cheshire West & Chester

The Haven greenspace community project site survey

The Henry Smith Charity

Towards activity wellbeing coach salaries

NHS West Cheshire CCG

West Cheshire Mental Health Forum

A community consultation group, of which Chapter manage the book-keeping

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Vivo Care Choices Ltd
The Haven greenspace community project

Bupa UK Foundation
RESET wellbeing programme

Chester Municipal Charities
RESET wellbeing programme

The Finnis Scott Foundation
Towards allotment expenses

The Hospital Saturday Fund
Towards staff training

Marjory Boddy Charitable Trust
Towards wellbeing coach salary

Neston Town Council
Supporting service-users in Neston

People's Health Trust
Activity sessions for service-users

The Percy Bilton Charity
Towards allotment equipment

Stanlaw Abbey Development Trust Ltd
RESET wellbeing programme

The Clothworkers' Foundation
IT equipment

Sanctuary Group
Allotment materials and equipment

The Sir Jules Thorn Charitable Trust
Allotment materials and equipment

Neighbourly Community Fund
Partnership with Milestone Mums to support new and soon-to-be mothers' mental health

Matrix Chambers Ltd
Volunteer training

United Way UK Give Local (Costco)
Allotment shed and equipment

Sport England
COVID19 Return to Play fitness sessions

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

15 Restricted funds

During the year the following donations and grants have been received but the amounts have been deferred to future periods.

• Lloyds Bank Foundation	£5,500
• The Henry Smith Charity	£6,324
• NHS Charities Together Funds	£993
• Vivo Care Choices Ltd	£1,970
• Cheshire Community Foundation – Assura Fund	£5,000
• Matrix Chambers Ltd	£581
• Co-op Local Community Fund	£1,366
• Cheshire Community Foundation	£33,570
• Garfield Weston	£11,250
• Sport England	£4,495
• Chester Soup Kitchen	£700
• Westhill Endowment	£3,500
• St James' Place	£2,500
• Cheshire West & Chester Localities Fund	£1,250

16 Analysis of net assets between funds

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	11,070	-	11,070	7,935	-	7,935
Current assets/(liabilities)	109,780	6,725	116,505	37,301	6,225	43,526
	<u>120,850</u>	<u>6,725</u>	<u>127,575</u>	<u>45,236</u>	<u>6,225</u>	<u>51,461</u>

17 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel, who is the Chief Officer, is as follows.

	2021 £	2020 £
Aggregate compensation	<u>37,849</u>	<u>36,153</u>

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

18	Cash generated from operations	2021	2020
		£	£
	Surplus/(deficit) for the year	76,115	(4,615)
	Adjustments for:		
	Investment income recognised in statement of financial activities	(22)	(133)
	Depreciation and impairment of tangible fixed assets	3,159	3,565
	Movements in working capital:		
	(Increase)/decrease in debtors	(2,643)	2,005
	Increase/(decrease) in creditors	52,372	(3,794)
	Cash generated from/(absorbed by) operations	128,981	(2,972)

19	Analysis of changes in net funds
	The Charity had no debt during the year.