

Charity registration number 1072395

Company registration number 3294547 (England and Wales)

CHAPTER (WEST CHESHIRE) LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

CHAPTER (WEST CHESHIRE) LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Lee Mooney
	Stephanie Ogunjimi
	Gabor Balint
	Louise McWatt
	Kevin Hochard
	Joanne Hadley
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
	24 Nicholas Street
	Chester
	CH1 2AU
Bankers	Metro Bank
	15 Paradise Street
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	L1 3EU

CHAPTER (WEST CHESHIRE) LIMITED

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CHAPTER (WEST CHESHIRE) LIMITED

CHAIR'S REPORT

FOR THE YEAR ENDED 31 MARCH 2024

I am delighted to be able to say that over this last financial year to 31 March 2024, Chapter has gone from strength to strength both financially and in terms of the service breadth and quality we have been able to deliver. Over the last year there has been little evidence of improvement in the challenges faced by the NHS and capacity in Social Care has continued to be well below even a basic level of adequacy. The ongoing cost of living crisis has only added to the stresses of everyday life for many. The mental health services provided by Chapter across Cheshire West and Chester have continued to provide vital support to people who otherwise may have no access to alternative help.

In the 2023/24 financial year, Chapter has continued its trajectory of strengthening its financial performance and position. We closed our 2023/24 financial year with a healthy surplus, which puts us into a sustainable position. This outcome is a testament to the leadership and efforts of all staff of this small organisation and it makes planning for the future very exciting, exploring how we can continue to expand our services in a responsible and financially affordable way.

We are very lucky to have such a professional, dedicated and hugely capable team delivering excellent programmes and support for our service users. They are led by our CEO, Jolene Weaver who has shown exceptional leadership and I know the wider team feel they have exceptional support which means we have retained our staff and created opportunities for them to develop and grow in their roles. We have updated and improved our risk management policies and adapted our programmes to ensure we remain current and up to date in all we do. Our use of volunteers continues to prove very successful, and they are a crucial element of our service delivery. They themselves receive extensive training and valuable work experience.

Chapter benefits from continued support from both our loyal long-term funding supporters and from new sources of funding which has allowed us to operate with confidence and to selectively expand our service provision into areas where there is clearly additional need. We could not be more grateful for their support and the confidence they have shown in Chapter to deliver on our commitments to them.

We continue to offer four core services, these being Aspire, Connect, RE:SET and Belong. These programmes can be reviewed on our website, and they continue to deliver to the varying needs of our service users with the same high level of quality and effectiveness. We have also continued to make good use of The Haven and have been pleased to see its use continuing to expand. The programmes we offer empower our service users and help to support both them and their families to progress to a better place, with confidence and trust key to that progress. The feedback and case studies that we review regularly give us confidence that we are making a truly positive difference in the communities we serve.

It has been a privilege for me to remain as Chair of Chapter through a second year of strong progress and success. At the next AGM Stephanie Ogunjimi will be stepping down as Deputy Chair and retiring as a Trustee. I would like to express my own personal thanks to Steph and the thanks of everyone at Chapter for the major contribution she has made during her time with us. Our intent is to appoint Joanne Hadley as our new Deputy Chair at the AGM and I am confident she can do a great job in this expanded role.

Chapter will continue to strive to meet the mental health support needs of the communities we serve across Cheshire West and Chester. Our key focus will remain on quality and effectiveness of the services we deliver. We plan to expand our services in precise areas where there is a recognised need, and funding support available, to deliver the quality standards we set ourselves. Everything we do is dependent on the support and generosity of our funding partners, and this allows us to retain a Chapter team of exceptional capabilities who can really make a difference to people's lives. I cannot thank either of these enough for what they enable Chapter to deliver.

I look forward to Chapter continuing to evolve and positively develop and broaden our capabilities to meet some very important needs of our local communities and I have every confidence in our ability to do so.

Lee Mooney
Chair

CHAPTER (WEST CHESHIRE) LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their annual report and financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in Note 1 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).

Objectives and activities

All of Chapter's activities are developed to ensure it can achieve the following aims:

- 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.

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.

The trustees confirm their regard for 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 publicly 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
- The core of Chapter's services are free at the point of delivery to its service users, except in certain instances such as the provision of training courses to corporate/private clients.

Activities

Chapter continues to provide a variety of services and activities to promote mental health recovery, these include:

- ASPIRE – focused one-to-one mental health coaching to enable people living with mental ill-health to set meaningful goals to support their recovery. Motivational, emotional, and positive encouragement remain an integral part of this work
- BELONG – group activities that bring people living with mental ill-health together around a shared interest to build confidence, meet new people, and try new things. We have developed a wider offer for this service in 2023/24 thanks to our National Lottery funding
- CONNECT – our one-to-one listening service providing a non-judgemental listening ear. This is delivered by an amazing team of trained volunteers
- RE:SET - a series of mental health and wellbeing workshops promoting positive mental health. RE:SET supports people to develop life skills to aid their mental health recovery. Peer support is a particularly successful aspect of this work.

CHAPTER (WEST CHESHIRE) LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

We continue to develop our work with the wider community including at The Haven, our wellbeing garden in Ellesmere Port. Alongside sessions delivered by the Chapter team, we have continued to enable other community organisations to access the space. In 2023/24 the Wilderness Tribe delivered a men's mental health group there on a weekly basis. At the end of 2023, a national charity, The Conservation Volunteers, approached Chapter to deliver a range of sessions at The Haven. We are excited to see how this new relationship develops over the next year bringing benefits for both Chapter service users and the wider community. We have continued to develop our work with the private and statutory sector delivering a range of bespoke mental health and wellbeing workshops alongside accredited Mental Health First Aid qualifications.

Partnerships

Chapter continues to work in partnership with other organisations to deliver best outcomes for the people who need our services. We have been an instrumental member of the local Mental Health Alliance, a group of voluntary and community sector organisations collaborating to make a real difference in the local mental health services landscape.

Achievements and performance

In 2023/24 Chapter surpassed its previous year's achievements by working with 324 unique individuals with a total of 2,882 attendances. We continued to receive a high number of referrals through a wide range of referral sources and developed new pathways with organisations such as specialist drug and alcohol services. Our service users continue to reflect the community we serve with a diverse range of needs. We continue to provide our support based on the presenting needs of the individual, adapting our delivery to ensure the best outcomes for everyone who accesses Chapter.

We value our whole team at Chapter recognising the contribution of both our paid staff and the wider volunteer team. We offer initial and ongoing training to ensure that everyone has the skills and confidence they need to provide the best quality service to those who need our support.

We monitor our policy frameworks to ensure we are meeting all statutory requirements, managing risk to the organisation and supporting our team to deliver a range of high-quality services meeting the needs of people living with mental ill-health in the local area.

Financial review

Chapter maintains adequate controls over the assets of the charity which are regularly reviewed by the CEO, Treasurer and board of trustees. The financial performance and position of the organisation is captured in monthly management accounts that are annotated by the CEO and shared with the trustees. The charity has restricted and unrestricted accounts as described in the accounts.

Continuing on the trajectory we started in 2022/23, we have achieved a complete turnaround in our financial performance. Our structure and cost control meant that, despite the challenging economic environment and continuing to reward our staff in a responsible way, we have kept costs virtually at the same level as the previous financial year, as they increased by just over £1k to £240k from £239k. At the same time, Chapter has been able to increase its income by just over 20% from the previous year, to £294k from £245k. We have been successful in applying for grants for specific work and our success in obtaining funding from the National Lottery has made a material difference.

Over the year we worked to diversify our income streams. This included securing funding from contracts with statutory agencies such as the local authority and health partners, securing donations from the wider community, delivering training to private businesses, and receiving grants from charitable trusts.

CHAPTER (WEST CHESHIRE) LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Financial reserve strategy

The company's reserve strategy has been formulated under the guidance of the Charity Commission (Charity reserves: building resilience (CC19)) that sets out that there is no single level or even a range of reserves that is right for all charities. Any target set by trustees for the level of reserves to be held, or decision that there is no need for reserves, should reflect the particular circumstances of the individual charity. For Chapter, its Reserves Policy is reviewed annually, and its reserves position is calculated monthly in the management accounts. The purpose of reserves is to support the ongoing objectives of the charity so that negative fluctuations in funding would 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 protected reserves representing at least two months' running costs plus closure costs. As a secondary indicator, we are also tracking and monitoring six months' running costs as a lead-indicator and review this quarterly. The Treasurer and CEO, supported by the finance officer work closely and meet regularly to review the financial performance and position of the organisation.

Financial risk

As a small charity Chapter still relies heavily on short term grant funding, however securing a three-year grant from the National Lottery (2023-2026) has increased our stability and ability to plan. We continue to work to develop our corporate services offer to increase earned income and we are working to build relationships in the community to maximise donations from members of the public who have an interest in our work.

Risk management

The Board of Trustees regularly reviews the major risk to which Chapter is exposed through regular reports from the CEO. Whenever possible, processes and procedures are in place to mitigate these risks and a clear policy framework helps to ensure risks are monitored, managed, and mitigated as far as reasonably practicable. 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 the adoption of a suite of clear policies and procedures.

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 are central to all our activities.

Structure, governance and management

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.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Lee Mooney
Stephanie Ogunjimi
Gabor Balint
Louise McWatt
Kevin Hochard
Joanne Hadley

CHAPTER (WEST CHESHIRE) LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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 conflicts of interest
- attend board of trustee meetings
- help with specific projects as required
- be legally able to carry out their duties as trustees

Trustees are appointed by the board of trustees. New trustees are recruited as required to complement the skills of existing trustees. New trustees undergo an induction into the organisation which includes, as a minimum, training around safeguarding and confidentiality. All board members sign the Trustee Handbook on induction.

Management

Chapter's activities are overseen by a board of trustees; at the start of the financial year 2023/24 the board consisted of six trustees. The board of trustees meets, on average, every eight weeks to receive reports from the Chief Executive Officer and to effect strategic and administrative decisions. Chapter does not operate a sub-committee structure. To ensure that the board is informed about Chapter's performance between board meetings, the Treasurer approves monthly management accounts. The CEO also prepares regular briefings which provide updates about the team, finance and fundraising, service provision, and marketing and engagement. The board also regularly reviews the Risk Register.

At each board meeting the CEO provides a more detailed report including information about new opportunities, any risks, any serious incidents and any safeguarding or health and safety issues. The CEO also presents performance against key performance indicators which the board agrees at the beginning of each financial year – these may be adjusted if new projects are secured. Presentations by members of staff on different aspects of the work with Chapter may also be periodically brought to the board of trustees meeting.

Structure

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, 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 the Republic of Ireland (FRS 102) (effective 1 January 2019).

CEO comments

It has been a privilege to lead the Chapter team over the past 12 months. It has been another challenging year for people living with mental ill-health. Unfortunately, too many people are still struggling to find the help and support they need to thrive. Many of the people that we are working with face complex challenges; fortunately, we have a skilled team that continue to draw upon their experiences to support people effectively.

In 2024 we will be working with our community to review our strategy to ensure that Chapter is still meeting the needs of the community it serves, ensuring that we continue to focus on the things that matter to the people we work with.

Independent examiner

Mitchell Charlesworth was appointed as Independent Examiner for 2023/24 and a resolution will be put before the Annual General Meeting regarding future Independent Examiner.

CHAPTER (WEST CHESHIRE) LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

The Trustees report was approved by the Board of Trustees.



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Lee Mooney

Trustee

23/09/2024

Date:

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 2024.

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 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 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

24 Nicholas Street
Chester
CH1 2AU

Dated: 24 September 2024

CHAPTER (WEST CHESHIRE) LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income from:							
Donations and legacies	3	51,912	235,329	287,241	103,258	133,613	236,871
Charitable activities	4	5,289	-	5,289	8,550	-	8,550
Investments	5	2,386	-	2,386	-	-	-
Total income		59,587	235,329	294,916	111,808	133,613	245,421
Expenditure on:							
Charitable activities	6	5,239	235,329	240,568	105,778	133,613	239,391
Total expenditure		5,239	235,329	240,568	105,778	133,613	239,391
Net income and movement in funds		54,348	-	54,348	6,030	-	6,030
Reconciliation of funds:							
Fund balances at 1 April 2023		76,360	-	76,360	70,330	-	70,330
Fund balances at 31 March 2024		130,708	-	130,708	76,360	-	76,360

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

CHAPTER (WEST CHESHIRE) LIMITED

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	11		5,989		8,869
Current assets					
Debtors	12	2,718		106,912	
Cash at bank and in hand		200,137		129,383	
		202,855		236,295	
Creditors: amounts falling due within one year	13	(78,136)		(168,804)	
Net current assets			124,719		67,491
Total assets less current liabilities			130,708		76,360
Net assets excluding pension liability			130,708		76,360
			=====		=====
The funds of the Charity					
Unrestricted funds			130,708		76,360
			130,708		76,360
			=====		=====

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 2024.

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

The members have not required the company to obtain an audit of its financial statements 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.

11/09/2024

The financial statements were approved by the Trustees on

Gabor Balint

.....
Gabor Balint
Trustee

Company registration number 3294547 (England and Wales)

CHAPTER (WEST CHESHIRE) LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash generated from operations	16		68,368		27,717
Investing activities					
Proceeds from disposal of tangible fixed assets		-		400	
Investment income received		2,386		-	
		<hr/>		<hr/>	
Net cash generated from investing activities			2,386		400
Net cash used in financing activities			-		-
			<hr/>		<hr/>
Net increase in cash and cash equivalents			70,754		28,117
Cash and cash equivalents at beginning of year			129,383		101,266
			<hr/>		<hr/>
Cash and cash equivalents at end of year			200,137		129,383
			<hr/> <hr/>		<hr/> <hr/>

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

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 or grantors 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.

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.5 Expenditure

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

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

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.

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 the statement of financial activities.

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.

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Basic financial assets

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

Basic financial liabilities

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

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

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

Derecognition of financial liabilities

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

1.10 Employee benefits

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

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

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 2024

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024 £	2024 £	2024 £	2023 £	2023 £	2023 £
Donations and gifts	7,946	-	7,946	25,585	-	25,585
Grants Receivable and Contracts	43,966	235,329	279,295	77,673	133,613	211,286
	<u>51,912</u>	<u>235,329</u>	<u>287,241</u>	<u>103,258</u>	<u>133,613</u>	<u>236,871</u>
Grants receivable for core activities						
Albert Gubay	-	18,909	18,909	-	6,306	6,306
The National Lottery - Awards for All	-	7,425	7,425	-	10,475	10,475
The National Lottery - Community Fund	-	88,410	88,410	-	-	-
Charlie Waller Institute	3,495	-	3,495	-	-	-
Cheshire Community Foundation - various grants	-	8,144	8,144	-	4,074	4,074
Cheshire East Council	-	-	-	-	12,399	12,399
Cheshire West & Chester Council	-	29,615	29,615	-	35,480	35,480
CWP NHS Foundation Trust	-	22,498	22,498	-	-	-
The Edward Gostling Foundation	8,000	-	8,000	-	-	-
Garfield Weston	6,253	-	6,253	25,000	-	25,000
The Haberdashers' Company	-	3,576	3,576	-	-	-
Masonic Charitable Trust	-	6,664	6,664	-	3,336	3,336
NHS Cheshire CCG	-	6,970	6,970	10,436	13,940	24,376
NHS Cheshire & Merseyside	-	10,436	10,436	-	-	-
People's Postcode Trust	-	13,377	13,377	-	-	-
Severn Trent	-	-	-	-	20,000	20,000
Tudor Trust	16,668	-	16,668	25,000	-	25,000
UKH Foundation	5,000	-	5,000	-	-	-
Versus Arthritis	-	4,998	4,998	-	-	-
West Cheshire Mental Health Forum	-	119	119	-	414	414
Westminster Foundation	-	2,503	2,503	-	10,000	10,000
Other	4,550	11,685	16,235	17,237	17,189	34,426
	<u>43,966</u>	<u>235,329</u>	<u>279,295</u>	<u>77,673</u>	<u>133,613</u>	<u>211,286</u>

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Sales within charitable activities		
Sale of goods	5,289	8,550

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	2,386	-

6 Expenditure on charitable activities

	Charitable activities 2024 £	Charitable activities 2023 £
Direct costs		
Staff costs	178,690	183,140
Depreciation and impairment	2,880	3,241
Service-user support costs	18,796	20,336
Business expenses	37,383	29,359
WCMHF expenditure	119	413
	237,868	236,489
Share of support and governance costs (see note 7)		
Governance	2,700	2,902
	240,568	239,391
Analysis by fund		
Unrestricted funds	5,239	105,778
Restricted funds	235,329	133,613
	240,568	239,391

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

7 Support costs allocated to activities

	2024 £	2023 £
Governance costs	2,700	2,902
Analysed between:		
Charitable activities	2,700	2,902

8 Trustees

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

9 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Charitable and management	9	8

Employment costs

	2024 £	2023 £
Wages and salaries	178,690	183,140

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

Remuneration of key management personnel

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

	2024 £	2023 £
Aggregate compensation	35,995	33,958

10 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

11 Tangible fixed assets

	Fixtures and fittings	Computers	Total
	£	£	£
Cost			
At 1 April 2023	13,223	12,656	25,879
At 31 March 2024	13,223	12,656	25,879
Depreciation and impairment			
At 1 April 2023	6,579	10,431	17,010
Depreciation charged in the year	996	1,884	2,880
At 31 March 2024	7,575	12,315	19,890
Carrying amount			
At 31 March 2024	5,648	341	5,989
At 31 March 2023	6,644	2,225	8,869

12 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Trade debtors	913	105,430
Other debtors	650	100
Prepayments and accrued income	1,155	1,382
	2,718	106,912

13 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	2,721	2,355
Other creditors	3,507	4,088
Accruals and deferred income	71,908	162,361
	78,136	168,804

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

14 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	Movement in funds			Movement in funds			
	Balance at 1 April 2022	Incoming resources	Resources expended	Balance at 1 April 2023	Incoming resources	Resources expended	Balance at 31 March 2024
	£	£	£	£	£	£	£
Albert Gubay	-	6,306	(6,306)	-	18,909	(18,909)	-
Asda							
Foundation	-	-	-	-	400	(400)	-
Big Lottery -							
Awards for All	-	2,475	(2,475)	-	7,425	(7,425)	-
Big Lottery -							
Heritage	-	8,000	(8,000)	-	-	-	-
Cheshire							
Community							
Foundation -							
Improving							
Outcomes	-	4,074	(4,074)	-	8,144	(8,144)	-
Cheshire East							
Council	-	12,399	(12,399)	-	-	-	-
Cheshire West							
& Chester							
Council	-	35,480	(35,480)	-	29,615	(29,615)	-
Chester							
Bluecoat							
Charity	-	300	(300)	-	-	-	-
CWP NHSFT	-	-	-	-	22,498	(22,498)	-
Decibellas	-	-	-	-	502	(502)	-
Department of							
Work &							
Pensions	-	-	-	-	64	(64)	-
Duchy of							
Lancaster	-	-	-	-	546	(546)	-
The							
Haberdashers'							
Benevolent							
Foundation	-	-	-	-	3,576	(3,576)	-
Hemby							
Charitable							
Trust	-	1,000	(1,000)	-	-	-	-
Hydrogen							
Village Fund							
(CWVA)	-	-	-	-	1,000	(1,000)	-
Masonic							
Charitable							
Foundation	-	3,336	(3,336)	-	6,664	(6,664)	-
Morrison's							
Foundation	-	3,437	(3,437)	-	1,143	(1,143)	-

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

14	Restricted funds	(Continued)						
	The National Lottery	-	-	-	-	88,410	(88,410)	-
	NHS Education	-	13,940	(13,940)	-	6,970	(6,970)	-
	NHS Cheshire	-	-	-	-	10,436	(10,436)	-
	NHS West Cheshire CCG - WCMHF	-	413	(413)	-	119	(119)	-
	People's Postcode Trust	-	-	-	-	13,377	(13,377)	-
	Prince of Wales Charitable Fund	-	1,500	(1,500)	-	-	-	-
	Robert Clutterbuck Charitable Trust	-	1,000	(1,000)	-	-	-	-
	Sanctuary Group	-	1,000	(1,000)	-	1,500	(1,500)	-
	Cheshire West Crowdfund (Spacehive)	-	5,102	(5,102)	-	-	-	-
	Severn Trent	-	20,000	(20,000)	-	-	-	-
	The Chrimes Family Charitable Trust	-	1,500	(1,500)	-	-	-	-
	UKSPF (CWVA)	-	-	-	-	2,500	(2,500)	-
	The Ursula Keyes' Trust	-	-	-	-	2,030	(2,030)	-
	Versus Arthritis	-	-	-	-	4,998	(4,998)	-
	Vivo Care Choices Ltd	-	1,850	(1,850)	-	-	-	-
	WC&NW Chamber of Commerce	-	500	(500)	-	-	-	-
	Westminster Foundation	-	10,000	(10,000)	-	2,503	(2,503)	-
	3 Counties Connected	-	-	-	-	2,000	(2,000)	-
		-	133,613	(133,613)	-	235,329	(235,329)	-

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

14 Restricted funds

(Continued)

Albert Gubay - Aspire wellbeing coach salaries

Asda Foundation - Belong activity supplies

Big Lottery (Awards for All) - Belong activity sessions

Cheshire Community Foundation (Improving Outcomes fund) - Aspire programme

Cheshire West & Chester Council - Aspire programme

CWP NHSFT - Aspire programme

CWP NHSFT - Belong sessions and Connect programme in Cheshire East

Decibellas - support for parents of children with mental ill-health

Duchy of Lancaster - Office furniture

The Haberdashers' Benevolent Foundation - Belong sessions and Connect programme in rural Cheshire

Hydrogen Village Fund (CWVA) - Belong activity sessions

Masonic Charitable Trust - Belong activity sessions

Morrison's Foundation - Belong arts and crafts sessions

The National Lottery - Supporting all core services

NHS Education - Wellbeing coach peer support training

NHS Cheshire - RESET sessions

NHS Cheshire - West Cheshire Mental Health Forum - a community consultation group, of which Chapter manage the book-keeping

People's Postcode Trust - Belong activity sessions

Sanctuary Group - Belong activity sessions

UKSPF (CWVA) - Belong arts & crafts sessions

The Ursula Keyes' Trust - IT equipment

Versus Arthritis - Belong activity sessions

Westminster Foundation - Aspire wellbeing coach salaries

3 Counties Connected - Belong activity trips

CHAPTER (WEST CHESHIRE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023	Incoming resources	Resources expended	At 31 March 2024
	£	£	£	£
General funds	76,360	59,587	(5,239)	130,708
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Previous year:	At 1 April 2022	Incoming resources	Resources expended	At 31 March 2023
	£	£	£	£
General funds	70,330	111,808	(105,778)	76,360
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

16 Cash generated from operations

	2024	2023
	£	£
Surplus for the year	54,348	6,030
Adjustments for:		
Investment income recognised in statement of financial activities	(2,386)	-
(Gain)/loss on disposal of tangible fixed assets	-	81
Depreciation and impairment of tangible fixed assets	2,880	3,241
Movements in working capital:		
Decrease/(increase) in debtors	104,194	(88,751)
(Decrease)/increase in creditors	(90,668)	107,116
Cash generated from operations	<u>68,368</u>	<u>27,717</u>

17 Analysis of changes in net funds

The Charity had no material debt during the year.