

# CAPITAL PROJECT TRUST

England & Wales · Charity number 1087420

## Details

|                |                                                         |
|----------------|---------------------------------------------------------|
| Other names    | CAPITAL, CAPITAL PROJECT                                |
| Status         | Registered                                              |
| Legal form     | Charitable company                                      |
| Company number | <a href="#">04157375</a>                                |
| Registered     | 2001-07-09                                              |
| Register       | <a href="#">View on the Charity Commission register</a> |

## Contact

|         |                                                                                 |
|---------|---------------------------------------------------------------------------------|
| Address | Capital Project Trust<br>49 Station Road<br>Polegate<br>East Sussex<br>BN26 6EA |
| Phone   | 01243869662                                                                     |
| Email   | <a href="mailto:enquiries@capitalcharity.org">enquiries@capitalcharity.org</a>  |
| Website | <a href="http://www.capitalcharity.org">www.capitalcharity.org</a>              |

## Activities

**Objects:** (1) ADVANCE THE EDUCATION OF PERSONS SUFFERING, OR HAVING SUFFERED, FROM MENTAL PROBLEMS (THE "SERVICE USERS") IN THE WEST SUSSEX AREA, IN PARTICULAR BUT NOT EXCLUSIVELY BY, THE PROVISION AND ASSISTANCE IN THE PROVISION OF TRAINING FACILITIES AND WORKSHOPS WITH THE AIM OF IMPROVING THEIR QUALITY OF LIFE. (11) ADVANCE THE EDUCATION OF THE PUBLIC IN MATTERS RELATING TO MENTAL HEALTH AND SERVICE USERS' NEEDS, THROUGH THOSE METHODS MENTIONED IN CLAUSE 3(1) ABOVE AND IN SUCH OTHER WAYS AS THE CHARITY MAY DETERMINE.

**Activities:** CAPITAL provides independent community and peer support for people experiencing mental health issues. We are completely led, managed and run by people with lived experience. We provide peer support workers within acute mental health hospitals, run patient forums, membership services & work together with commissioners and partners to change local mental health services through coproduction.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Human Rights/religious Or Racial Harmony/equality Or Diversity, Other Charitable Purposes
- **Who:** Elderly/old People, People With Disabilities, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** THE WEST SUSSEX AREA
- East Sussex
- West Sussex

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-03-31 | £422,816 | £383,352    | -      | -         |
| 2024-03-31 | £331,815 | £352,604    | -      | -         |
| 2023-03-31 | £303,987 | £248,496    | -      | -         |
| 2022-03-31 | £234,208 | £231,010    | -      | -         |
| 2021-03-31 | £163,663 | £109,496    | -      | -         |

## Trustees

| Name                      | Role  | Appointed  |
|---------------------------|-------|------------|
| Susanna Kate Westmore     | Chair | 2022-09-01 |
| Dr HOWARD RODERICK PEARCE |       | 2025-08-29 |
| Latoya Neuvia Labor       |       | 2024-09-01 |
| Linda Gibbs               |       | 2024-09-01 |

**CAPITAL PROJECT TRUST**

England & Wales - Charity number 1087420

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# Accounts

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**REGISTERED COMPANY NUMBER: 04157375 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1087420**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025  
FOR  
CAPITAL PROJECT TRUST**

Lewis Brownlee (Chichester) Limited  
Chartered Accountants  
Appledram Barns  
Birdham Road  
Chichester  
West Sussex  
PO20 7EQ

**CAPITAL PROJECT TRUST**  
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**FOR THE YEAR ENDED 31 MARCH 2025**

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**CAPITAL PROJECT TRUST**  
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**FOR THE YEAR ENDED 31 MARCH 2025**

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Chair of Trustees Report FY24/25 April 2024 - March 2025

- CAPITAL Project Trust rebranded getting a fresh new look and changed name to CAPITAL Charity.
- Agreed that we should change our constitution to broaden our ability to work beyond West Sussex. Begun exciting new projects with West Sussex County Council Drug and Alcohol Partnership and together
- developed a broader report into temporary accommodation and substance misuse issues.
- Increased our range of funders.
- Continued member led groups and developed volunteering.
- Grew our membership to 280 people.
- Supported nearly 2,000 service users and lived experience people.

We completed a third year of management lead in West Sussex coproduction which involves regular meetings of West Sussex Lived Experience Advisory Group members and of Sussex-wide Sussex Coproduction and Lived Experience SCALE Network in partnership with Changing Futures Sussex and Possability People.

CAPITAL continues to provide independent Peer Support Worker and monthly Patient View Point services within West Sussex psychiatric hospitals including the PICU (Psychiatric Intensive Care Unit) Amber Ward at Langley Green Hospital.

One of our Peer Workers produces a monthly magazine for Locality and Hub attendees and patients at Langley Green, Meadowfield and Oaklands Hospitals.

We held a training session in June for existing and potential new Patient View Point facilitation volunteers.

CAPITAL Creative and Connections groups have been run at the Safe Haven CAPITAL Bognor Regis office.

Western Locality meetings resumed.

Members and staff have been active promoting CAPITAL in the community at Pride events, Wellbeing events and at the World Mental Health Day event in October in Worthing.

The CAPITAL CEO and team are actively involved in Pathfinder planning and Board meetings. It's proving to be particularly important in the light of proposed changes in the way that Mental Health Support Services will be recommissioned over the next five or more years.

Having spent around ten years building Pathfinder as a cooperative alliance between Sussex Partnership NHS Trust (SPFT) and a dozen or so Voluntary Community Social Enterprise (VCSE) charities, for next year the NHS commissioners are pressing for a Lead Provider and subcontracting arrangement.

Being among the half of Pathfinder charities that do not have the range and capacity to bid in their own right as Lead Provider, CAPITAL had to seek inclusion and partnership via negotiations with the larger players. Some of which proved more satisfactory than others.

Throughout FY 2024-2025 we have been looking at changing or updating our constitutional governing document to take into account the changing Mental Health Support Services landscape within West Sussex and neighbouring areas. Trustees have attended some workshops to support that.

CAPITAL Project Trust took advantage of a funded look at rebranding the organisation. Communications agency PMW chose CAPITAL to receive free consultation to rebrand.

During consultation workshops working collaboratively we examined how we communicate the meaning, corporate personality identity of CAPITAL and how we would like to evolve.

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**FOR THE YEAR ENDED 31 MARCH 2025**

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At our end of August 2024 AGM the CEO and Trustees explained and outlined proposals seeking approval for updating the CAPITAL governing document. A presentation explained that we face the challenge of a changing commissioning landscape going in to 2025. The Chief Executive and trustees proposed that an important way that we can prepare to meet the changes would be to review and update the governing constitutional document of the charity, known as the Memorandum and Articles. The language of our Memorandum and Articles is dated. It does not reflect our current ambitions and approaches, such as, coproduction. Approval was sought to make some changes in three aspects. To expand the geographical area within which we might operate and recruit, beyond West Sussex. The ways that this would happen should fully take into account the impact on CAPITAL members. To update the way our charity's purpose is expressed, which should include the incorporation of coproduction and lived experience to influence and facilitate change. This will enhance our sustainability through the range of new opportunities that we may bid to fulfil. To make changes to the way we recruit Trustees and their term of service, which will help to maintain a diverse board with the skills and experience needed to oversee a possibly broader geographical range of operation.

The CAPITAL members present and entitled to vote approved by 84% that we may change our area of operation to be able to work outside of West Sussex, that we modernise, the language used to express our purpose, and how the governance by our trustees operates.

Three new trustees were voted onto the Board and joined the Trustee team.

The CEO presented the outcome of the branding review which has resulted in a change of name to become CAPITAL Charity.

September and October 2024, CAPITAL Staff and members were involved in SPFT's 5 year Strategy Development workshops.

CAPITAL were commissioned to bring the voice of service users and people with lived experience to the West Sussex Drug and Alcohol Partnership. A launch took place in the first week of November.

February 2025, we had a Members Meeting and presentation of CAPITAL Members Awards and certificates. This trialed a Saturday meeting day.

CAPITAL ran a Drug and Alcohol Partnership Coproduction Community Fund event.

We also ran some neurodiversity workshops.

There was the launch of a Veteran's Wing meeting in the Arun, Arundel & Worthing locality.

February saw our third Coproduction Conference - The future is in your hands, a coproduced conference organised by CAPITAL, Changing Futures Sussex, Possability People and SPFT. We had 90 people attend the conference in Hove. Peer support workers, lived experience workers, front line staff, managers and commissioners attended the day.

March 2025 Celebrating Peer Champions in Sussex 2024 event with Changing Futures.

R. Davies  
Chair of Trustees  
CAPITAL Charity

**CAPITAL PROJECT TRUST**  
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**FOR THE YEAR ENDED 31 MARCH 2025**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2025. The trustees have adopted the provisions of 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**

**Objectives and aims for the public benefit**

The Capital Project Trust has been established as a Charity since 2001. Completely service user led, it exists with the aim of improving the lives of people who experience mental and emotional distress by:

- Providing mutual peer support and training to people who use mental health services
- Providing training and consultation services to mental health service providers
- Working with partners in the voluntary and statutory sectors to monitor mental health services to ensure that they are as good as they can be
- Raising awareness of mental health issues in the wider communities to promote social inclusion and overcome stigma
- Retain our unique quality as a service user/member led, mutually supportive organisation
- Continue our absolute commitment to putting people first within the organisation, we care about our members, our trustees and our staff and will ensure that people's wellbeing is the fundamental consideration as we develop our business priorities
- Maintain our commitment to making CAPITAL accessible and free to all those who wish to be members
- Work to break down the stigma that people with mental health problems experience by informing the wider public about mental health issues
- Be a voice advocating for improvements to the care for people who use mental health services

We aim to achieve this by:

- Regular group meetings in localities to facilitate information sharing and mutual support.
- Working with the local Clinical Commissioning Groups and other statutory and voluntary sector partners to ensure the people who use mental health services have their voices heard when it comes to changing and improving those services.
- Working with local universities and other educators to deliver training from a service user perspective.
- Engaging with the media and the wider public to inform them about mental health issues, particularly working around World Mental Health Day and Mental Health Awareness Week.
- Working with other local mental health providers as part of Pathfinder West Sussex to achieve a more joined up service offer for people who experience mental distress in the county. We continue to work actively with our partners to build the service and ensure that the voices of the people who use our services are heard loud and clear within this evolving structure.
- Providing independent inpatient peer support to improve mental health services and to offer peer to peer guidance in self-help strategies.
- Delivering formal and less formal peer support training to build expertise within our peer support workforce.
- Facilitating inpatient feedback via Patient Viewpoint groups enabling people to give their views on their experiences of the local hospitals without fear of reprisal.
- Sharing and participating in national service user fora such as NSUN (the National Survivor and User Network), particularly contributing to their campaign on The Value of User Led Organisations.
- Being vociferous throughout the public consultation to Improve Inpatient Services in West Sussex.- Working with partners to influence services through coproduction,

**CAPITAL PROJECT TRUST**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**ACHIEVEMENTS AND PERFORMANCE**

**Introduction**

This report reflects on CAPITAL's work, progress, and challenges across 2024–2025. As a user-led mental health charity rooted in lived experience, our purpose remains: to amplify the voices of people with direct experience of mental health challenges, influence systems, and build human connection.

This year tested our resilience as funding landscapes shifted, systems evolved, and internal capacity was stretched. But we remained present in inpatient wards, community hubs, strategic partnerships and in the lives of hundreds of people. At CAPITAL we build spaces for people with lived experience to lead, influence and support each other. Whether that's through peer support on inpatient wards, co-producing strategy, or holding safe space in community groups, all our work is people-led.

This year saw people step into leadership roles, peers support over 900 inpatients, and our team engage with over 25 strategic system groups across West Sussex and Sussex-wide networks.

**Inpatient Peer Support: More than a Service**

Peer support remains one of the clearest demonstrations of the power of lived experience. Across Langley Green, Meadowfield and Oaklands hospitals, CAPITAL peers supported over 900 patients this year.

These are trauma-informed, non-clinical conversations that validate people's experiences during some of the hardest moments of their lives. Patients reported feeling calmer, more hopeful, and less isolated. NHS Staff acknowledged that peers reached people clinical teams could not.

Recent evaluation showed:

- 95% found peer conversations helpful
- 94% felt listened to and supported
- 97% wanted to meet a peer again

This cost-effective intervention that supports recovery, reduces staff strain, and builds trust. Future commissioning challenges ahead means the framework excludes inpatient peer support from October 2025. This is a critical risk to continuity of care and to the future of the service.

**Expanding Our Influence: Drug and Alcohol Partnership**

This year, CAPITAL played a central role in the West Sussex Drug and Alcohol Partnership. We produced lived experience-led reports, launched a £40K community fund, and co-designed training with Alcohol Change UK.

Four peer-led projects were funded — covering arts, women's support, Polish community outreach and lived experience voice work. We also led research into the experiences of people in temporary accommodation, highlighting gaps in support and raising structural issues around access and inequality.

**Drug, Alcohol, and Housing: Needs of people in Temporary Accommodation**

In 2024, we led focus groups on the experience of people with drug and alcohol issues living in temporary accommodation (TA). We spoke to 38 people across six locations in West Sussex. Mental ill-health, trauma, criminal justice involvement, and stigma were recurring themes.

Findings:

- Shared TA environments can harm recovery when boundaries and rules are inconsistent
- Peer support and staff understanding were key to feeling safe and staying engaged
- Access to services, budgeting tools, and trauma-informed practice was limited but deeply needed

We developed clear recommendations, including staff training, resettlement support, better pathways, and exploring modular home solutions.

This work further demonstrates CAPITAL's ability to reach people others don't.

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**FOR THE YEAR ENDED 31 MARCH 2025**

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**Membership and Community Hubs**

Our membership grew from 232 to 280, with regular peer-led hubs running in Bognor, Worthing, Crawley and East Grinstead.

Our Hubs are spaces of purpose and transformation — and we saw people move from attendees to volunteers, co-producers and representatives in the system.

Members Events provide updates and focus on challenges and planning.

**Lived Experience Advisory Group (LEAG): Strategic and Human Impact**

LEAG is a visible, vocal, and important part of CAPITAL's mission. This year, 24 members contributed over 800 hours across 169 meetings, strategy sessions, coproduction events, and policy forums. Their impact is being felt — not just inside mental health services, but across the wider public sector and networks in West Sussex and Sussex-wide.

LEAG's influence includes:

- Co-leading the Mental Health Needs Assessment
- Hosting and shaping the Sussex Co-production Conference (90 attendees)
- Delivering a peer-led trauma group and recovery space
- Creating a Mental Health Language Guide (190+ webinar attendees)
- Feeding into the recommissioning of Mental Health Support Services
- Representing lived experience at operational groups, oversight boards, and partnership meetings

Some LEAG Member's comments:

"I was at a system-wide meeting... They were talking about lived experience and someone said: 'Where are the LEAGs? Why are they not sitting at the table with us?' That moment showed me our presence is finally being recognised."

"It's helped me connect with others and recognise the value of what I've been through."

"It's stimulating work. It makes me feel mentally healthier."

"These meetings have had a positive impact on my health. I'm grateful to be listened to and valued."

"I actually have a skill doing really effective presentations... I'm having a really positive impact and it's something I'm really good at."

As we move into 2025–26, LEAG aims to:

- Reach more minoritised and marginalised communities
- Build stronger commissioner relationships
- Create more hybrid and accessible meeting options
- Contribute to national forums and co-design new service models

CAPITAL aims to continue to invest in coproduction and in the growth of the LEAG - its members, and its leadership.

**Organisational Development and Strategic Growth**

Thanks to support from the Heads On VCSE Mental Health Collaborative Fund, 2024–25 was a transformational year in CAPITAL's organisational development.

This investment enabled deeper strategic planning, leadership development, governance reform, and business sustainability work — all led by and for people with lived experience.

Key achievements include:

- Launching an interim strategy and business plan
- Holding strategic planning sessions with trustees, the finance lead and business development lead
- Recruiting 3 new trustees through a new inclusive process
- Voting intention to change our constitution to work outside of West Sussex (with 87% of members voting in favour)
- Creating a membership engagement strategy and peer-led framework
- Strengthening our brand identity and launching a new logo, website, and vision

Trustee and staff away days provided vital space to reflect and review our focus. These sessions tackled identity, organisational priorities, working relationships, and team wellbeing.

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**FOR THE YEAR ENDED 31 MARCH 2025**

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The core team explored how roles function, identified training needs, and started building new partnerships. A key outcome was improved internal communications, and clearer strategies for income generation, volunteer development, and marketing.

As one staff member said:

"It may be a hard time coming, but we are open and ready for change — so we can go as far as we want."

Strategically, this work laid the foundation for sustainable growth and diversification:

- Our Business Development Manager has expanded our funder base from 1 to 7 funders
- We've developed an income plan including ideas like a CAPITAL charity shop, corporate training offers, and franchising the peer model
- Our interim strategy now guides all activity, with clearer milestones and more shared ownership across the team

We've also identified the need for stronger senior leadership infrastructure — recognising the historic underfunding of leadership in peer-led organisations. Future plans will include restructuring to build the capacity needed to survive and thrive through the upcoming recommissioning period.

Across all work in 2024–25, we estimate we supported nearly 2,000 people.

**Challenges**

We're faced with several challenges:

- Current funding landscape
- A future cut to the Pathfinder contract and risk to future inpatient peer support
- Long-term sickness, vacancies, and instability in some roles
- The future closure of our Sudley Road premises due to budget pressures

Despite this, we invested in leadership development, and began working with Cranfield Trust to strengthen governance and income strategy.

**Looking Ahead: 2025–2026**

The year ahead is uncertain, but our clear focus is on:

- Strengthening senior leadership
- Building a member-led delivery model
- Scaling our fundraising and external profile
- Advocating for the retention of inpatient peer support

We'll continue to walk alongside those who are overlooked, to hold space in systems that need lived experience at their heart, and to speak honestly, even when it's difficult.

We'll do it because we know that human connection, shared experience and collective voice can change lives — and that's what CAPITAL is built on.

**CAPITAL PROJECT TRUST**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**FINANCIAL REVIEW**

**Principal funding sources**

A breakdown of our funding received this year is as follows:

1. Core Funding - £243,481 for the year paid on 1st April, 1st July, 1st October, and 1st January.
2. Peer Support Funding - paid as per core funding.
3. Co-Production Project management funding - £27,000
4. Donations, legacies and Bank Interest combined total - £62,604
5. Heads On; Growth Fund: £11,665
6. Invoiced Tasks - we have raised invoices to the value of £19,496
7. Drug & Alcohol Partnership funding - £58,570

Capital is also greatly indebted to the estate of the late Alan Ferris Jones for his most generous bequest of £54,541.46

Our costing analysis procedures have been maintained through the year. Budget figures and monthly and quarterly expenditure figures are reported to the Trustees at each board meeting. The Bank Statements are checked and signed off monthly by the acting Treasurer in accordance with our Financial Policies.

We have sustained our emphasis and awareness on costs which has allowed CAPITAL to maintain a high standard of commitment to our members.

Our business development manager has continued to identify new funding streams with the aim, over time, of increasing the income and the sustainability of the charity.

**General Overview**

A difficult economic climate has seen costs for meeting, room hire, and transport rise, though we remain committed at CAPITAL maintain a high standard of commitment to our members, and to supporting members at meetings and online where appropriate.

We would like to thank the following foundations for their kind support of our work:

1. £3,300 Clothworkers Foundation – laptops
2. £2,000 Shanly Foundation – Mid-Sussex hub
3. £250 Bentley Advancing Life Chances – Mental Health First Aid packages
4. £250 Landlink – donation from Christmas cards

**Reserves policy**

CAPITAL's reserves are the funds available for general purposes after meeting planned expenditure and other commitments, being set aside and discounted for the purposes of day to day accounting and cash flow forecasts.

Available funds are always lowest just before core funding is received on 1st April, 1st July, 1st October, and 1st January each year.

CAPITAL's policy, informed by Charity Commission Publication CC19 and related documents is:

Top aim to have reserves sufficient to cover fluctuations in the timing and amount of incoming finance and outgoing payments to cover the costs of winding up CAPITAL this become necessary. These two situations would not occur together, given the promise by the commissioners of six months warning of major core funding changes.

The reserves required to cover the two situations would be three months operating costs, currently around £85,031.

The trustees have been monitoring accounts and have been supporting the CEO to balance expenditure on essential development activities with bringing the level in line with this policy.

Cash in the bank as at 31st March 2025 stood at £176,755.

**CAPITAL PROJECT TRUST**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The Charity is controlled by its governing document, the Memorandum and Articles of Association and constitutes a company limited by guarantee, as defined by the Companies Act 2006.

The CAPITAL Project Trust operates in accordance with its Memorandum and Articles of Association.

**Organisational structure**

All voting trustees are drawn from the CAPITAL membership. They take overall responsibility for developing the strategic direction for CAPITAL, are responsible for setting policy, and for maintaining the legal and financial viability of the business, as set out by the two regulatory bodies, the Charity Commission and Companies House. They are also responsible for ensuring adherence to all other statutes applicable to our work.

By representing CAPITAL's members in this way, we ensure that CAPITAL is truly Service User led, with our members setting CAPITAL's direction in line with their wishes, needs and aspirations.

CAPITAL's day-to-day running takes place through a Core staff team, some of whom are line managed by the CEO. Changes are in the process of being made to free up some time for the CEO to concentrate on strategy and planning. . The Chair of Trustees holds line management responsibility for the CEO.

In accordance with our charitable incorporation the trustees take their responsibility to ensure good governance very seriously. We retain the services of Peninsula Business Services to ensure that we are given up to date legal advice regarding human resources and health and safety matters. Staff are delegated to ensure that other legal requirements for example in terms of business and charity law are all met. But we are undertaking a review of alternative options for HR support.

We regularly review our policies to ensure that they are sufficient and appropriate to the organisation. We are signatories of the Mindful Employer Charter.

**CAPITAL PROJECT TRUST**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Induction and training of new trustees**

The documents we use to explain the role and responsibilities of a Trustee were updated this year to bring greater clarity to Trustees and ensure the information was presented and disused in a simple, accessible way for people with a variety of different levels of understanding and reading/comprehension.

A new Trustee appraisal process was launched utilising the information in these updated documents, this is enabling us to better understand the individual needs of Trustees in relation to support and training.

Training is made available to any CAPITAL member considering their candidature as trustee. This training covers the role and responsibilities of a trustee, and also of a director of a limited company, our business set-up and legal framework, and the trustees' role within this. All new trustees receive an initial induction giving them relevant informatio for the role. There is ongoing training throughout the year to further support each trustee in this responsible role.

In training, all prospective new trustees are made aware that in order to fully represent our members, they must regularly attend locality, quarterly and other meetings to ensure they can hear members views.

**Risk management**

Regular risk assessments are carried out to ensure that CAPITAL's activities are managed as safely and effectively as possible.

Risk assessments have been updated to include action to be taken during incidences of Covid and changes to the in-patient environment to ensure peer support work safety.

Risk assessments take place for our activities and management plans are put in place as needed.

We regularly review risk through team and line management meetings.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

04157375 (England and Wales)

**Registered Charity number**

1087420

**Registered office**

1 New Crescent Yard  
Acton Lane  
London  
NW10 8SJ

**Trustees**

R Davies Chair  
S Westmore Vice Chair  
S Fox (appointed 30/11/2024) (resigned 24/6/2025)  
L Gibbs (appointed 24/11/2024)  
L Labor (appointed 18/12/2024)  
P Laparle (resigned 24/6/2025)  
T Lockyear (resigned 12/12/2024)  
S Murray  
C Snooks (resigned 10/1/2025)

**CAPITAL PROJECT TRUST**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent Examiner**

Sarah Alexander FCCA FCA  
Lewis Brownlee (Chichester) Limited  
Chartered Accountants  
Appledram Barns  
Birdham Road  
Chichester  
West Sussex  
PO20 7EQ

**Bankers**

Barclays Bank plc  
1 Chapel Road  
Worthing  
West Sussex  
BN11 1EX

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

Approved by order of the board of trustees on .....30/08/25..... and signed on its behalf by:

R. R. Davies  
.....  
R Davies - Trustee

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CAPITAL PROJECT TRUST

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### Independent examiner's report to the trustees of Capital Project Trust ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

### Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

### Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can 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:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



Sarah Alexander FCCA FCA

Lewis Brownlee (Chichester) Limited  
Chartered Accountants  
Appledram Barns  
Birdham Road  
Chichester  
West Sussex  
PO20 7EQ

Date: ..... 19 September 2025

**CAPITAL PROJECT TRUST**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 MARCH 2025**

|                                    | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2025<br>Total<br>funds<br>£ | 2024<br>Total<br>funds<br>£ |
|------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                            |                          |                             |                             |
| Donations and legacies             | 2     | 58,041                     | 3,301                    | 61,342                      | 7,365                       |
| <b>Charitable activities</b>       | 4     |                            |                          |                             |                             |
| Training facilities and workshops  |       | 191,509                    | -                        | 191,509                     | 197,804                     |
| Peer support                       |       | -                          | 71,468                   | 71,468                      | 69,979                      |
| LEAG Project                       |       | -                          | 27,000                   | 27,000                      | 27,000                      |
| Growth Fund                        |       | -                          | 8,273                    | 8,273                       | 4,267                       |
| Different View                     |       | -                          | 3,392                    | 3,392                       | 24,168                      |
| Drug and Alcohol Project           |       | -                          | 58,570                   | 58,570                      | -                           |
| Investment income                  | 3     | 1,262                      | -                        | 1,262                       | 1,232                       |
| <b>Total</b>                       |       | <b>250,812</b>             | <b>172,004</b>           | <b>422,816</b>              | <b>331,815</b>              |
| <b>EXPENDITURE ON</b>              |       |                            |                          |                             |                             |
| <b>Charitable activities</b>       | 5     |                            |                          |                             |                             |
| Training facilities and workshops  |       | 236,529                    | -                        | 236,529                     | 243,459                     |
| Peer support                       |       | 5,285                      | 75,315                   | 80,600                      | 66,658                      |
| LEAG Project                       |       | -                          | 1,751                    | 1,751                       | 10,214                      |
| Growth Fund                        |       | -                          | -                        | -                           | 17,222                      |
| Different View                     |       | -                          | 8,506                    | 8,506                       | 12,901                      |
| Drug and Alcohol Project           |       | -                          | 47,530                   | 47,530                      | -                           |
| Other                              |       | 8,436                      | -                        | 8,436                       | 2,150                       |
| <b>Total</b>                       |       | <b>250,250</b>             | <b>133,102</b>           | <b>383,352</b>              | <b>352,604</b>              |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | <b>562</b>                 | <b>38,902</b>            | <b>39,464</b>               | <b>(20,789)</b>             |
| Transfers between funds            | 13    | (1,814)                    | 1,814                    | -                           | -                           |
| <b>Net movement in funds</b>       |       | <b>(1,252)</b>             | <b>40,716</b>            | <b>39,464</b>               | <b>(20,789)</b>             |
| <b>RECONCILIATION OF FUNDS</b>     |       |                            |                          |                             |                             |
| Total funds brought forward        |       | 16,732                     | 92,026                   | 108,758                     | 129,547                     |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <b>15,480</b>              | <b>132,742</b>           | <b>148,222</b>              | <b>108,758</b>              |

The notes form part of these financial statements

# CAPITAL PROJECT TRUST

## BALANCE SHEET 31 MARCH 2025

|                                              | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2025<br>Total<br>funds<br>£ | 2024<br>Total<br>funds<br>£ |
|----------------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                          |       |                            |                          |                             |                             |
| Tangible assets                              | 10    | 15,732                     | -                        | 15,732                      | 13,926                      |
| <b>CURRENT ASSETS</b>                        |       |                            |                          |                             |                             |
| Debtors                                      | 11    | 5,253                      | -                        | 5,253                       | 19,440                      |
| Cash at bank and in hand                     |       | <u>4,013</u>               | <u>172,742</u>           | <u>176,755</u>              | <u>90,421</u>               |
|                                              |       | 9,266                      | 172,742                  | 182,008                     | 109,861                     |
| <b>CREDITORS</b>                             |       |                            |                          |                             |                             |
| Amounts falling due within one year          | 12    | <u>(9,518)</u>             | <u>(40,000)</u>          | <u>(49,518)</u>             | <u>(15,029)</u>             |
| <b>NET CURRENT ASSETS</b>                    |       | <u>(252)</u>               | <u>132,742</u>           | <u>132,490</u>              | <u>94,832</u>               |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u>15,480</u>              | <u>132,742</u>           | <u>148,222</u>              | <u>108,758</u>              |
| <b>NET ASSETS</b>                            |       | <u>15,480</u>              | <u>132,742</u>           | <u>148,222</u>              | <u>108,758</u>              |
| <b>FUNDS</b>                                 | 13    |                            |                          |                             |                             |
| Unrestricted funds                           |       |                            |                          | 15,480                      | 16,732                      |
| Restricted funds                             |       |                            |                          | <u>132,742</u>              | <u>92,026</u>               |
| <b>TOTAL FUNDS</b>                           |       |                            |                          | <u>148,222</u>              | <u>108,758</u>              |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

30/08/25

R. R. Davies

R R Davies - Trustee

The notes form part of these financial statements

**CAPITAL PROJECT TRUST**  
**CASH FLOW STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2025**

|                                                                           | Notes | 2025<br>£      | 2024<br>£       |
|---------------------------------------------------------------------------|-------|----------------|-----------------|
| <b>Cash flows from operating activities</b>                               |       |                |                 |
| Cash generated from operations                                            | 1     | <u>89,944</u>  | <u>(18,093)</u> |
| Net cash provided by/(used in) operating activities                       |       | <u>89,944</u>  | <u>(18,093)</u> |
| <b>Cash flows from investing activities</b>                               |       |                |                 |
| Purchase of tangible fixed assets                                         |       | <u>(4,872)</u> | <u>(1,862)</u>  |
| Interest received                                                         |       | <u>1,262</u>   | <u>1,232</u>    |
| Net cash used in investing activities                                     |       | <u>(3,610)</u> | <u>(630)</u>    |
| <b>Change in cash and cash equivalents in the reporting period</b>        |       |                |                 |
| <b>Cash and cash equivalents at the beginning of the reporting period</b> |       | <u>86,334</u>  | <u>(18,723)</u> |
|                                                                           |       | <u>90,421</u>  | <u>109,144</u>  |
| <b>Cash and cash equivalents at the end of the reporting period</b>       |       | <u>176,755</u> | <u>90,421</u>   |

The notes form part of these financial statements

**CAPITAL PROJECT TRUST**

**NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2025**

**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

|                                                                                                         | <b>2025</b>                 | <b>2024</b>                   |
|---------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------|
|                                                                                                         | <b>£</b>                    | <b>£</b>                      |
| <b>Net Income/(expenditure) for the reporting period (as per the Statement of Financial Activities)</b> | <b>39,464</b>               | <b>(20,789)</b>               |
| <b>Adjustments for:</b>                                                                                 |                             |                               |
| Depreciation charges                                                                                    | <b>3,066</b>                | 1,951                         |
| Interest received                                                                                       | <b>(1,262)</b>              | (1,232)                       |
| Decrease in stocks                                                                                      | <b>-</b>                    | 175                           |
| Decrease/(increase) in debtors                                                                          | <b>14,187</b>               | (4,076)                       |
| Increase in creditors                                                                                   | <b><u>34,489</u></b>        | <b><u>5,878</u></b>           |
| <b>Net cash provided by/(used in) operations</b>                                                        | <b><u><u>89,944</u></u></b> | <b><u><u>(18,093)</u></u></b> |

**2. ANALYSIS OF CHANGES IN NET FUNDS**

|                          | <b>At 1/4/24</b>            | <b>Cash flow</b>            | <b>At 31/3/25</b>            |
|--------------------------|-----------------------------|-----------------------------|------------------------------|
|                          | <b>£</b>                    | <b>£</b>                    | <b>£</b>                     |
| <b>Net cash</b>          |                             |                             |                              |
| Cash at bank and in hand | <b><u>90,421</u></b>        | <b><u>86,334</u></b>        | <b><u>176,755</u></b>        |
|                          | <b><u>90,421</u></b>        | <b><u>86,334</u></b>        | <b><u>176,755</u></b>        |
| <b>Total</b>             | <b><u><u>90,421</u></u></b> | <b><u><u>86,334</u></u></b> | <b><u><u>176,755</u></u></b> |

The notes form part of these financial statements

## CAPITAL PROJECT TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

---

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

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

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Governance costs**

Governance costs comprise the costs of running the charity, including strategic planning for its future development, any legal advice for the trustees, and all the costs of complying with constitutional and statutory requirements, such as the costs of trustee meetings and of preparing statutory accounts and satisfying public accountability.

##### **Allocation and apportionment of costs**

Costs incurred in respect of the provision of training facilities and workshops are taken to direct charitable expenditure.

Expenditure which does not directly relate to the objects of the charity is analysed between charitable support costs, governance costs and costs of generating funds. Items which involve more than one cost category are apportioned to the cost categories involved in order to reflect the level of associated activity during the year.

Expenses relating to restricted funds are shown separately.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|                          |                      |
|--------------------------|----------------------|
| Improvements to property | - 2% and 10% on cost |
| Equipment                | - 25% on cost        |

All assets are included and held at historical cost, only those capital purchases above the value of £500 are capitalised.

##### **Financial Instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

# CAPITAL PROJECT TRUST

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

### 1. ACCOUNTING POLICIES - continued

#### Fund accounting

#### Unrestricted Funds

Unrestricted reserves are the balance of unspent funds, held to meet the day to day running costs of the charity. This reserve is required to meet the regular ongoing commitment to staff and suppliers.

#### Restricted Funds

Restricted funds can only be used for the purpose specified.

To the extent that restricted funds are expended on capital items a transfer is made between unrestricted and restricted reserves.

#### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### 2. DONATIONS AND LEGACIES

|          | 2025          | 2024         |
|----------|---------------|--------------|
|          | £             | £            |
| Gifts    | 6,801         | 7,365        |
| Legacies | 54,541        | -            |
|          | <u>61,342</u> | <u>7,365</u> |

### 3. INVESTMENT INCOME

|                          | 2025         | 2024         |
|--------------------------|--------------|--------------|
|                          | £            | £            |
| Deposit account interest | <u>1,262</u> | <u>1,232</u> |

### 4. INCOME FROM CHARITABLE ACTIVITIES

|                                  | Activity                          | 2025           | 2024           |
|----------------------------------|-----------------------------------|----------------|----------------|
|                                  |                                   | £              | £              |
| Mental Health Commissioning Team | Training facilities and workshops | 172,013        | 166,618        |
| Provision of training facilities | Training facilities and workshops | 19,496         | 31,186         |
| Peer support funding             | Peer support                      | 71,468         | 69,979         |
| LEAG Project sales               | LEAG Project                      | 27,000         | 27,000         |
| Growth Fund                      | Growth Fund                       | 8,273          | 4,267          |
| A Different View                 | Different View                    | 3,392          | 24,168         |
| WSCC Project Funds               | Drug and Alcohol Project          | 58,570         | -              |
|                                  |                                   | <u>360,212</u> | <u>323,218</u> |

### 5. CHARITABLE ACTIVITIES COSTS

|                                   | Direct Costs   | Support costs (see note 6) | Totals         |
|-----------------------------------|----------------|----------------------------|----------------|
|                                   | £              | £                          | £              |
| Training facilities and workshops | 155,006        | 81,523                     | 236,529        |
| Peer support                      | 79,456         | 1,144                      | 80,600         |
| LEAG Project                      | 1,751          | -                          | 1,751          |
| Different View                    | 8,506          | -                          | 8,506          |
| Drug and Alcohol Project          | 47,530         | -                          | 47,530         |
|                                   | <u>292,249</u> | <u>82,667</u>              | <u>374,916</u> |

# CAPITAL PROJECT TRUST

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

### 1. ACCOUNTING POLICIES - continued

#### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### 2. DONATIONS AND LEGACIES

|          | 2025          | 2024         |
|----------|---------------|--------------|
|          | £             | £            |
| Gifts    | 6,801         | 7,365        |
| Legacies | 54,541        | -            |
|          | <u>61,342</u> | <u>7,365</u> |

### 3. INVESTMENT INCOME

|                          | 2025         | 2024         |
|--------------------------|--------------|--------------|
|                          | £            | £            |
| Deposit account interest | <u>1,262</u> | <u>1,232</u> |

### 4. INCOME FROM CHARITABLE ACTIVITIES

|                                  | Activity                          | 2025           | 2024           |
|----------------------------------|-----------------------------------|----------------|----------------|
|                                  |                                   | £              | £              |
| Mental Health Commissioning Team | Training facilities and workshops | 172,013        | 166,618        |
| Provision of training facilities | Training facilities and workshops | 19,496         | 31,186         |
| Peer support funding             | Peer support                      | 71,468         | 69,979         |
| LEAG Project sales               | LEAG Project                      | 27,000         | 27,000         |
| Growth Fund                      | Growth Fund                       | 8,273          | 4,267          |
| A Different View                 | Different View                    | 3,392          | 24,168         |
| WCCC Project Funds               | Drug and Alcohol Project          | 58,570         | -              |
|                                  |                                   | <u>360,212</u> | <u>323,218</u> |

### 5. CHARITABLE ACTIVITIES COSTS

|                                   | Direct Costs   | Support costs (see note 6) | Totals         |
|-----------------------------------|----------------|----------------------------|----------------|
|                                   | £              | £                          | £              |
| Training facilities and workshops | 155,006        | 81,523                     | 236,529        |
| Peer support                      | 79,456         | 1,144                      | 80,600         |
| LEAG Project                      | 1,751          | -                          | 1,751          |
| Different View                    | 8,506          | -                          | 8,506          |
| Drug and Alcohol Project          | 47,530         | -                          | 47,530         |
|                                   | <u>292,249</u> | <u>82,667</u>              | <u>374,916</u> |

# CAPITAL PROJECT TRUST

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

### 6. SUPPORT COSTS

|                                   | Management    | Governance costs | Totals        |
|-----------------------------------|---------------|------------------|---------------|
|                                   | £             | £                | £             |
| Training facilities and workshops | 45,450        | 36,073           | 81,523        |
| Peer support                      | <u>1,144</u>  | <u>-</u>         | <u>1,144</u>  |
|                                   | <u>46,594</u> | <u>36,073</u>    | <u>82,667</u> |

Support costs, included in the above, are as follows:

#### Governance costs

|                                       | 2025                              | 2024             |
|---------------------------------------|-----------------------------------|------------------|
|                                       | Training facilities and workshops | Total activities |
|                                       | £                                 | £                |
| Trustees' expenses                    | 1,007                             | -                |
| Independent Examination fees          | 4,320                             | 3,600            |
| Legal and professional fees           | 16,028                            | 5,331            |
| Bookkeeping                           | 11,652                            | 10,254           |
| Depreciation of tangible fixed assets | <u>3,066</u>                      | <u>1,952</u>     |
|                                       | <u>36,073</u>                     | <u>21,137</u>    |

### 7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

|                             | 2025         | 2024         |
|-----------------------------|--------------|--------------|
|                             | £            | £            |
| Depreciation - owned assets | <u>3,066</u> | <u>1,951</u> |

### 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

#### Trustees' expenses

|                    | 2025         | 2024     |
|--------------------|--------------|----------|
|                    | £            | £        |
| Trustees' expenses | <u>1,007</u> | <u>-</u> |

**CAPITAL PROJECT TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2025**

**9. STAFF COSTS**

|                       | <b>2025</b>           | <b>2024</b>           |
|-----------------------|-----------------------|-----------------------|
|                       | <b>£</b>              | <b>£</b>              |
| Wages and salaries    | <b>233,977</b>        | 222,106               |
| Social security costs | <b>9,099</b>          | 7,682                 |
| Other pension costs   | <b>2,812</b>          | 2,166                 |
|                       | <b><u>245,888</u></b> | <b><u>231,954</u></b> |

The average monthly number of employees during the year was as follows:

|               | <b>2025</b>     | <b>2024</b>     |
|---------------|-----------------|-----------------|
| Core staff    | <b>4</b>        | 4               |
| Peer staff    | <b>2</b>        | 2               |
| Co-Production | <b>2</b>        | 1               |
|               | <b><u>8</u></b> | <b><u>7</u></b> |

No employees received emoluments in excess of £60,000.

**10. TANGIBLE FIXED ASSETS**

|                       | <b>Improvements<br/>to property<br/>£</b> | <b>Equipment<br/>£</b> | <b>Totals<br/>£</b>  |
|-----------------------|-------------------------------------------|------------------------|----------------------|
| <b>COST</b>           |                                           |                        |                      |
| At 1 April 2024       | <b>10,087</b>                             | <b>18,364</b>          | <b>28,451</b>        |
| Additions             | <b>-</b>                                  | <b>4,872</b>           | <b>4,872</b>         |
| At 31 March 2025      | <b><u>10,087</u></b>                      | <b><u>23,236</u></b>   | <b><u>33,323</u></b> |
| <b>DEPRECIATION</b>   |                                           |                        |                      |
| At 1 April 2024       | <b>403</b>                                | <b>14,122</b>          | <b>14,525</b>        |
| Charge for year       | <b>202</b>                                | <b>2,864</b>           | <b>3,066</b>         |
| At 31 March 2025      | <b><u>605</u></b>                         | <b><u>16,986</u></b>   | <b><u>17,591</u></b> |
| <b>NET BOOK VALUE</b> |                                           |                        |                      |
| At 31 March 2025      | <b><u>9,482</u></b>                       | <b><u>6,250</u></b>    | <b><u>15,732</u></b> |
| At 31 March 2024      | <b><u>9,684</u></b>                       | <b><u>4,242</u></b>    | <b><u>13,926</u></b> |

**11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                | <b>2025</b>         | <b>2024</b>          |
|--------------------------------|---------------------|----------------------|
|                                | <b>£</b>            | <b>£</b>             |
| Trade debtors                  | <b>3,626</b>        | 16,378               |
| Other debtors                  | <b>-</b>            | 1,335                |
| Prepayments and accrued income | <b>1,627</b>        | 1,727                |
|                                | <b><u>5,253</u></b> | <b><u>19,440</u></b> |

**CAPITAL PROJECT TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2025**

**12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                 | <b>2025</b>          | <b>2024</b>          |
|---------------------------------|----------------------|----------------------|
|                                 | <b>£</b>             | <b>£</b>             |
| Trade creditors                 | <b>3,416</b>         | 2,057                |
| Social security and other taxes | -                    | 6,144                |
| Other creditors                 | <b>43,102</b>        | 3,828                |
| Accruals and deferred income    | <b>3,000</b>         | <b>3,000</b>         |
|                                 | <b><u>49,518</u></b> | <b><u>15,029</u></b> |

**13. MOVEMENT IN FUNDS**

|                              | <b>At 1/4/24</b>      | <b>Net<br/>movement<br/>in funds</b> | <b>Transfers<br/>between<br/>funds</b> | <b>At 31/3/25</b>     |
|------------------------------|-----------------------|--------------------------------------|----------------------------------------|-----------------------|
|                              | <b>£</b>              | <b>£</b>                             | <b>£</b>                               | <b>£</b>              |
| <b>Unrestricted funds</b>    |                       |                                      |                                        |                       |
| General fund                 | <b>16,732</b>         | <b>562</b>                           | <b>(1,814)</b>                         | <b>15,480</b>         |
| <b>Restricted funds</b>      |                       |                                      |                                        |                       |
| Peer Support Project         | <b>27,100</b>         | <b>(3,846)</b>                       | -                                      | <b>23,254</b>         |
| A Different View             | -                     | <b>(5,114)</b>                       | <b>5,114</b>                           | -                     |
| LEAG project                 | <b>64,926</b>         | <b>25,249</b>                        | -                                      | <b>90,175</b>         |
| Growth Fund                  | -                     | <b>8,273</b>                         | -                                      | <b>8,273</b>          |
| The Clothworkers' Foundation | -                     | <b>3,300</b>                         | <b>(3,300)</b>                         | -                     |
| Drug and Alcohol Partnership | -                     | <b>11,040</b>                        | -                                      | <b>11,040</b>         |
|                              | <b><u>92,026</u></b>  | <b><u>38,902</u></b>                 | <b><u>1,814</u></b>                    | <b><u>132,742</u></b> |
| <b>TOTAL FUNDS</b>           | <b><u>108,758</u></b> | <b><u>39,464</u></b>                 | <b><u>-</u></b>                        | <b><u>148,222</u></b> |

Net movement in funds, included in the above are as follows:

|                              | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Movement<br/>in funds</b> |
|------------------------------|-------------------------------|-------------------------------|------------------------------|
|                              | <b>£</b>                      | <b>£</b>                      | <b>£</b>                     |
| <b>Unrestricted funds</b>    |                               |                               |                              |
| General fund                 | <b>250,812</b>                | <b>(250,250)</b>              | <b>562</b>                   |
| <b>Restricted funds</b>      |                               |                               |                              |
| Peer Support Project         | <b>71,469</b>                 | <b>(75,315)</b>               | <b>(3,846)</b>               |
| A Different View             | <b>3,392</b>                  | <b>(8,506)</b>                | <b>(5,114)</b>               |
| LEAG project                 | <b>27,000</b>                 | <b>(1,751)</b>                | <b>25,249</b>                |
| Growth Fund                  | <b>8,273</b>                  | -                             | <b>8,273</b>                 |
| The Clothworkers' Foundation | <b>3,300</b>                  | -                             | <b>3,300</b>                 |
| Drug and Alcohol Partnership | <b>58,570</b>                 | <b>(47,530)</b>               | <b>11,040</b>                |
|                              | <b><u>172,004</u></b>         | <b><u>(133,102)</u></b>       | <b><u>38,902</u></b>         |
| <b>TOTAL FUNDS</b>           | <b><u>422,816</u></b>         | <b><u>(383,352)</u></b>       | <b><u>39,464</u></b>         |

**CAPITAL PROJECT TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2025**

**13. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

|                           | <b>At 1/4/23</b> | <b>Net<br/>movement<br/>in funds</b> | <b>Transfers<br/>between<br/>funds</b> | <b>At 31/3/24</b> |
|---------------------------|------------------|--------------------------------------|----------------------------------------|-------------------|
|                           | <b>£</b>         | <b>£</b>                             | <b>£</b>                               | <b>£</b>          |
| <b>Unrestricted funds</b> |                  |                                      |                                        |                   |
| General fund              | 44,754           | (39,208)                             | 11,186                                 | 16,732            |
| Winter Resilience Fund    | 24,142           | -                                    | (24,142)                               | -                 |
| EbE Project               | <u>36,872</u>    | <u>-</u>                             | <u>(36,872)</u>                        | <u>-</u>          |
|                           | 105,768          | (39,208)                             | (49,828)                               | 16,732            |
| <b>Restricted funds</b>   |                  |                                      |                                        |                   |
| Peer Support Project      | 23,779           | 3,321                                | -                                      | 27,100            |
| A Different View          | -                | 11,267                               | -                                      | 11,267            |
| LEAG project              | -                | 16,787                               | 36,872                                 | 53,659            |
| Growth Fund               | <u>-</u>         | <u>(12,956)</u>                      | <u>12,956</u>                          | <u>-</u>          |
|                           | <u>23,779</u>    | <u>18,419</u>                        | <u>49,828</u>                          | <u>92,026</u>     |
| <b>TOTAL FUNDS</b>        | <u>129,547</u>   | <u>(20,789)</u>                      | <u>-</u>                               | <u>108,758</u>    |

Comparative net movement in funds, included in the above are as follows:

|                           | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Movement<br/>in funds</b> |
|---------------------------|-------------------------------|-------------------------------|------------------------------|
|                           | <b>£</b>                      | <b>£</b>                      | <b>£</b>                     |
| <b>Unrestricted funds</b> |                               |                               |                              |
| General fund              | 206,401                       | (245,609)                     | (39,208)                     |
| <b>Restricted funds</b>   |                               |                               |                              |
| Peer Support Project      | 69,979                        | (66,658)                      | 3,321                        |
| A Different View          | 24,168                        | (12,901)                      | 11,267                       |
| LEAG project              | 27,001                        | (10,214)                      | 16,787                       |
| Growth Fund               | <u>4,266</u>                  | <u>(17,222)</u>               | <u>(12,956)</u>              |
|                           | <u>125,414</u>                | <u>(106,995)</u>              | <u>18,419</u>                |
| <b>TOTAL FUNDS</b>        | <u>331,815</u>                | <u>(352,604)</u>              | <u>(20,789)</u>              |

**CAPITAL PROJECT TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2025**

**13. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

|                              | <b>At 1/4/23</b> | <b>Net movement in funds</b> | <b>Transfers between funds</b> | <b>At 31/3/25</b> |
|------------------------------|------------------|------------------------------|--------------------------------|-------------------|
|                              | <b>£</b>         | <b>£</b>                     | <b>£</b>                       | <b>£</b>          |
| <b>Unrestricted funds</b>    |                  |                              |                                |                   |
| General fund                 | 44,754           | (38,646)                     | 9,372                          | 15,480            |
| Winter Resilience Fund       | 24,142           | -                            | (24,142)                       | -                 |
| EbE Project                  | <u>36,872</u>    | <u>-</u>                     | <u>(36,872)</u>                | <u>-</u>          |
|                              | 105,768          | (38,646)                     | (51,642)                       | 15,480            |
| <b>Restricted funds</b>      |                  |                              |                                |                   |
| Peer Support Project         | 23,779           | (525)                        | -                              | 23,254            |
| A Different View             | -                | 6,153                        | 5,114                          | 11,267            |
| LEAG project                 | -                | 42,036                       | 36,872                         | 78,908            |
| Growth Fund                  | -                | (4,683)                      | 12,956                         | 8,273             |
| The Clothworkers' Foundation | -                | 3,300                        | (3,300)                        | -                 |
| Drug and Alcohol Partnership | <u>-</u>         | <u>11,040</u>                | <u>-</u>                       | <u>11,040</u>     |
|                              | <u>23,779</u>    | <u>57,321</u>                | <u>51,642</u>                  | <u>132,742</u>    |
| <b>TOTAL FUNDS</b>           | <u>129,547</u>   | <u>18,675</u>                | <u>-</u>                       | <u>148,222</u>    |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

|                              | <b>Incoming resources</b> | <b>Resources expended</b> | <b>Movement in funds</b> |
|------------------------------|---------------------------|---------------------------|--------------------------|
|                              | <b>£</b>                  | <b>£</b>                  | <b>£</b>                 |
| <b>Unrestricted funds</b>    |                           |                           |                          |
| General fund                 | 457,213                   | (495,859)                 | (38,646)                 |
| <b>Restricted funds</b>      |                           |                           |                          |
| Peer Support Project         | 141,448                   | (141,973)                 | (525)                    |
| A Different View             | 27,560                    | (21,407)                  | 6,153                    |
| LEAG project                 | 54,001                    | (11,965)                  | 42,036                   |
| Growth Fund                  | 12,539                    | (17,222)                  | (4,683)                  |
| The Clothworkers' Foundation | 3,300                     | -                         | 3,300                    |
| Drug and Alcohol Partnership | <u>58,570</u>             | <u>(47,530)</u>           | <u>11,040</u>            |
|                              | <u>297,418</u>            | <u>(240,097)</u>          | <u>57,321</u>            |
| <b>TOTAL FUNDS</b>           | <u>754,631</u>            | <u>(735,956)</u>          | <u>18,675</u>            |

The fund relating to the EbE Project is what Capital now call Peer Funding and is used to fund the provision of Peer Support Workers.

The fund relating to the Peer Support Project was granted to contribute towards the provision of Peer Support Workers.

The fund relating to the Winter Resilience Project was granted towards the provision of weekly peer calls to members, additional training provision and virtual peer drop in sessions to help those who face additional challenges during the winter months.

## CAPITAL PROJECT TRUST

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

#### 13. MOVEMENT IN FUNDS - continued

The fund relating to the Growth fund was granted for building our lived experience leadership capacity as an organisation.

The fund relating to the Different View project was granted for art, photography and journalling projects that ran over the year in Littlehampton and Crawley.

The fund relating to the LEAG Project was formally known as EbE project for ICB funding / additional contract for production work.

The fund relating to the Clothworkers' Foundation was granted for the purchase of new laptops.

The fund relating to the Drug and Alcohol Partnership was granted for the co-production of a programme with West Sussex County Council for people with lived experience drug and/or alcohol harm.

#### Transfers between funds

A transfer of £5,114 was made from the General Fund to the Different View Fund f to cover the deficit which arose in the fund.

A transfer was made from the Clothworker's Foundation Fund to the General Fund to cover the cost of the new laptops purchased.

#### 14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

#### 15. OPERATING LEASES

The following operating lease payments are committed to be paid:

|                            | Land and buildings |               | Other operating leases |              |
|----------------------------|--------------------|---------------|------------------------|--------------|
|                            | 2025               | 2024          | 2025                   | 2024         |
|                            | £                  | £             | £                      | £            |
| Expiring:                  |                    |               |                        |              |
| Less than one year         | 9,200              | 18,400        | -                      | -            |
| Between one and five years | -                  | 9,200         | -                      | -            |
| More than five years       | -                  | -             | -                      | -            |
| Total                      | <u>9,200</u>       | <u>27,600</u> | <u>-</u>               | <u>5,808</u> |

#### 16. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and accordingly has no share capital.

**CAPITAL PROJECT TRUST**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2025**

|                                  | 2025<br>£      | 2024<br>£      |
|----------------------------------|----------------|----------------|
| <b>INCOME AND ENDOWMENTS</b>     |                |                |
| <b>Donations and legacies</b>    |                |                |
| Gifts                            | 6,801          | 7,365          |
| Legacies                         | <u>54,541</u>  | <u>-</u>       |
|                                  | <b>61,342</b>  | <b>7,365</b>   |
| <b>Investment income</b>         |                |                |
| Deposit account interest         | 1,262          | 1,232          |
| <b>Charitable activities</b>     |                |                |
| Mental Health Commissioning Team | 172,013        | 166,618        |
| Provision of training facilities | 19,496         | 31,186         |
| Peer support funding             | 71,468         | 69,979         |
| A Different View                 | 3,392          | 24,168         |
| Growth Fund                      | 8,273          | 4,267          |
| LEAG Project sales               | 27,000         | 27,000         |
| WSCC Project Funds               | <u>58,570</u>  | <u>-</u>       |
|                                  | <b>360,212</b> | <b>323,218</b> |
| <b>Total incoming resources</b>  | <b>422,816</b> | <b>331,815</b> |
| <b>EXPENDITURE</b>               |                |                |
| <b>Charitable activities</b>     |                |                |
| Wages                            | 233,977        | 222,106        |
| Social security                  | 9,099          | 7,682          |
| Pensions                         | 2,812          | 2,166          |
| Sundries                         | 7,495          | 3,073          |
| Transport                        | 9,855          | 10,719         |
| Venue hire and catering          | 5,282          | 4,804          |
| Project expenses                 | 14,373         | 16,963         |
| Trainers and training            | 850            | 4,234          |
| A Different View                 | <u>8,506</u>   | <u>12,901</u>  |
|                                  | <b>292,249</b> | <b>284,648</b> |
| <b>Other</b>                     |                |                |
| Repairs and renewals             | 8,436          | 2,150          |
| <b>Support costs</b>             |                |                |
| <b>Management</b>                |                |                |
| Rent and rates                   | 18,981         | 18,880         |
| Insurance                        | 3,518          | 3,226          |
| Light and heat                   | 3,853          | 3,632          |
| Telephone                        | 8,638          | 7,265          |
| Postage and stationery           | 3,563          | 2,343          |
| Office costs                     | 6,958          | 6,633          |
| Carried forward                  | <b>45,511</b>  | <b>41,979</b>  |

This page does not form part of the statutory financial statements

**CAPITAL PROJECT TRUST**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2025**

|                                       | <b>2025</b>    | <b>2024</b> |
|---------------------------------------|----------------|-------------|
|                                       | <b>£</b>       | <b>£</b>    |
| <b>Management</b>                     |                |             |
| Brought forward                       | <b>45,511</b>  | 41,979      |
| Administrative expenses               | <b>111</b>     | 122         |
| Lodge office cleaning                 | <b>784</b>     | 1,649       |
| Website development                   | <b>188</b>     | 919         |
|                                       | <b>46,594</b>  | 44,669      |
| <b>Governance costs</b>               |                |             |
| Trustees' expenses                    | <b>1,007</b>   | -           |
| Independent Examination fees          | <b>4,320</b>   | 3,600       |
| Legal and professional fees           | <b>16,028</b>  | 5,331       |
| Bookkeeping                           | <b>11,652</b>  | 10,254      |
| Depreciation of tangible fixed assets | <b>3,066</b>   | 1,952       |
|                                       | <b>36,073</b>  | 21,137      |
| Total resources expended              | <b>383,352</b> | 352,604     |
| <b>Net income/(expenditure)</b>       | <b>39,464</b>  | (20,789)    |

This page does not form part of the statutory financial statements

**CAPITAL PROJECT TRUST**

England & Wales - Charity number 1087420

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# Accounts

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**REGISTERED COMPANY NUMBER: 04157375 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1087420**

**Report of the Trustees and**  
**Financial Statements for the Year Ended 31st March 2024**  
**for**  
**Capital Project Trust**

Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

|                                                   | <b>Page</b> |
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| <b>Independent Examiner's Report</b>              | 13          |
| <b>Statement of Financial Activities</b>          | 14          |
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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2024. The trustees have adopted the provisions of 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**

### **Objectives and aims for the public benefit**

The Capital Project Trust has been established as a Charity since 2001. Completely service user led, it exists with the aim of improving the lives of people who experience mental and emotional distress by:

- Providing mutual peer support and training to people who use mental health services.
- Providing training and consultation services to mental health service providers.
- Working with partners in the voluntary and statutory sectors to monitor mental health services to ensure that they are as good as they can be.
- Raising awareness of mental health issues in the wider communities to promote social inclusion and overcome stigma.
- Retain our unique quality as a service user/member led, mutually supportive organisation.
- Continue our absolute commitment to putting people first within the organisation, we care about our members, our trustees and our staff and will ensure that people's wellbeing is the fundamental consideration as we develop our business priorities.
- Maintain our commitment to making CAPITAL accessible and free to all those who wish to be members.
- Work to break down the stigma that people with mental health problems experience by informing the wider public about mental health issues.
- Be a voice advocating for improvements to the care for people who use mental health services.

We aim to achieve this by:

- Regular group meetings in localities to facilitate information sharing and mutual support.
- Working with the local Clinical Commissioning Groups and other statutory and voluntary sector partners to ensure the people who use mental health services have their voices heard when it comes to changing and improving those services.
- Working with local universities and other educators to deliver training from a service user perspective.
- Engaging with the media and the wider public to inform them about mental health issues, particularly working around World Mental Health Day and Mental Health Awareness Week.
- Working with other local mental health providers as part of Pathfinder West Sussex to achieve a more joined up service offer for people who experience mental distress in the county. We continue to work actively with our partners to build the service and ensure that the voices of the people who use our services are heard loud and clear within this evolving structure.
- Providing independent inpatient peer support to improve mental health services and to offer peer to peer guidance in self-help strategies.
- Delivering formal and less formal peer support training to build expertise within our peer support workforce.
- Facilitating inpatient feedback via Patient Viewpoint groups enabling people to give their views on their experiences of the local hospitals without fear of reprisal.
- Sharing and participating in national service user fora such as NSUN (the National Survivor and User Network), particularly contributing to their campaign on The Value of User Led Organisations.
- Being vociferous throughout the public consultation to Improve Inpatient Services in West Sussex.
- Working with partners to influence services through coproduction

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

We were partners in bringing a sequel 'Coproducing Coproduction' conference.

Partnerships & lived experience consultation has developed, with continued work planned with West Sussex County Council, expanding our lived experience consultancy.

We've started our new branding journey.

Coproduction work goes from strength to strength. The Sussex Coproduction network is growing, and we have secured further funding for coproduction lead contract for West Sussex.

Our membership engagement continues, with focus groups and Members Days and Membership peer leadership develops in community hubs and groups.

We've renewed publicity materials as we get out and about again making connections with people and promoting CAPITAL at events.

We've confirmed Pathfinder contract for a further year.

A Different View took place in Littlehampton and Crawley, leading to an gallery exhibition in Worthing.

For the first time we held an in-person Coproduction Workshop event for our West Sussex LEAG members, also in October 2023.

We worked with and were commissioned by, West Sussex County Council's Public Health Team, to produce lived experience events.

We held a CAPITAL Festive Get Together in December to celebrate successes of 2023 and look forward to 2024. During 2023/2024 CAPITAL supported 1,928 people across all our work.

### **CAPITAL Membership**

During 2023 a new role of Engagement Manager was created to help provide dedicated support to membership engagement and to lead our membership strategy.

The membership strategy developed through some few focus groups and members days, to define and begin working out priorities for membership.

Our membership strategy has these priorities:

- 1) Membership Contact (communication)
- 2) CAPITAL Newsletter and Diary of Events
- 3) Mentor/Buddy scheme - for new members and/or volunteers
- 4) 'New Members Welcome' framework
- 5) Evaluations - Membership feedback
- 6) Peer Led Groups - framework
- 7) Transport provision framework
- 8) Membership model review
- 9) Volunteer recruitment, induction and supervision framework
- 10) Membership payment scheme review

Plans behind these priorities have seen the introduction of:

- a new digital phone system to improve access to a person when calling our mainline telephone number
- changes to our membership communications with members contributing to newsletters
- a new streamlined e-newsletter - which averages 81% of delivered emails opened by recipients

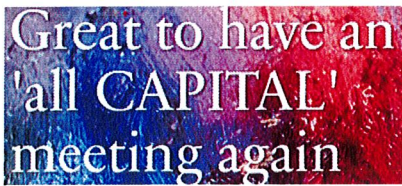
**Report of the Trustees  
for the Year Ended 31st March 2024**

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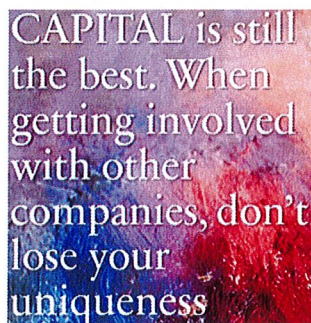
- formal volunteer roles, together with management framework, handbook and support
- membership feedback survey - for all meetings and groups
- refreshed group agreement for meetings
- peer led groups in Bognor Regis, Crawley and East Grinstead

We held an event in June 2023 to bring people together to look at our interim strategy and give an update on the membership engagement work so far.

Members attending also worked on refreshing and updating our Group Agreement and develop our strategic planning ideas further as we consulted with members about our ambition to '**enhance existing peer led services**'.



Great to have an  
**'all CAPITAL'**  
meeting again



CAPITAL is still  
the best. When  
getting involved  
with other  
companies, don't  
lose your  
uniqueness



Thank you, team,  
for setting it up  
and for an  
inspirational,  
thoughtful  
agenda

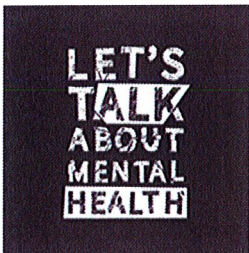
Members in Bognor Regis celebrated and tributed Tim Bird's significant work with CAPITAL. As a co-founder and lifelong supporter, Tim has retired from his roles at CAPITAL.

Adhering to the General Data Protection Regulation laws, a membership refresh was carried out and this reduced our number of members to 140.

In 2023 we've grown our membership again to **210**.

**Partnerships and Lived Experience Consultation**

Towards the end of 2023 we were delighted to take up the opportunity to work in partnership with West Sussex County Council.



**Mental Health Needs Assessment** - We were commissioned to work with the Council and Changing Futures to develop and deliver four lived experienced coproduction events, to capture views and experiences of people to shape future services and commissioning through the Joint Strategic Needs Assessment strategy.

Almost 150 people were part of this, and their views were fed into the emerging mental health needs assessment planning process for West Sussex, managed by public health colleagues in West Sussex County Council.

**Combatting Drugs Partnership** - we were commissioned to work with West Sussex County Council to develop peer led focus groups across West Sussex to seek the views of people using drugs and alcohol support services, and carers, about developing commissioning plans for 2024/25. This new partnership we hope to develop in the coming year.

**Vita Health** - we were also commissioned to run a focus group with Vita Health who were keen to hear views of people with lived experience related to physical and mental health care in the area.

Throughout the year, CAPITAL staff, members and others with lived experience have attended many meetings and events, including:

- Pathfinder Delivery Group & Local Planning Groups
- Experience Committee
- Pathfinder Communications Sub Group
- Principled Ways of Working Group
- Pathfinder Board
- West Sussex Community Primary Care Transformation Group

- Customer and Carer Group (West Sussex Social Services)
- Brighton University Social Work - User Experience Strategy Group
- Changing Futures Stakeholder Group
- Crawley Transformation Hub Pilot & sub groups
- Voluntary Action Arun and Chichester AGM and networking events
- Changing Futures Lived Experience Group
- Sussex Lived Experience Network
- Sussex Whole System Approach to Coproduction
- West Sussex Suicide Prevention Strategy Group
- West Sussex Housing Strategy Board
- Changing Futures Stakeholder Group
- Hospital based Therapeutic Committee Meetings
- VCSE Mental Health Network
- UCL Evaluation Coproduction Event
- PeerFest 2023
- Peer Support Community of Practice
- Crawley Leadership Group and task and finish subgroups
- Coproducing CoProduction Networking Events
- LEAG task and finish groups
- Pan Sussex work - Neurodivergent work and Complex Emotional Needs pathways

### **Coproduction**

We were awarded a new contract to lead on coproduction within the West Sussex Mental Health Community Transformation Programme in 2022.

This commissioned work is about:

- Working with people with lived experience to obtain their views across the community sector, representing views through a lived experience network - known as the Lived Experience Advisory Group (LEAG).
- Working alongside commissioners and community organisations including those in West Sussex Pathfinder to effectively coproduce and develop a longer-term vision for mental health services.

For our first year, an independent review of the work to date was commissioned, to help explore what has worked and been achieved.

Following some initial problems with staff sickness, we were able to offer an interim coproduction lead post to lead the work. We were grateful to a number of people from our LEAG network and other partner organisations who stepped in to support the work.

In October 2023 we held a coproduction workshop event in Worthing. This was a chance to check in on where we've got to and to make pledges and commitments for working together in West Sussex.

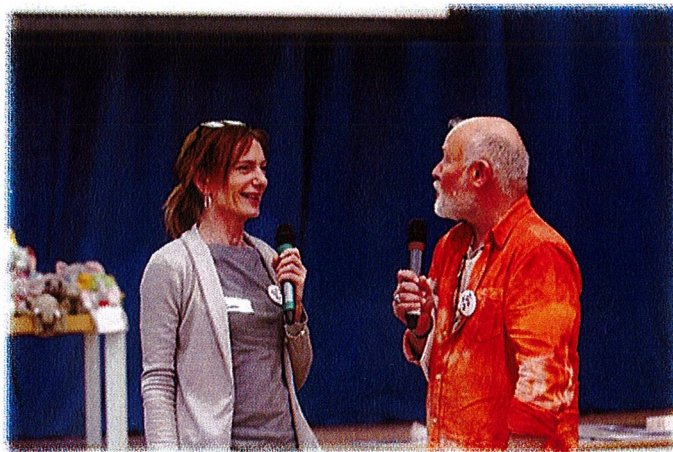
On the day we were joined by over 30 of people from all different sectors and lived experience including:

- Members of the West Sussex Lived Experience Advisory Group
- Members of CAPITAL Project Trust
- Staff from CAPITAL
- Staff from other VCSE organisations working across Sussex
- Leads from SPFT and NHS
- West Sussex Commissioning Team





We've also developed Coproducing coproduction monthly meetings (a space for anyone with an interest in coproduction to share good practise and ideas) with Possability People and Changing Futures.



A second Coproducing Coproduction conference was held in February 2024 in Brighton, with 80+ people in attendance.

The West Sussex LEAG currently has 31 members.

### **CAPITAL Peer Support**

Our teams across the three hospital settings continued to offer independent peer support through 2023/24.

Working in what is often a challenging environment was particularly so during this year.

The teams' work continues to evaluate positively and is well received by patients who appreciate support from someone who they can talk to from their lived experience.

We ask patients about whether they would value support from a CAPITAL Peer Worker following discharge from hospital, and this consistently gives feedback of around 80% of patients seen indicating they would take this up if it was available.

Through Health Education England South East, we again benefited this year from the IMROC (Implementing Recovery through Organisational Change) training - a number of peer workers have completed this with Coordinators completing peer supervision workshops.

Coordinators and members were also involved in PeerFest - a national annual celebration of peer support.

**Report of the Trustees  
for the Year Ended 31st March 2024**

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**Staffing**

Over the year we've seen changes with new roles adding management structure to the core team.

We are a very lean organisation which means capacity is impacted greatly when staff are not able to work.

We introduced an uplift to all staff salaries of 10% from April 2023. We continued as a Mindful Employer and as Living Wage Employer.

Recruitment for all staff now includes CAPITAL members in the selection process.

We changed how we receive HR support, ending our contract with Peninsular. We now receive more individualised support from an HR consultancy based in Hampshire.

**Strategy**

Our interim strategy sees us progressing work towards priorities in:

- Developing membership
- Enhancing existing peer led services
- Community development
- Exploring new business
- Strengthening the organisation

Thanks to Heads On funding, we have been able to hold away days for CEO, Business Development Manager and Finance Manager, as well as Trustees.

Funding will support extra management capacity and develop our Business plan and organisational strategy.

Trustees were able to re-define CAPITAL's values and core purpose which we will develop during 2024.

In December we celebrated 2023 and brought our strands of work together mixed with some great entertainment from singer songwriter Nicki Vibes and the choir Out Sing Cancer.

It was also an opportunity to spotlight teams successes and work on strategy and membership communications.

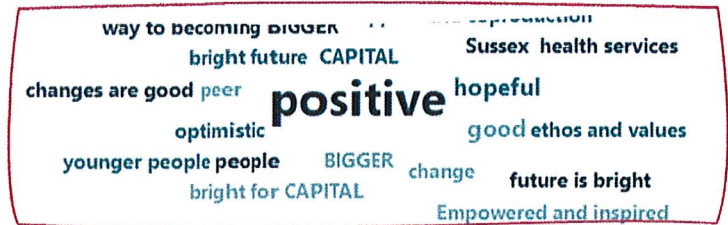


**Report of the Trustees  
for the Year Ended 31st March 2024**

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Feedback was extremely positive with 99% people saying they felt really positive about direction we were taking and about our future.

- "Thank you for a beautiful day, where everyone was made to feel they were welcome".
- "Thank you for being the charity you are & for helping so many people move forward on their journeys".
- "Today has been really informative and so supportive - THANK YOU SO MUCH!"



**Communications**

Newsletters started to engage membership in content. We aim to develop this further in the future

We've also added communications as part of a role in the core team.

**Brand**

Agency PMW chose CAPITAL to work to develop new branding and identity. We started working together early in 2024 with a focus group attended by Trustees, staff and members.

We have started to formulate our mission, purpose, values and personality and discuss what makes CAPITAL unique as a charity and brand.

We aim to hold a wider focus group in coming months as we move into the design phase with the agency, ahead of a relaunch of our brand later in 2024.

**Patient Viewpoint**

We strive to provide volunteer led independent monthly meetings across the 3 hospital sites in West Sussex, to capture the views from inpatients about their care, treatment and hospital experiences.

We held a shared learning session to bring together existing and potential volunteers to review and refresh understanding and feedback processes. This was a hybrid session with a representative from the Sussex Partnership NHS Trust Participation Team present.

We will be further reviewing the shared learning sessions and working with the Trust to develop these sessions.

We continue to link with Trust's Participation Team leads, Hospital Matrons and Ward Managers to ensure the views of in-patients are acted upon. We also feedback common themes regularly to the Trusts Experience Committee.

Patient Viewpoint sessions heard the views of approx. 180 people during the year.

**Business Development**

During 2023 we established a new pilot role of Business Development Manager with responsibility for diversifying our funding streams.

During this year we piloted a Business Development Manager post, whose key role is to concentrate on generating new income streams. We recruited to this post in June 2023.

However, one of the main challenges that we've found is our funding track record - or lack of it. Grant givers like to see diverse funders and a history which we simply don't have. This has significantly reduced the approaches we've been able to make.

We've been applying for small amounts to build our funding record. Despite this we're anticipating additional income of £35k since Business Development Manager started with a 28% success rate.

We're very excited about exploring some new commercial opportunities as part of our business plan.

### **CAPITAL Making Connections**

Members and staff were able to get out and about promoting CAPITAL in the community, at the World Mental Health Day event in October in Worthing.

We also supported Stonepillow with a fundraising event at Chichester Cathedral.

Members also joined some of the core team in support of a gig organised to raise funds for CAPITAL, Noise for Mental Health in Brighton.

We also had successful public engagement with our presence at Worthing Lions and Chichester Pride events.

### **A Different View**



This year we obtained Heads On grant funding for journaling & photography sessions run in partnership with Recovery Partners in Littlehampton and Crawley. We completed our Different View project which culminated in a public art exhibition at Colonnade House, Worthing in January 2024.

A co-produced gallery-based exhibition was delivered over the period of 6 days, with informal drop-in style workshops including zine making, mono-printing and badge making. The exhibition was designed to have the access needs of people living with physical and mental health challenges in mind and included features such as traffic light badge system which would indicate how people wished to be interacted with.

The private view for the exhibition was attended by 50+ people including participants and their friends and family,

Recovery Partners and CAPITAL staff, and members of other services. During the week that the exhibition was open, 28 people visited the exhibition.

### **Pathfinder**

The CEO and team are actively involved in Pathfinder planning and Board meetings.

This has included working on peer reviews of services, local planning groups, delivery group meetings and facilitating staff induction sessions for members of staff from Pathfinder partner organisations.

We've changed our reporting approach to commissioners, a shift that has been met with positive feedback.

We are eager to continue to strengthen our purpose and enhance our work in the forthcoming year.

## **FINANCIAL REVIEW**

### **Principal funding sources**

A breakdown of our funding received this year is as follows:

1. Core Funding - £236,597 for the year paid on 1st April, 1st July, 1st October, and 1st January.
2. Peer Support Funding - paid as per core funding.
3. Co-Production Project management funding - £27,000
4. Donations and Bank interest combined total - £8,597
5. Heads On; Growth Fund: £28,435
6. Invoiced Tasks - we have raised invoices to the value of £31,186

Our costing analysis procedures have been maintained through the year. Budget figures and monthly and quarterly expenditure figures are reported to the Trustees at each board meeting. The Bank Statements are checked and signed off monthly by the acting Treasurer in accordance with our Financial Policies.

We have sustained our emphasis and awareness on costs which has allowed CAPITAL to maintain a high standard of commitment to our members.

Our business development manager has continued to identify new funding streams with the aim, over time, of increasing the income and the sustainability of the charity.

A full Business rate rebate was received for 2023-24 on the Sudley Road premises.

### **General Overview**

A difficult economic climate has seen costs for meeting, room hire, and transport rise, though we remain committed at CAPITAL maintain a high standard of commitment to our members, and to supporting members at meetings and online where appropriate.

We are grateful to the following funders for their support this financial year:

1. Morrisons Foundation £1,000 for art group resources
2. Bentley's Advancing Life Chances £500 for art group resources
3. Magic Little Grants £500 for our new Crawley Hub
4. Forrester Family Foundation £1,500 for our new Crawley hub
5. Carpenter Box £500 for our Mental Health First Aid kits for those leaving hospital

### **Reserves policy**

CAPITAL's reserves are the funds available for general purposes after meeting planned expenditure and other commitments, being set aside and discounted for the purposes of day to day accounting and cash flow forecasts.

Available funds are always lowest just before core funding is received on 1st April, 1st July, 1st October, and 1st January each year.

CAPITAL's policy, informed by Charity Commission Publication CC19 and related documents is:

Top aim to have reserves sufficient to cover fluctuations in the timing and amount of incoming finance and outgoing payments to cover the costs of winding up CAPITAL this become necessary. These two situations would not occur together, given the promise by the commissioners of six months warning of major core funding changes.

The reserves required to cover the two situations would be three months operating costs, currently around £85,031.

The trustees have been monitoring accounts and have been supporting the CEO to balance expenditure on essential development activities with bringing the level in line with this policy.

Cash in the bank as at 31st March 2024 stood at £90,421.

## **FUTURE PLANS**

Our core-funding ICB is secure up to the end of March 2025.

We aim to further develop our new reporting structure with funders to contain both qualitative and quantitative detail to allow us better to cost out potential work as we seek to broaden out income base.

Since April 2022 we have been commissioned to lead co-production in West Sussex as part of the NHS local transformation plan.

We continue to collaborate with the Pathfinder group, and work closely with our partners. We are working with the Pathfinder Board to secure future commissioning from 2025, having been commissioned for an extended year from April 2024.

We remain committed to changing our bankers, Barclays, but the move has yet to be actioned.

We continue to review our current coverage in terms of the services we provide, and have been actively looking to expand the geographical scope of our offering.

As our existing contracts have expired we have taken the opportunity to source new and better value suppliers, and will continue so to do.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The Charity is controlled by its governing document, the Memorandum and Articles of Association and constitutes a company limited by guarantee, as defined by the Companies Act 2006.

The CAPITAL Project Trust operates in accordance with its Memorandum and Articles of Association.

### **Organisational structure**

All voting trustees are drawn from the CAPITAL membership. They take overall responsibility for developing the strategic direction for CAPITAL, are responsible for setting policy, and for maintaining the legal and financial viability of the business, as set out by the two regulatory bodies, the Charity Commission and Companies House. They are also responsible for ensuring adherence to all other statutes applicable to our work.

By representing CAPITAL's members in this way, we ensure that CAPITAL is truly Service User led, with our members setting CAPITAL's direction in line with their wishes, needs and aspirations.

CAPITAL's day-to-day running takes place through a Core staff team, some of whom are line managed by the CEO. Changes are in the process of being made to free up some time for the CEO to concentrate on strategy and planning. . The Chair of Trustees holds line management responsibility for the CEO.

In accordance with our charitable incorporation the trustees take their responsibility to ensure good governance very seriously. We retain the services of Peninsula Business Services to ensure that we are given up to date legal advice regarding human resources and health and safety matters. Staff are delegated to ensure that other legal requirements for example in terms of business and charity law are all met. But we are undertaking a review of alternative options for HR support.

We regularly review our policies to ensure that they are sufficient and appropriate to the organisation. We are signatories of the Mindful Employer Charter.

## **Capital Project Trust**

### **Report of the Trustees for the Year Ended 31st March 2024**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Induction and training of new trustees**

The documents we use to explain the role and responsibilities of a Trustee were updated this year to bring greater clarity to Trustees and ensure the information was presented and disused in a simple, accessible way for people with a variety of different levels of understanding and reading/comprehension.

A new Trustee appraisal process was launched utilising the information in these updated documents, this is enabling us to better understand the individual needs of Trustees in relation to support and training.

Training is made available to any CAPITAL member considering their candidature as trustee. This training covers the role and responsibilities of a trustee, and also of a director of a limited company, our business set-up and legal framework, and the trustees' role within this. All new trustees receive an initial induction giving them relevant information for the role. There is ongoing training throughout the year to further support each trustee in this responsible role.

In training, all prospective new trustees are made aware that in order to fully represent our members, they must regularly attend locality, quarterly and other meetings to ensure they can hear members views.

##### **Risk management**

Regular risk assessments are carried out to ensure that CAPITAL's activities are managed as safely and effectively as possible.

Risk assessments have been updated to include action to be taken during incidences of Covid and changes to the in-patient environment to ensure peer support work safety.

Risk assessments take place for our activities and management plans are put in place as needed.

We regularly review risk through team and line management meetings.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

04157375 (England and Wales)

##### **Registered Charity number**

1087420

##### **Registered office**

Safe Haven  
32 Sudley Road  
Bognor Regis  
West Sussex  
PO21 1EL

##### **Trustees**

R Davies Chair  
S Westmore Vice Chair  
K Anders Treasurer (resigned 17.10.23)  
P C Laparle (appointed 18.10.23)  
T Lockyear  
C Murray  
C Snooks  
A Beales (co-opted April 2022)  
T C Bird (co-opted for his lifetime - no vote)

**Capital Project Trust**

**Report of the Trustees  
for the Year Ended 31st March 2024**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent Examiner**

Paul Wright FCA DChA  
Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

**Bankers**

Barclays Bank plc  
1 Chapel Road  
Worthing  
West Sussex  
BN11 1EX

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

Approved by order of the board of trustees on 30-08-24 and signed on its behalf by:

R. R. Davies  
R Davies - Trustee

## Independent Examiner's Report to the Trustees of Capital Project Trust

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### Independent examiner's report to the trustees of Capital Project Trust ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2024.

#### Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

#### Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can 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:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



Paul Wright FCA DChA

Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

Date: 30/8/24

## Capital Project Trust

### Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31st March 2024

|                                    |       | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2024<br>Total<br>funds<br>£ | 2023<br>Total<br>funds<br>£ |
|------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
|                                    | Notes |                            |                          |                             |                             |
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                            |                          |                             |                             |
| Donations and legacies             | 2     | 7,365                      | -                        | 7,365                       | 1,690                       |
| <b>Charitable activities</b>       |       |                            |                          |                             |                             |
| Training facilities and workshops  | 4     | 197,804                    | -                        | 197,804                     | 177,668                     |
| Peer support                       |       | -                          | 69,979                   | 69,979                      | 68,742                      |
| EbE Project                        |       | -                          | -                        | -                           | 55,000                      |
| LEAG Project                       |       | 27,000                     | -                        | 27,000                      | -                           |
| Growth Fund                        |       | 4,267                      | -                        | 4,267                       | -                           |
| Different View                     |       | -                          | 24,168                   | 24,168                      | -                           |
| Investment income                  | 3     | <u>1,232</u>               | <u>-</u>                 | <u>1,232</u>                | <u>887</u>                  |
| <b>Total</b>                       |       | <u>237,668</u>             | <u>94,147</u>            | <u>331,815</u>              | <u>303,987</u>              |
| <b>EXPENDITURE ON</b>              |       |                            |                          |                             |                             |
| <b>Charitable activities</b>       |       |                            |                          |                             |                             |
| Training facilities and workshops  | 5     | 243,459                    | -                        | 243,459                     | 165,689                     |
| Peer support                       |       | -                          | 66,658                   | 66,658                      | 61,254                      |
| EbE Project                        |       | -                          | -                        | -                           | 18,128                      |
| LEAG Project                       |       | 10,214                     | -                        | 10,214                      | -                           |
| Growth Fund                        |       | 17,222                     | -                        | 17,222                      | -                           |
| Different View                     |       | -                          | 12,901                   | 12,901                      | -                           |
| Other                              |       | <u>2,150</u>               | <u>-</u>                 | <u>2,150</u>                | <u>3,425</u>                |
| <b>Total</b>                       |       | <u>273,045</u>             | <u>79,559</u>            | <u>352,604</u>              | <u>248,496</u>              |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | <u>(35,377)</u>            | <u>14,588</u>            | <u>(20,789)</u>             | <u>55,491</u>               |
| <b>RECONCILIATION OF FUNDS</b>     |       |                            |                          |                             |                             |
| Total funds brought forward        |       | <u>105,768</u>             | <u>23,779</u>            | <u>129,547</u>              | <u>74,056</u>               |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u><u>70,391</u></u>       | <u><u>38,367</u></u>     | <u><u>108,758</u></u>       | <u><u>129,547</u></u>       |

The notes form part of these financial statements

## Capital Project Trust

### Balance Sheet 31st March 2024

|                                              | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2024<br>Total<br>funds<br>£ | 2023<br>Total<br>funds<br>£ |
|----------------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                          |       |                            |                          |                             |                             |
| Tangible assets                              | 10    | 13,926                     | -                        | 13,926                      | 14,015                      |
| <b>CURRENT ASSETS</b>                        |       |                            |                          |                             |                             |
| Stocks                                       | 11    | -                          | -                        | -                           | 175                         |
| Debtors                                      | 12    | 19,440                     | -                        | 19,440                      | 15,364                      |
| Cash at bank and in hand                     |       | <u>52,054</u>              | <u>38,367</u>            | <u>90,421</u>               | <u>109,144</u>              |
|                                              |       | 71,494                     | 38,367                   | 109,861                     | 124,683                     |
| <b>CREDITORS</b>                             |       |                            |                          |                             |                             |
| Amounts falling due within one year          | 13    | (15,029)                   | -                        | (15,029)                    | (9,151)                     |
| <b>NET CURRENT ASSETS</b>                    |       | <u>56,465</u>              | <u>38,367</u>            | <u>94,832</u>               | <u>115,532</u>              |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u>70,391</u>              | <u>38,367</u>            | <u>108,758</u>              | <u>129,547</u>              |
| <b>NET ASSETS</b>                            |       | <u>70,391</u>              | <u>38,367</u>            | <u>108,758</u>              | <u>129,547</u>              |
| <b>FUNDS</b>                                 | 14    |                            |                          |                             |                             |
| Unrestricted funds                           |       |                            |                          | 70,391                      | 105,768                     |
| Restricted funds                             |       |                            |                          | <u>38,367</u>               | <u>23,779</u>               |
| <b>TOTAL FUNDS</b>                           |       |                            |                          | <u>108,758</u>              | <u>129,547</u>              |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

Capital Project Trust

Balance Sheet - continued  
31st March 2024

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

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

30-08-24

R. R. Davies

R Davies - Trustee

The notes form part of these financial statements

**Capital Project Trust****Cash Flow Statement  
for the Year Ended 31st March 2024**

|                                                                           |       | 2024            | 2023           |
|---------------------------------------------------------------------------|-------|-----------------|----------------|
|                                                                           | Notes | £               | £              |
| <b>Cash flows from operating activities</b>                               |       |                 |                |
| Cash generated from operations                                            | 1     | <u>(18,093)</u> | <u>43,834</u>  |
| Net cash (used in)/provided by operating activities                       |       | <u>(18,093)</u> | <u>43,834</u>  |
| <b>Cash flows from investing activities</b>                               |       |                 |                |
| Purchase of tangible fixed assets                                         |       | (1,862)         | (10,087)       |
| Interest received                                                         |       | <u>1,232</u>    | <u>887</u>     |
| Net cash used in investing activities                                     |       | <u>(630)</u>    | <u>(9,200)</u> |
|                                                                           |       |                 |                |
| <b>Change in cash and cash equivalents in the reporting period</b>        |       | (18,723)        | 34,634         |
| <b>Cash and cash equivalents at the beginning of the reporting period</b> |       | <u>109,144</u>  | <u>74,510</u>  |
| <b>Cash and cash equivalents at the end of the reporting period</b>       |       | <u>90,421</u>   | <u>109,144</u> |

The notes form part of these financial statements

**1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

|                                                                                                  | 2024<br>£       | 2023<br>£     |
|--------------------------------------------------------------------------------------------------|-----------------|---------------|
| Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities) | (20,789)        | 55,491        |
| Adjustments for:                                                                                 |                 |               |
| Depreciation charges                                                                             | 1,951           | 1,252         |
| Interest received                                                                                | (1,232)         | (887)         |
| Decrease in stocks                                                                               | 175             | -             |
| Increase in debtors                                                                              | (4,076)         | (14,372)      |
| Increase in creditors                                                                            | <u>5,878</u>    | <u>2,350</u>  |
| Net cash (used in)/provided by operations                                                        | <u>(18,093)</u> | <u>43,834</u> |

**2. ANALYSIS OF CHANGES IN NET FUNDS**

|                          | At 1.4.23<br>£ | Cash flow<br>£  | At 31.3.24<br>£ |
|--------------------------|----------------|-----------------|-----------------|
| Net cash                 |                |                 |                 |
| Cash at bank and in hand | <u>109,144</u> | <u>(18,723)</u> | <u>90,421</u>   |
|                          | <u>109,144</u> | <u>(18,723)</u> | <u>90,421</u>   |
| Total                    | <u>109,144</u> | <u>(18,723)</u> | <u>90,421</u>   |

## 1. ACCOUNTING POLICIES

### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Governance costs**

Governance costs comprise the costs of running the charity, including strategic planning for its future development, any legal advice for the trustees, and all the costs of complying with constitutional and statutory requirements, such as the costs of trustee meetings and of preparing statutory accounts and satisfying public accountability.

### **Allocation and apportionment of costs**

Costs incurred in respect of the provision of training facilities and workshops are taken to direct charitable expenditure.

Expenditure which does not directly relate to the objects of the charity is analysed between charitable support costs, governance costs and costs of generating funds. Items which involve more than one cost category are apportioned to the cost categories involved in order to reflect the level of associated activity during the year.

Expenses relating to restricted funds are shown separately.

### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|                          |               |
|--------------------------|---------------|
| Improvements to property | - 2% on cost  |
| Equipment                | - 25% on cost |

All assets are included and held at historical cost, only those capital purchases above the value of £500 are capitalised.

### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

### **Fund accounting**

#### **Unrestricted Funds**

Unrestricted reserves are the balance of unspent funds, held to meet the day to day running costs of the charity. This reserve is required to meet the regular ongoing commitment to staff and suppliers.

**1. ACCOUNTING POLICIES - continued**

**Fund accounting**

**Restricted Funds**

Restricted funds can only be used for the purpose specified.

To the extent that restricted funds are expended on capital items a transfer is made between unrestricted and restricted reserves.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2. DONATIONS AND LEGACIES**

|       | 2024         | 2023         |
|-------|--------------|--------------|
|       | £            | £            |
| Gifts | <u>7,365</u> | <u>1,690</u> |

**3. INVESTMENT INCOME**

|                          | 2024         | 2023       |
|--------------------------|--------------|------------|
|                          | £            | £          |
| Deposit account interest | <u>1,232</u> | <u>887</u> |

**4. INCOME FROM CHARITABLE ACTIVITIES**

|                                  |                                   | 2024           | 2023           |
|----------------------------------|-----------------------------------|----------------|----------------|
|                                  | Activity                          | £              | £              |
| Mental Health                    |                                   |                |                |
| Commissioning Team               | Training facilities and workshops | 166,618        | 163,673        |
| Provision of training facilities | Training facilities and workshops | 31,186         | 13,995         |
| Peer support funding             | Peer support                      | 69,979         | 68,742         |
| Ebe project sales                | EbE Project                       | -              | 55,000         |
| LEAG Project sales               | LEAG Project                      | 27,000         | -              |
| Growth Fund                      | Growth Fund                       | 4,267          | -              |
| A Different View                 | Different View                    | <u>24,168</u>  | <u>-</u>       |
|                                  |                                   | <u>323,218</u> | <u>301,410</u> |

**5. CHARITABLE ACTIVITIES COSTS**

|                                   | Direct<br>Costs<br>£ | Support<br>costs (see<br>note 6)<br>£ | Totals<br>£    |
|-----------------------------------|----------------------|---------------------------------------|----------------|
| Training facilities and workshops | 181,719              | 61,740                                | 243,459        |
| Peer support                      | 65,925               | 733                                   | 66,658         |
| LEAG Project                      | 10,214               | -                                     | 10,214         |
| Growth Fund                       | 13,889               | 3,333                                 | 17,222         |
| Different View                    | 12,901               | -                                     | 12,901         |
|                                   | <u>284,648</u>       | <u>65,806</u>                         | <u>350,454</u> |

**6. SUPPORT COSTS**

|                                   | Management<br>£ | Governance<br>costs<br>£ | Totals<br>£   |
|-----------------------------------|-----------------|--------------------------|---------------|
| Training facilities and workshops | 40,603          | 21,137                   | 61,740        |
| Peer support                      | 733             | -                        | 733           |
| Growth Fund                       | 3,333           | -                        | 3,333         |
|                                   | <u>44,669</u>   | <u>21,137</u>            | <u>65,806</u> |

Support costs, included in the above, are as follows:

**Governance costs**

|                                       | 2024<br>Training<br>facilities<br>and<br>workshops<br>£ | 2023<br>Total<br>activities<br>£ |
|---------------------------------------|---------------------------------------------------------|----------------------------------|
| Independent Examination fees          | 3,600                                                   | 3,133                            |
| Legal and professional fees           | 5,331                                                   | 5,347                            |
| Financial management                  | -                                                       | 2,796                            |
| Bookkeeping                           | 10,254                                                  | 10,199                           |
| Depreciation of tangible fixed assets | 1,952                                                   | 1,253                            |
|                                       | <u>21,137</u>                                           | <u>22,728</u>                    |

Notes to the Financial Statements - continued  
for the Year Ended 31st March 2024

**7. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

|                             | 2024         | 2023         |
|-----------------------------|--------------|--------------|
|                             | £            | £            |
| Depreciation - owned assets | <u>1,951</u> | <u>1,252</u> |

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2024 nor for the year ended 31st March 2023.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st March 2024 nor for the year ended 31st March 2023.

**9. STAFF COSTS**

|                       | 2024           | 2023           |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Wages and salaries    | 222,106        | 158,142        |
| Social security costs | 7,682          | 3,116          |
| Other pension costs   | <u>2,166</u>   | <u>2,015</u>   |
|                       | <u>231,954</u> | <u>163,273</u> |

The average monthly number of employees during the year was as follows:

|               | 2024     | 2023     |
|---------------|----------|----------|
| Core staff    | 4        | 3        |
| Peer staff    | 2        | 3        |
| Co-Production | <u>1</u> | <u>-</u> |
|               | <u>7</u> | <u>6</u> |

No employees received emoluments in excess of £60,000.

10. TANGIBLE FIXED ASSETS

|                       | Improvements<br>to<br>property<br>£ | Equipment<br>£ | Totals<br>£   |
|-----------------------|-------------------------------------|----------------|---------------|
| <b>COST</b>           |                                     |                |               |
| At 1st April 2023     | 10,087                              | 16,502         | 26,589        |
| Additions             | <u>-</u>                            | <u>1,862</u>   | <u>1,862</u>  |
| At 31st March 2024    | <u>10,087</u>                       | <u>18,364</u>  | <u>28,451</u> |
| <b>DEPRECIATION</b>   |                                     |                |               |
| At 1st April 2023     | 202                                 | 12,372         | 12,574        |
| Charge for year       | <u>201</u>                          | <u>1,750</u>   | <u>1,951</u>  |
| At 31st March 2024    | <u>403</u>                          | <u>14,122</u>  | <u>14,525</u> |
| <b>NET BOOK VALUE</b> |                                     |                |               |
| At 31st March 2024    | <u>9,684</u>                        | <u>4,242</u>   | <u>13,926</u> |
| At 31st March 2023    | <u>9,885</u>                        | <u>4,130</u>   | <u>14,015</u> |

11. STOCKS

|        | 2024<br>£ | 2023<br>£  |
|--------|-----------|------------|
| Stocks | <u>-</u>  | <u>175</u> |

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                                | 2024<br>£     | 2023<br>£     |
|--------------------------------|---------------|---------------|
| Trade debtors                  | 16,378        | 13,940        |
| Other debtors                  | 1,335         | -             |
| Prepayments and accrued income | <u>1,727</u>  | <u>1,424</u>  |
|                                | <u>19,440</u> | <u>15,364</u> |

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                                 | 2024          | 2023         |
|---------------------------------|---------------|--------------|
|                                 | £             | £            |
| Trade creditors                 | 2,057         | 1,304        |
| Social security and other taxes | 6,144         | 2,154        |
| Other creditors                 | 3,828         | 2,693        |
| Accruals and deferred income    | <u>3,000</u>  | <u>3,000</u> |
|                                 | <u>15,029</u> | <u>9,151</u> |

14. MOVEMENT IN FUNDS

|                           | At 1.4.23      | Net movement in funds | Transfers between funds | At 31.3.24     |
|---------------------------|----------------|-----------------------|-------------------------|----------------|
|                           | £              | £                     | £                       | £              |
| <b>Unrestricted funds</b> |                |                       |                         |                |
| General fund              | 44,754         | (39,208)              | 11,186                  | 16,732         |
| Winter Resilience Fund    | 24,142         | -                     | (24,142)                | -              |
| EbE Project               | 36,872         | -                     | (36,872)                | -              |
| LEAG Project              | -              | 16,787                | 36,872                  | 53,659         |
| Growth Fund               | <u>-</u>       | <u>(12,956)</u>       | <u>12,956</u>           | <u>-</u>       |
|                           | 105,768        | (35,377)              | -                       | 70,391         |
| <b>Restricted funds</b>   |                |                       |                         |                |
| Peer Support Project      | 23,779         | 3,321                 | -                       | 27,100         |
| A Different View          | <u>-</u>       | <u>11,267</u>         | <u>-</u>                | <u>11,267</u>  |
|                           | <u>23,779</u>  | <u>14,588</u>         | <u>-</u>                | <u>38,367</u>  |
| <b>TOTAL FUNDS</b>        | <u>129,547</u> | <u>(20,789)</u>       | <u>-</u>                | <u>108,758</u> |

Net movement in funds, included in the above are as follows:

|                           | Incoming resources | Resources expended | Movement in funds |
|---------------------------|--------------------|--------------------|-------------------|
|                           | £                  | £                  | £                 |
| <b>Unrestricted funds</b> |                    |                    |                   |
| General fund              | 206,401            | (245,609)          | (39,208)          |
| LEAG Project              | 27,001             | (10,214)           | 16,787            |
| Growth Fund               | <u>4,266</u>       | <u>(17,222)</u>    | <u>(12,956)</u>   |
|                           | 237,668            | (273,045)          | (35,377)          |
| <b>Restricted funds</b>   |                    |                    |                   |
| <b>Restricted funds</b>   |                    |                    |                   |
| Peer Support Project      | 69,979             | (66,658)           | 3,321             |
| A Different View          | <u>24,168</u>      | <u>(12,901)</u>    | <u>11,267</u>     |
|                           | <u>94,147</u>      | <u>(79,559)</u>    | <u>14,588</u>     |
| <b>TOTAL FUNDS</b>        | <u>331,815</u>     | <u>(352,604)</u>   | <u>(20,789)</u>   |

**14. MOVEMENT IN FUNDS - continued****Comparatives for movement in funds**

|                           | At 1.4.22<br>£ | Net<br>movement<br>in funds<br>£ | At<br>31.3.23<br>£ |
|---------------------------|----------------|----------------------------------|--------------------|
| <b>Unrestricted funds</b> |                |                                  |                    |
| General fund              | 33,623         | 11,131                           | 44,754             |
| Winter Resilience Fund    | 24,142         | -                                | 24,142             |
| EbE Project               | -              | 36,872                           | 36,872             |
|                           | 57,765         | 48,003                           | 105,768            |
| <b>Restricted funds</b>   |                |                                  |                    |
| Peer Support Project      | 16,291         | 7,488                            | 23,779             |
|                           |                |                                  |                    |
| <b>TOTAL FUNDS</b>        | <u>74,056</u>  | <u>55,491</u>                    | <u>129,547</u>     |

Comparative net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 180,245                    | (169,114)                  | 11,131                    |
| EbE Project               | 55,000                     | (18,128)                   | 36,872                    |
|                           | 235,245                    | (187,242)                  | 48,003                    |
| <b>Restricted funds</b>   |                            |                            |                           |
| Peer Support Project      | 68,742                     | (61,254)                   | 7,488                     |
|                           |                            |                            |                           |
| <b>TOTAL FUNDS</b>        | <u>303,987</u>             | <u>(248,496)</u>           | <u>55,491</u>             |

**14. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

|                           | At 1.4.22<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>31.3.24<br>£ |
|---------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| <b>Unrestricted funds</b> |                |                                  |                                    |                    |
| General fund              | 33,623         | (28,077)                         | 11,186                             | 16,732             |
| Winter Resilience Fund    | 24,142         | -                                | (24,142)                           | -                  |
| EbE Project               | -              | 36,872                           | (36,872)                           | -                  |
| LEAG Project              | -              | 16,787                           | 36,872                             | 53,659             |
| Growth Fund               | -              | (12,956)                         | 12,956                             | -                  |
|                           | <u>57,765</u>  | <u>12,626</u>                    | <u>-</u>                           | <u>70,391</u>      |
| <b>Restricted funds</b>   |                |                                  |                                    |                    |
| Peer Support Project      | 16,291         | 10,809                           | -                                  | 27,100             |
| A Different View          | -              | 11,267                           | -                                  | 11,267             |
|                           | <u>16,291</u>  | <u>22,076</u>                    | <u>-</u>                           | <u>38,367</u>      |
| <b>TOTAL FUNDS</b>        | <u>74,056</u>  | <u>34,702</u>                    | <u>-</u>                           | <u>108,758</u>     |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 386,646                    | (414,723)                  | (28,077)                  |
| EbE Project               | 55,000                     | (18,128)                   | 36,872                    |
| LEAG Project              | 27,001                     | (10,214)                   | 16,787                    |
| Growth Fund               | 4,266                      | (17,222)                   | (12,956)                  |
|                           | <u>472,913</u>             | <u>(460,287)</u>           | <u>12,626</u>             |
| <b>Restricted funds</b>   |                            |                            |                           |
| Peer Support Project      | 138,721                    | (127,912)                  | 10,809                    |
| A Different View          | 24,168                     | (12,901)                   | 11,267                    |
|                           | <u>162,889</u>             | <u>(140,813)</u>           | <u>22,076</u>             |
| <b>TOTAL FUNDS</b>        | <u>635,802</u>             | <u>(601,100)</u>           | <u>34,702</u>             |

The fund relating to the EbE Project is what Capital now call Peer Funding and is used to fund the provision of Peer Support Workers.

The fund relating to the Peer Support Project was granted to contribute towards the provision of Peer Support Workers.

The fund relating to the Winter Resilience Project was granted towards the provision of weekly peer calls to members, additional training provision and virtual peer drop in sessions to help those who face additional challenges during the winter months.

**14. MOVEMENT IN FUNDS - continued**

The fund relating to the Growth fund was granted for building our lived experience leadership capacity as an organisation.

The fund relating to the Different View project was granted for art, photography and journalling projects that ran over the year in Littlehampton and Crawley.

The fund relating to the LEAG Project was formally known as EbE project for ICB funding / additional contract for production work.

**Transfers between funds**

A transfer of £24,142 was made from the Winter Resilience Fund to the General Fund following the closure of the project in the year.

A transfer of £36,872 was made from the EbE Project Fund to the LEAG Project Fund following the closure of EbE Project Fund and establishment of the LEAG Project in it's place.

A transfer of £12,956 was made from the General Fund to the Growth Fund to cover the overpayment on the fund in the year.

**15. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31st March 2024.

**16. OPERATING LEASES**

The following operating lease payments are committed to be paid:

|                            | Land and buildings |               | Other operating leases |              |
|----------------------------|--------------------|---------------|------------------------|--------------|
|                            | 2024               | 2023          | 2024                   | 2023         |
|                            | £                  | £             | £                      | £            |
| Expiring:                  |                    |               |                        |              |
| Less than one year         | 18,400             | 18,400        | -                      | 5,808        |
| Between one and five years | 9,200              | 27,600        | -                      | -            |
| More than five years       | -                  | -             | -                      | -            |
| Total                      | <u>27,600</u>      | <u>46,000</u> | <u>-</u>               | <u>5,808</u> |

**17. COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee and accordingly has no share capital.

# Capital Project Trust

## Detailed Statement of Financial Activities for the Year Ended 31st March 2024

|                                   | 2024<br>£      | 2023<br>£      |
|-----------------------------------|----------------|----------------|
| <b>INCOME AND ENDOWMENTS</b>      |                |                |
| <b>Donations and legacies</b>     |                |                |
| Gifts                             | 7,365          | 1,690          |
| <b>Investment income</b>          |                |                |
| Deposit account interest          | 1,232          | 887            |
| <b>Charitable activities</b>      |                |                |
| Mental Health Commissioning Team  | 166,618        | 163,673        |
| Provision of training facilities  | 31,186         | 13,995         |
| Peer support funding              | 69,979         | 68,742         |
| Ebe project sales                 | -              | 55,000         |
| A Different View                  | 24,168         | -              |
| Growth Fund                       | 4,267          | -              |
| LEAG Project sales                | <u>27,000</u>  | <u>-</u>       |
|                                   | <u>323,218</u> | <u>301,410</u> |
| <b>Total incoming resources</b>   | 331,815        | 303,987        |
| <b>EXPENDITURE</b>                |                |                |
| <b>Charitable activities</b>      |                |                |
| Wages                             | 222,106        | 158,142        |
| Social security                   | 7,682          | 3,116          |
| Pensions                          | 2,166          | 2,015          |
| Sundries                          | 3,073          | 849            |
| Transport                         | 10,719         | 4,146          |
| Venue hire and catering           | 4,804          | 3,364          |
| Project expenses                  | 16,963         | -              |
| Trainers and training             | 4,234          | 5,202          |
| Peer support financial management | -              | 7,783          |
| 25th Anniversary Expenses         | -              | 2,298          |
| A Different View                  | <u>12,901</u>  | <u>-</u>       |
|                                   | 284,648        | 186,915        |
| <b>Other</b>                      |                |                |
| Repairs and renewals              | 2,150          | 3,425          |
| <b>Support costs</b>              |                |                |
| <b>Management</b>                 |                |                |
| Rent and rates                    | 18,880         | 16,283         |
| Insurance                         | 3,226          | 1,446          |
| Light and heat                    | 3,632          | 3,711          |
| Telephone                         | 7,265          | 3,568          |
| Carried forward                   | 33,003         | 25,008         |

This page does not form part of the statutory financial statements

## Capital Project Trust

### Detailed Statement of Financial Activities for the Year Ended 31st March 2024

|                                       | 2024<br>£              | 2023<br>£            |
|---------------------------------------|------------------------|----------------------|
| <b>Management</b>                     |                        |                      |
| Brought forward                       | 33,003                 | 25,008               |
| Postage and stationery                | 2,343                  | 2,569                |
| Office costs                          | 6,633                  | 6,713                |
| Administrative expenses               | 122                    | 113                  |
| Lodge office cleaning                 | 1,649                  | 72                   |
| Website development                   | <u>919</u>             | <u>953</u>           |
|                                       | 44,669                 | 35,428               |
| <b>Governance costs</b>               |                        |                      |
| Independent Examination fees          | 3,600                  | 3,133                |
| Legal and professional fees           | 5,331                  | 5,347                |
| Financial management                  | -                      | 2,796                |
| Bookkeeping                           | 10,254                 | 10,199               |
| Depreciation of tangible fixed assets | <u>1,952</u>           | <u>1,253</u>         |
|                                       | <u>21,137</u>          | <u>22,728</u>        |
| Total resources expended              | <u>352,604</u>         | <u>248,496</u>       |
| <b>Net (expenditure)/income</b>       | <u><u>(20,789)</u></u> | <u><u>55,491</u></u> |

This page does not form part of the statutory financial statements

**CAPITAL PROJECT TRUST**

England & Wales - Charity number 1087420

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# Accounts

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**REGISTERED COMPANY NUMBER: 04157375 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1087420**

**Report of the Trustees and**  
**Financial Statements for the Year Ended 31st March 2023**  
**for**  
**Capital Project Trust**

Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

# **Capital Project Trust**

## **Contents of the Financial Statements for the Year Ended 31st March 2023**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2023. The trustees have adopted the provisions of 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

### Objectives and aims for the public benefit

The Capital Project Trust has been established as a Charity since 2001. Completely service user led, it exists with the aim of improving the lives of people who experience mental and emotional distress by:

- Providing mutual peer support and training to people who use mental health services
- Providing training and consultation services to mental health service providers
- Working with partners in the voluntary and statutory sectors to monitor mental health services to ensure that they are as good as they can be
- Raising awareness of mental health issues in the wider communities to promote social inclusion and overcome stigma
- Retain our unique quality as a service user/member led, mutually supportive organisation
- Continue our absolute commitment to putting people first within the organisation, we care about our members, our trustees and our staff and will ensure that people's wellbeing is the fundamental consideration as we develop our business priorities
- Maintain our commitment to making CAPITAL accessible and free to all those who wish to be members
- Work to break down the stigma that people with mental health problems experience by informing the wider public about mental health issues
- Be a voice advocating for improvements to the care for people who use mental health services

We aim to achieve this by:

- Our new members' training course which boosts the knowledge and skills of participants.
- Regular group meetings in localities to facilitate information sharing and mutual support.
- Working with the local Clinical Commissioning Groups and other statutory and voluntary sector partners to ensure the people who use mental health services have their voices heard when it comes to changing and improving those services.
- Working with local universities and other educators to deliver training from a service user perspective.
- Engaging with the media and the wider public to inform them about mental health issues, particularly working around World Mental Health Day and Mental Health Awareness Week.
- Working with other local mental health providers as part of Pathfinder West Sussex to achieve a more joined up service offer for people who experience mental distress in the county. We continue to work actively with our partners to build the service and ensure that the voices of the people who use our services are heard loud and clear within this evolving structure.
- Providing independent inpatient peer support to improve mental health services and to offer peer to peer guidance in self-help strategies.
- Delivering formal and less formal peer support training to build expertise within our peer support workforce.
- Facilitating inpatient feedback via Patient Viewpoint groups enabling people to give their views on their experiences of the local hospitals without fear of reprisal.
- Sharing and participating in national service user fora such as NSUN (the National Survivor and User Network), particularly contributing to their campaign on The Value of User Led Organisations.
- Being vociferous throughout the public consultation to Improve Inpatient Services in West Sussex.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

We've been working through a difficult year, post Covid and dealing with the loss of key people, while welcoming our new Chief Executive into the role.

This year we've been looking at systems and internal structures. Some change has already occurred, such as how we report and monitor feedback to commissioners and some new organisational policies and procedures have been put in place.

There were also significant changes to NHS commissioning, with the arrival of the ICB (Integrated Care Board) replacing the CCG (Clinical Commissioning Group.)

We struggled to engage our membership at the start of the year, with poor take up of our taster and getting to know sessions, and a member of the team started leading our membership engagement work, promoting, and recruiting member involvement through visits to our community meetings. This will build our membership strategy in the time to come.

Independent peer support continues to be well received by hospital inpatients and we have built stronger relationships with Sussex Partnership NHS Trust.

This also helps with our concerns that are raised in the Patient Viewpoint sessions which started back up following Covid in three hospital sites.

We've started some new pieces of work - we're now funded to lead coproduction work in West Sussex, and we have entered a new partnership with Recovery Partners, to deliver a project called 'A Different View'.

We've started work on an interim strategy which will help build on our foundation for the coming years.

## **Capital Project Trust**

### **Report of the Trustees for the Year Ended 31st March 2023**

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#### **FINANCIAL REVIEW**

##### **Principal funding sources**

A breakdown of our funding received this year is as follows:

1. Core Funding - £232,415 for the year paid on 1st April, 1st July, 1st October and 1st January.
2. Peer Support Funding - paid as per Core Funding.
3. Coproduction project management Funding - £55,000.
4. Donations and Bank Interest combined total £2,577.
5. Invoiced tasks - we have raised invoices to the value of £13,995, this is a result of training work and consultations.

Our Costing Analysis procedures have been maintained through the year. Budget figures and monthly expenditure figures are reported to the Trustees at each board meeting. The Bank Statements are checked and signed off monthly by the Treasurer, in accordance with our Financial Policies.

We have sustained our emphasis and awareness of costs which has allowed CAPITAL to adapt and rise from the pandemic challenges while maintaining its high standard of commitment to its members.

We have employed a Business Development manager on a 6-month contract to support the diversification of and increase our funding streams, over time we hope this will increase the income and sustainability of the charity.

A full Business rate rebate was received for 2022-2023.

##### **General Sum Up of Finances**

This year we have been able to return to some of our post Covid activities - carried out in line with Government guidance and within the parameters of our Risk Management Policies we have seen costs for meeting, room hire and transport costs for our members in this year. We remain committed to supporting members at meetings and online where appropriate.

CAPITAL will always strive to maintain its high standard of commitment to its members.

##### **Reserves policy**

CAPITAL's reserves are the funds available for general purposes after meeting planned expenditure and other commitments, being set aside and discounted for the purposes of day to day accounting and cash flow forecasts. Available funds are always lowest just before core funding is received, normally on 1st April and 1st October each year.

CAPITAL's policy, informed by Charity Commission Publication CC19 and related documents is:

To aim to have reserves sufficient to cover fluctuations in the timing and amount of incoming finance and outgoing payments and to cover the costs of winding up CAPITAL should this become necessary. These two situations would not occur together, given the promise by the commissioners of six months warning of major core funding changes.

The reserves required to cover the two situations would be three months operating costs, currently around £78,415.

The trustees have been monitoring accounts and have been supporting the CEO to balance expenditure on essential development activities with bringing the level of reserves in line with this policy.

Cash in the bank as of 31st March 2023 stood at £109,144.

## **Capital Project Trust**

### **Report of the Trustees for the Year Ended 31st March 2023**

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#### **FUTURE PLANS**

Our core funding ICB is secure up to the end of March 2025.

We developed a new reporting structure with funders which considers more qualitative details.

We continue to explore possible options to increase funding as we evolve and the demands for our provision of service increase.

Our new interim strategy will help us identify future opportunities and potential funding through a business development plan.

Since April 2022 we have been commissioned to lead coproduction in West Sussex as part of the NHS local transformation plans.

We continue within the collaborative of Pathfinder and work closely with partners. We are working with the Pathfinder Board to secure future commissioning from 2025, having been commissioned for an extended year (from April 2024).

Adjustments to staff roles and some new recruitments to Coordinator and Admin teams, have been under way to improve service.

Volunteers recruited and trained to boost Patient Viewpoint capacity and re-establish sessions at Meadowfield Hospital.

At a cost our Peer Level 4 course has been re-accredited with Middlesex University. Hopes are that we should be able to run it twice next year (FY).

Our Independent Bookkeeper/Finance Manager retired at the end of 2022 and so a new Bookkeeper/Finance Manager has been recruited and appointed. In practice it proved expedient to bring it about as a three month handover process.

Problems with the service from our bankers, Barclays, which were not confined to simply making a change of Bookkeeper/Finance Manager, have made it necessary to consider options for changing our banking arrangements.

Difficulty in recruiting a replacement for the Northern Locality Coordinator along with declining attendance of meetings makes it necessary to review the viability of Northern Locality meetings in their current form.

For consideration during first part of next FY, our HR support and payroll management with Peninsula and Bright. Peninsula contract could be ended in August.

As existing contracts run out, we will use the opportunity to upgrade our telephone communications systems next year.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The Charity is controlled by its governing document, the Memorandum and Articles of Association and constitutes a company limited by guarantee, as defined by the Companies Act 2006.

The CAPITAL Project Trust operates in accordance with its Memorandum and Articles of Association.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Organisational structure**

All voting trustees are drawn from the CAPITAL membership. They take overall responsibility for developing the strategic direction for CAPITAL, are responsible for setting policy, and for maintaining the legal and financial viability of the business, as set out by the two regulatory bodies, the Charity Commission and Companies House. They are also responsible for ensuring adherence to all other statutes applicable to our work.

By representing CAPITAL's members in this way, we ensure that CAPITAL is truly Service User led, with our members setting CAPITAL's direction in line with their wishes, needs and aspirations.

CAPITAL's day-to-day running takes place through a Core staff team, some of whom are line managed by the CEO. Changes are in the process of being made to free up some time for the CEO to concentrate on strategy and planning. The Chair of Trustees holds line management responsibility for the CEO.

In accordance with our charitable incorporation the trustees take their responsibility to ensure good governance very seriously. We retain the services of Peninsula Business Services to ensure that we are given up to date legal advice regarding human resources and health and safety matters. Staff are delegated to ensure that other legal requirements for example in terms of business and charity law are all met. But we are undertaking a review of alternative options for HR support.

We regularly review our policies to ensure that they are sufficient and appropriate to the organisation. We are signatories of the Mindful Employer Charter.

### **Induction and training of new trustees**

The documents we use to explain the role and responsibilities of a Trustee were updated this year to bring greater clarity to Trustees and ensure the information was presented and disused in a simple, accessible way for people with a variety of different levels of understanding and reading/comprehension.

A new Trustee appraisal process was launched utilising the information in these updated documents, this is enabling us to better understand the individual needs of Trustees in relation to support and training.

Training is made available to any CAPITAL member considering their candidature as trustee. This training covers the role and responsibilities of a trustee, and also of a director of a limited company, our business set-up and legal framework, and the trustees' role within this. All new trustees receive an initial induction, who gives them relevant information. There is ongoing training throughout the year to further support each trustee in this responsible role.

In training, all prospective new trustees are made aware that in order to fully represent our members, they must regularly attend locality, quarterly and other meetings to ensure they can hear members views.

### **Risk management**

Regular risk assessments are carried out to ensure that CAPITAL's activities are managed as safely and effectively as possible.

Risk assessments have been updated to include action to be taken during incidences of Covid and changes to the in-patient environment to ensure peer support work safety.

Risk assessments take place for our activities and management plans are put in place as needed.

We regularly review risk through team and line management meetings.

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## **Capital Project Trust**

### **Report of the Trustees for the Year Ended 31st March 2023**

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#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

04157375 (England and Wales)

##### **Registered Charity number**

1087420

##### **Registered office**

Safe Haven  
32 Sudley Road  
Bognor Regis  
West Sussex  
PO21 1EL

##### **Trustees**

R Davies Chair  
S Westmore Vice Chair (appointed 1.9.22)  
K Anders Treasurer  
C Murray  
B Faulks (resigned 1.9.22)  
C Snooks  
T Lockyear (appointed 1.9.22)  
L Paffett (Co-opted September 2022, resigned January 2023)  
A Beales (Co-opted April 2022)  
T C Bird Co-opted for his lifetime - no vote

##### **Company Secretary**

M L Withall

##### **Independent Examiner**

Paul Wright FCA DChA  
Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

## Capital Project Trust

### Report of the Trustees for the Year Ended 31st March 2023

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#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Bankers

Barclays Bank plc  
1 Chapel Road  
Worthing  
West Sussex  
BN11 1EX

##### Permanent Staff

|                           |                                                    |
|---------------------------|----------------------------------------------------|
| Duncan Marshall           | Chief Executive Officer                            |
| Helen Hayward             | Learning & Development Coordinator                 |
| Latoya Labor              | Coordinator (resigned December 2022)               |
| Shaun Spillane            | Coordinator (deceased May 2022)                    |
| Michelle Montesina-Chinea | Coordinator                                        |
| Jenna Dickens             | Office Admin                                       |
| Julia Hahn                | Office Cleaner                                     |
| Sara Shepherd             | Interim Coordinator (appointed 15 December 2022)   |
| Heidi Tilney              | Coordinator (appointed 2 February 2023)            |
| Lisa Paffett              | Coordinator (appointed 31 January 2023)            |
| Kirsty Potter             | CAPITAL Team Assistant (appointed 30 January 2023) |
| Catherine McGill          | Coproduction Lead (appointed 31 May 2022)          |

##### Peer Support Staff

|                     |                                                                      |
|---------------------|----------------------------------------------------------------------|
| Annette Taylor      | Peer Support Administration & HR Administrator (resigned April 2022) |
| Lucy Parsonage      | CAPITAL Peer                                                         |
| Carol Grant         | CAPITAL Peer                                                         |
| Christine Eccleston | CAPITAL Peer                                                         |
| Amanda Milsom       | CAPITAL Peer                                                         |
| Richard Love        | CAPITAL Peer                                                         |
| Roger Slack         | CAPITAL Peer                                                         |
| Kevin O'Hara        | CAPITAL Peer                                                         |
| Melanie Farrow      | CAPITAL Peer                                                         |
| Loretta Cornish     | CAPITAL Peer                                                         |
| Marie Porter        | Peer Support Bank (resigned April 2022)                              |
| Nicole Hegarty      | Peer Support Bank                                                    |
| Lisa Paffett        | Peer Support Bank (resigned May 2022)                                |
| Heidi Tilney        | Peer Support Bank                                                    |

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

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
M L Withall - Secretary

**Independent Examiner's Report to the Trustees of  
Capital Project Trust**

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**Independent examiner's report to the trustees of Capital Project Trust ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2023.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can 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:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

Paul Wright FCA DChA  
The Institute of Chartered Accountants in England and Wales

Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

Date: .....

# Capital Project Trust

## Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31st March 2023

|                                    |       | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
|                                    | Notes |                            |                          |                             |                             |
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                            |                          |                             |                             |
| Donations and legacies             | 2     | 1,690                      | -                        | 1,690                       | 4,746                       |
| <b>Charitable activities</b>       | 4     |                            |                          |                             |                             |
| Training facilities and workshops  |       | 177,668                    | -                        | 177,668                     | 161,861                     |
| Peer support                       |       | -                          | 68,742                   | 68,742                      | 67,592                      |
| EbE Project                        |       | 55,000                     | -                        | 55,000                      | -                           |
| Investment income                  | 3     | <u>887</u>                 | <u>-</u>                 | <u>887</u>                  | <u>9</u>                    |
| <b>Total</b>                       |       | <u>235,245</u>             | <u>68,742</u>            | <u>303,987</u>              | <u>234,208</u>              |
| <b>EXPENDITURE ON</b>              |       |                            |                          |                             |                             |
| <b>Charitable activities</b>       | 5     |                            |                          |                             |                             |
| Training facilities and workshops  |       | 165,689                    | -                        | 165,689                     | 148,758                     |
| Peer support                       |       | -                          | 61,254                   | 61,254                      | 71,172                      |
| Winter Resilience                  |       | -                          | -                        | -                           | 10,023                      |
| EbE Project                        |       | 18,128                     | -                        | 18,128                      | -                           |
| Other                              |       | <u>3,425</u>               | <u>-</u>                 | <u>3,425</u>                | <u>1,057</u>                |
| <b>Total</b>                       |       | <u>187,242</u>             | <u>61,254</u>            | <u>248,496</u>              | <u>231,010</u>              |
| <b>NET INCOME</b>                  |       | 48,003                     | 7,488                    | 55,491                      | 3,198                       |
| <b>RECONCILIATION OF FUNDS</b>     |       |                            |                          |                             |                             |
| Total funds brought forward        |       | <u>57,765</u>              | <u>16,291</u>            | <u>74,056</u>               | <u>70,858</u>               |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u>105,768</u>             | <u>23,779</u>            | <u>129,547</u>              | <u>74,056</u>               |

The notes form part of these financial statements

# Capital Project Trust

## Balance Sheet 31st March 2023

|                                              | Notes | Unrestricted funds<br>£ | Restricted funds<br>£ | 2023<br>Total funds<br>£ | 2022<br>Total funds<br>£ |
|----------------------------------------------|-------|-------------------------|-----------------------|--------------------------|--------------------------|
| <b>FIXED ASSETS</b>                          |       |                         |                       |                          |                          |
| Tangible assets                              | 10    | 14,015                  | -                     | 14,015                   | 5,180                    |
| <b>CURRENT ASSETS</b>                        |       |                         |                       |                          |                          |
| Stocks                                       | 11    | 175                     | -                     | 175                      | 175                      |
| Debtors                                      | 12    | 15,364                  | -                     | 15,364                   | 992                      |
| Cash at bank and in hand                     |       | <u>85,365</u>           | <u>23,779</u>         | <u>109,144</u>           | <u>74,510</u>            |
|                                              |       | 100,904                 | 23,779                | 124,683                  | 75,677                   |
| <b>CREDITORS</b>                             |       |                         |                       |                          |                          |
| Amounts falling due within one year          | 13    | (9,151)                 | -                     | (9,151)                  | (6,801)                  |
| <b>NET CURRENT ASSETS</b>                    |       | <u>91,753</u>           | <u>23,779</u>         | <u>115,532</u>           | <u>68,876</u>            |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u>105,768</u>          | <u>23,779</u>         | <u>129,547</u>           | <u>74,056</u>            |
| <b>NET ASSETS</b>                            |       | <u>105,768</u>          | <u>23,779</u>         | <u>129,547</u>           | <u>74,056</u>            |
| <b>FUNDS</b>                                 | 14    |                         |                       |                          |                          |
| Unrestricted funds                           |       |                         |                       | 105,768                  | 57,765                   |
| Restricted funds                             |       |                         |                       | <u>23,779</u>            | <u>16,291</u>            |
| <b>TOTAL FUNDS</b>                           |       |                         |                       | <u>129,547</u>           | <u>74,056</u>            |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

The notes form part of these financial statements

**Capital Project Trust**

**Balance Sheet - continued**  
**31st March 2023**

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

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

R R-Davies

.....  
R Davies - Trustee

K Anders

.....  
K Anders - Trustee

The notes form part of these financial statements

**Capital Project Trust**

**Cash Flow Statement  
for the Year Ended 31st March 2023**

|                                                                           | Notes | 2023<br>£      | 2022<br>£      |
|---------------------------------------------------------------------------|-------|----------------|----------------|
| <b>Cash flows from operating activities</b>                               |       |                |                |
| Cash generated from operations                                            | 1     | <u>43,834</u>  | <u>(2,408)</u> |
| Net cash provided by/(used in) operating activities                       |       | <u>43,834</u>  | <u>(2,408)</u> |
| <b>Cash flows from investing activities</b>                               |       |                |                |
| Purchase of tangible fixed assets                                         |       | (10,087)       | (3,162)        |
| Interest received                                                         |       | <u>887</u>     | <u>9</u>       |
| Net cash used in investing activities                                     |       | <u>(9,200)</u> | <u>(3,153)</u> |
|                                                                           |       | <hr/>          | <hr/>          |
| <b>Change in cash and cash equivalents in the reporting period</b>        |       | 34,634         | (5,561)        |
| <b>Cash and cash equivalents at the beginning of the reporting period</b> |       | <u>74,510</u>  | <u>80,071</u>  |
| <b>Cash and cash equivalents at the end of the reporting period</b>       |       | <u>109,144</u> | <u>74,510</u>  |

The notes form part of these financial statements

# Capital Project Trust

## Notes to the Cash Flow Statement for the Year Ended 31st March 2023

### 1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

|                                                                                           | 2023<br>£            | 2022<br>£             |
|-------------------------------------------------------------------------------------------|----------------------|-----------------------|
| <b>Net income for the reporting period (as per the Statement of Financial Activities)</b> | 55,491               | 3,198                 |
| <b>Adjustments for:</b>                                                                   |                      |                       |
| Depreciation charges                                                                      | 1,252                | 1,146                 |
| Interest received                                                                         | (887)                | (9)                   |
| Decrease in stocks                                                                        | -                    | 12                    |
| (Increase)/decrease in debtors                                                            | (14,372)             | 26                    |
| Increase/(decrease) in creditors                                                          | <u>2,350</u>         | <u>(6,781)</u>        |
| <b>Net cash provided by/(used in) operations</b>                                          | <u><u>43,834</u></u> | <u><u>(2,408)</u></u> |

### 2. ANALYSIS OF CHANGES IN NET FUNDS

|                          | At 1.4.22<br>£       | Cash flow<br>£       | At 31.3.23<br>£       |
|--------------------------|----------------------|----------------------|-----------------------|
| <b>Net cash</b>          |                      |                      |                       |
| Cash at bank and in hand | <u>74,510</u>        | <u>34,634</u>        | <u>109,144</u>        |
|                          | <u>74,510</u>        | <u>34,634</u>        | <u>109,144</u>        |
| <b>Total</b>             | <u><u>74,510</u></u> | <u><u>34,634</u></u> | <u><u>109,144</u></u> |

The notes form part of these financial statements

1. ACCOUNTING POLICIES - continued

Fund accounting

Restricted Funds

Restricted funds can only be used for the purpose specified.

To the extent that restricted funds are expended on capital items a transfer is made between unrestricted and restricted reserves.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

|       | 2023         | 2022         |
|-------|--------------|--------------|
|       | £            | £            |
| Gifts | <u>1,690</u> | <u>4,746</u> |

3. INVESTMENT INCOME

|                          | 2023       | 2022     |
|--------------------------|------------|----------|
|                          | £          | £        |
| Deposit account interest | <u>887</u> | <u>9</u> |

4. INCOME FROM CHARITABLE ACTIVITIES

|                                  | Activity                          | 2023           | 2022           |
|----------------------------------|-----------------------------------|----------------|----------------|
|                                  |                                   | £              | £              |
| Mental Health                    |                                   |                |                |
| Commissioning Team               | Training facilities and workshops | 163,673        | 160,928        |
| Provision of training facilities | Training facilities and workshops | 13,995         | 933            |
| Peer support funding             | Peer support                      | 68,742         | 67,592         |
| Ebe project sales                | EbE Project                       | <u>55,000</u>  | <u>-</u>       |
|                                  |                                   | <u>301,410</u> | <u>229,453</u> |

5. CHARITABLE ACTIVITIES COSTS

|                                   | Direct Costs   | Support costs (see note 6) | Totals         |
|-----------------------------------|----------------|----------------------------|----------------|
|                                   | £              | £                          | £              |
| Training facilities and workshops | 107,992        | 57,697                     | 165,689        |
| Peer support                      | 61,254         | -                          | 61,254         |
| EbE Project                       | <u>17,669</u>  | <u>459</u>                 | <u>18,128</u>  |
|                                   | <u>186,915</u> | <u>58,156</u>              | <u>245,071</u> |

**6. SUPPORT COSTS**

|                                   | Management<br>£ | Governance<br>costs<br>£ | Totals<br>£   |
|-----------------------------------|-----------------|--------------------------|---------------|
| Training facilities and workshops | 34,969          | 22,728                   | 57,697        |
| EbE Project                       | <u>459</u>      | <u>-</u>                 | <u>459</u>    |
|                                   | <u>35,428</u>   | <u>22,728</u>            | <u>58,156</u> |

Support costs, included in the above, are as follows:

**Governance costs**

|                                       | 2023<br>Training<br>facilities<br>and<br>workshops<br>£ | 2022<br>Total<br>activities<br>£ |
|---------------------------------------|---------------------------------------------------------|----------------------------------|
| Independent Examination fees          | 3,133                                                   | 3,000                            |
| Legal and professional fees           | 5,347                                                   | 4,821                            |
| Financial management                  | 2,796                                                   | 5,810                            |
| Bookkeeping                           | 10,199                                                  | 11,756                           |
| Depreciation of tangible fixed assets | <u>1,253</u>                                            | <u>1,145</u>                     |
|                                       | <u>22,728</u>                                           | <u>26,532</u>                    |

**7. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

|                             | 2023<br>£    | 2022<br>£    |
|-----------------------------|--------------|--------------|
| Depreciation - owned assets | <u>1,252</u> | <u>1,146</u> |

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2023 nor for the year ended 31st March 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st March 2023 nor for the year ended 31st March 2022.

**9. STAFF COSTS**

|                       | 2023           | 2022           |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Wages and salaries    | 158,142        | 149,964        |
| Social security costs | 3,116          | 2,201          |
| Other pension costs   | <u>2,015</u>   | <u>2,157</u>   |
|                       | <u>163,273</u> | <u>154,322</u> |

The average monthly number of employees during the year was as follows:

|            | 2023     | 2022     |
|------------|----------|----------|
| Core staff | 3        | 4        |
| Peer staff | <u>3</u> | <u>2</u> |
|            | <u>6</u> | <u>6</u> |

No employees received emoluments in excess of £60,000.

**10. TANGIBLE FIXED ASSETS**

|                       | Improvements<br>to<br>property<br>£ | Equipment<br>£ | Totals<br>£   |
|-----------------------|-------------------------------------|----------------|---------------|
| <b>COST</b>           |                                     |                |               |
| At 1st April 2022     | -                                   | 16,502         | 16,502        |
| Additions             | <u>10,087</u>                       | <u>-</u>       | <u>10,087</u> |
| At 31st March 2023    | <u>10,087</u>                       | <u>16,502</u>  | <u>26,589</u> |
| <b>DEPRECIATION</b>   |                                     |                |               |
| At 1st April 2022     | -                                   | 11,322         | 11,322        |
| Charge for year       | <u>202</u>                          | <u>1,050</u>   | <u>1,252</u>  |
| At 31st March 2023    | <u>202</u>                          | <u>12,372</u>  | <u>12,574</u> |
| <b>NET BOOK VALUE</b> |                                     |                |               |
| At 31st March 2023    | <u>9,885</u>                        | <u>4,130</u>   | <u>14,015</u> |
| At 31st March 2022    | <u>-</u>                            | <u>5,180</u>   | <u>5,180</u>  |

# Capital Project Trust

## Notes to the Financial Statements - continued for the Year Ended 31st March 2023

### 11. STOCKS

|        | 2023       | 2022       |
|--------|------------|------------|
|        | £          | £          |
| Stocks | <u>175</u> | <u>175</u> |

### 12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                                | 2023          | 2022       |
|--------------------------------|---------------|------------|
|                                | £             | £          |
| Trade debtors                  | 13,940        | 435        |
| Prepayments and accrued income | <u>1,424</u>  | <u>557</u> |
|                                | <u>15,364</u> | <u>992</u> |

### 13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                                 | 2023         | 2022         |
|---------------------------------|--------------|--------------|
|                                 | £            | £            |
| Trade creditors                 | 1,304        | -            |
| Social security and other taxes | 2,154        | 1,131        |
| Other creditors                 | 2,693        | 2,670        |
| Accruals and deferred income    | <u>3,000</u> | <u>3,000</u> |
|                                 | <u>9,151</u> | <u>6,801</u> |

### 14. MOVEMENT IN FUNDS

|                           | At 1.4.22     | Net movement in funds | At 31.3.23     |
|---------------------------|---------------|-----------------------|----------------|
|                           | £             | £                     | £              |
| <b>Unrestricted funds</b> |               |                       |                |
| General fund              | 33,623        | 11,131                | 44,754         |
| Winter Resilience Fund    | 24,142        | -                     | 24,142         |
| EbE Project               | <u>-</u>      | <u>36,872</u>         | <u>36,872</u>  |
|                           | 57,765        | 48,003                | 105,768        |
| <b>Restricted funds</b>   |               |                       |                |
| Peer Support Project      | 16,291        | 7,488                 | 23,779         |
|                           | <u>74,056</u> | <u>55,491</u>         | <u>129,547</u> |
| <b>TOTAL FUNDS</b>        |               |                       |                |

14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 180,245                    | (169,114)                  | 11,131                    |
| EbE Project               | <u>55,000</u>              | <u>(18,128)</u>            | <u>36,872</u>             |
|                           | 235,245                    | (187,242)                  | 48,003                    |
| <b>Restricted funds</b>   |                            |                            |                           |
| Peer Support Project      | 68,742                     | (61,254)                   | 7,488                     |
|                           | <u>        </u>            | <u>        </u>            | <u>        </u>           |
| <b>TOTAL FUNDS</b>        | <u>303,987</u>             | <u>(248,496)</u>           | <u>55,491</u>             |

Comparatives for movement in funds

|                           | At 1.4.21<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>31.3.22<br>£ |
|---------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| <b>Unrestricted funds</b> |                |                                  |                                    |                    |
| General fund              | 16,822         | 16,801                           | -                                  | 33,623             |
| Winter Resilience Fund    | <u>-</u>       | <u>-</u>                         | <u>24,142</u>                      | <u>24,142</u>      |
|                           | 16,822         | 16,801                           | 24,142                             | 57,765             |
| <b>Restricted funds</b>   |                |                                  |                                    |                    |
| Peer Support Project      | 19,871         | (3,580)                          | -                                  | 16,291             |
| Winter Resilience Fund    | <u>34,165</u>  | <u>(10,023)</u>                  | <u>(24,142)</u>                    | <u>-</u>           |
|                           | 54,036         | (13,603)                         | (24,142)                           | 16,291             |
| <b>TOTAL FUNDS</b>        | <u>70,858</u>  | <u>3,198</u>                     | <u>-</u>                           | <u>74,056</u>      |

Comparative net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 166,616                    | (149,815)                  | 16,801                    |
| <b>Restricted funds</b>   |                            |                            |                           |
| Peer Support Project      | 67,592                     | (71,172)                   | (3,580)                   |
| Winter Resilience Fund    | <u>-</u>                   | <u>(10,023)</u>            | <u>(10,023)</u>           |
|                           | 67,592                     | (81,195)                   | (13,603)                  |
| <b>TOTAL FUNDS</b>        | <u>234,208</u>             | <u>(231,010)</u>           | <u>3,198</u>              |

## Capital Project Trust

### Notes to the Financial Statements - continued for the Year Ended 31st March 2023

#### 14. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

|                           | At 1.4.21<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>31.3.23<br>£ |
|---------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| <b>Unrestricted funds</b> |                |                                  |                                    |                    |
| General fund              | 16,822         | 27,932                           | -                                  | 44,754             |
| Winter Resilience Fund    | -              | -                                | 24,142                             | 24,142             |
| EbE Project               | -              | 36,872                           | -                                  | 36,872             |
|                           | 16,822         | 64,804                           | 24,142                             | 105,768            |
| <b>Restricted funds</b>   |                |                                  |                                    |                    |
| Peer Support Project      | 19,871         | 3,908                            | -                                  | 23,779             |
| Winter Resilience Fund    | 34,165         | (10,023)                         | (24,142)                           | -                  |
|                           | 54,036         | (6,115)                          | (24,142)                           | 23,779             |
| <b>TOTAL FUNDS</b>        | <u>70,858</u>  | <u>58,689</u>                    | <u>-</u>                           | <u>129,547</u>     |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 346,861                    | (318,929)                  | 27,932                    |
| EbE Project               | 55,000                     | (18,128)                   | 36,872                    |
|                           | 401,861                    | (337,057)                  | 64,804                    |
| <b>Restricted funds</b>   |                            |                            |                           |
| Peer Support Project      | 136,334                    | (132,426)                  | 3,908                     |
| Winter Resilience Fund    | -                          | (10,023)                   | (10,023)                  |
|                           | 136,334                    | (142,449)                  | (6,115)                   |
| <b>TOTAL FUNDS</b>        | <u>538,195</u>             | <u>(479,506)</u>           | <u>58,689</u>             |

The fund relating to the EbE Project is what Capital now call Peer Funding and is used to fund the provision of Peer Support Workers.

The fund relating to the Peer Support Project was granted to contribute towards the provision of Peer Support Workers.

The fund relating to the Winter Resilience Project was granted towards the provision of weekly peer calls to members, additional training provision and virtual peer drop in sessions to help those who face additional challenges during the winter months.

**15. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31st March 2023.

**16. OPERATING LEASES**

The following operating lease payments are committed to be paid:

|                            | Land and buildings |               | Other operating leases |               |
|----------------------------|--------------------|---------------|------------------------|---------------|
|                            | 2023               | 2022          | 2023                   | 2022          |
|                            | £                  | £             | £                      | £             |
| Expiring:                  |                    |               |                        |               |
| Less than one year         | 18,400             | 18,700        | 5,808                  | 5,808         |
| Between one and five years | 27,600             | 46,000        |                        | 5,808         |
| More than five years       | -                  | -             | -                      | -             |
| Total                      | <u>46,000</u>      | <u>64,400</u> | <u>5,808</u>           | <u>11,616</u> |

**17. COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee and accordingly has no share capital.

**Capital Project Trust****Detailed Statement of Financial Activities  
for the Year Ended 31st March 2023**

|                                   | 2023<br>£      | 2022<br>£      |
|-----------------------------------|----------------|----------------|
| <b>INCOME AND ENDOWMENTS</b>      |                |                |
| <b>Donations and legacies</b>     |                |                |
| Gifts                             | 1,690          | 4,746          |
| <b>Investment income</b>          |                |                |
| Deposit account interest          | 887            | 9              |
| <b>Charitable activities</b>      |                |                |
| Mental Health Commissioning Team  | 163,673        | 160,928        |
| Provision of training facilities  | 13,995         | 933            |
| Peer support funding              | 68,742         | 67,592         |
| Ebe project sales                 | <u>55,000</u>  | <u>-</u>       |
|                                   | <u>301,410</u> | <u>229,453</u> |
| <b>Total incoming resources</b>   | 303,987        | 234,208        |
| <b>EXPENDITURE</b>                |                |                |
| <b>Charitable activities</b>      |                |                |
| Wages                             | 158,142        | 149,964        |
| Social security                   | 3,116          | 2,201          |
| Pensions                          | 2,015          | 2,157          |
| Sundries                          | 849            | 170            |
| Transport                         | 4,146          | 2,001          |
| Venue hire and catering           | 3,364          | 196            |
| Trainers and training             | 5,202          | 2,014          |
| Peer support financial management | 7,783          | 3,475          |
| 25th Anniversary Expenses         | <u>2,298</u>   | <u>-</u>       |
|                                   | 186,915        | 162,178        |
| <b>Other</b>                      |                |                |
| Repairs and renewals              | 3,425          | 1,057          |
| <b>Support costs</b>              |                |                |
| <b>Management</b>                 |                |                |
| Rent and rates                    | 16,283         | 17,841         |
| Insurance                         | 1,446          | 2,424          |
| Light and heat                    | 3,711          | 4,226          |
| Telephone                         | 3,568          | 2,999          |
| Postage and stationery            | 2,569          | 3,431          |
| Office costs                      | 6,713          | 6,130          |
| Administrative expenses           | 113            | 95             |
| Lodge office cleaning             | 72             | 40             |
| Website development               | <u>953</u>     | <u>4,057</u>   |
|                                   | 35,428         | 41,243         |

This page does not form part of the statutory financial statements

**Capital Project Trust**

**Detailed Statement of Financial Activities  
for the Year Ended 31st March 2023**

|                                       | 2023<br>£            | 2022<br>£           |
|---------------------------------------|----------------------|---------------------|
| <b>Management</b>                     |                      |                     |
| <b>Governance costs</b>               |                      |                     |
| Independent Examination fees          |                      |                     |
| Legal and professional fees           | 3,133                | 3,000               |
| Financial management                  | 5,347                | 4,821               |
| Bookkeeping                           | 2,796                | 5,810               |
| Depreciation of tangible fixed assets | 10,199               | 11,756              |
|                                       | <u>1,253</u>         | <u>1,145</u>        |
|                                       | <u>22,728</u>        | <u>26,532</u>       |
| Total resources expended              | <u>248,496</u>       | <u>231,010</u>      |
| <b>Net income</b>                     | <u><u>55,491</u></u> | <u><u>3,198</u></u> |

This page does not form part of the statutory financial statements



**CAPITAL PROJECT TRUST**

England & Wales - Charity number 1087420

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# Accounts

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THE COMPANIES ACT 2006  
COMPANY LIMITED BY GUARANTEE  
ELECTIVE AND ORDINARY RESOLUTIONS  
OF  
THE CAPITAL PROJECT TRUST

Registered in England: Company Number – 04157375

Registered address – Safe Haven, 32 Sudley Rd, Bognor Regis, West Sussex, PO21 1EL

Registered Charity Number – 1087420

**Minutes of the Annual General Meeting of the above named company,**  
**properly convened and held on Thursday 1st September 2022 at Safe Haven**  
**and by virtual Zoom meeting.**

**Directors/Trustees Present:** Roy Davies (Chairman), Katja Anders (Treasurer) Carole Murray, Bev Faulks and Cathy Snooks Tim Bird (life time co-opted) Anne Beales (Co-opted)

**Apology from Directors/Trustees:** None

**Staff present:** Duncan Marshall (CEO) Maxine Withall (Company Secretary)

**Guests present:** Marie Butcher Suki Westmore Trevor Lockyear

1. The Chairman (Roy Davies) welcomed all and declared a quorum and the meeting open.
2. IT WAS RESOLVED that the minutes of the AGM held on 2<sup>nd</sup> September 2021 be agreed as correct. (Proposed by Roy Davies and seconded by Katja Anders).
3. Finance Report and report from Katja Anders (Treasurer):

A Finance Report for CAPITAL members (a short version of the Financial Statement) was circulated prior to the meeting. The complete Financial Statement was also available. Katja Anders reported the following:

The period of the accounting year is 1<sup>st</sup> April to 31<sup>st</sup> March.

- Staffing has remained nearly the same.
- Expenditure will begin to increase due to Covid restriction lifting. Meetings will restart and more staff will be able to work in the office.

4. IT WAS RESOLVED that the Financial Statement for year ending 31<sup>st</sup> March 2022 (incorporating Trustees Report, Independent Examiner's Report, Financial Activities and Balance Sheet) be agreed. (Proposed by Katja Anders and seconded by Roy Davies).

5. IT WAS RESOLVED to approve the Accounting reference date as 31<sup>st</sup> March for the next year. (Proposed by Katja Anders and seconded by Roy Davies).

6. IT WAS RESOLVED that Sheen Stickland, chartered accountants, be appointed as auditors (proposed by Katja Anders and seconded by Bev Faulks).

7. The Chairman (Roy Davies) reported that the following trustee was resigning as a Director: Bev Faulks. IT WAS RESOLVED to accept such resignation (proposed by Roy Davies and seconded by Katja Anders).

The Company Secretary (Maxine Withall) was instructed to file with the Register of Companies form TM01 in respect of the resignation of Bev Faulks..

8. Following ELECTION for new appointments of trustees the Chairman (Roy Davies) announced that Trevor Lockyear and Susanna (Suki) Westmore had consented to be appointed as Directors of the Company. IT WAS RESOLVED that the appointments be approved (proposed by Roy Davies and seconded by Katja Anders)

The Company Secretary (Maxine Withall) was instructed to file with the Register of Companies forms AP01 in respect of such appointments.

## 9. Report from CEO Duncan Marshall

### Overview

Covid continued to lead to adapting service changes

- Increased contact calls and engagement via social media
- Online peer support continued to be a lifeline – including a drop-in on Christmas Day
- Changing guidance challenge – increases in staff sickness
- Patient View Point was suspended but later returned – to Langley Green site initially
- 2022 saw restart of in person and introduction of hybrid meetings
- Initial development of coproduction project
- Living Wage status gained in 2022

### 2021-2022 Training

- 31 online workshops scheduled & 21 delivered

- 80 people attended
- Workshops included:
- Staying safe online
- 5 ways to wellbeing
- Confidence building
- Building positive thinking
- Building self- esteem
- Nature and wellbeing (Beach, Garden, Forest and Sun)
- Getting to know us
- Peer Support Level 4 Accredited training on hold

#### 2021-2022: Localities

- Virtual Locality Meetings offered during lockdowns
- In person outdoor events, as restrictions eased, such as a highly successful picnic in Hotham Park, Bognor Regis
- In person Locality Meetings later reinstated

#### 2021-2022: CAPITAL Peers

Redeployment of team since Orchard Ward closure

- Tesco donated mobile phones, used for improved data recording
- Re-started in- reach sessions: Peers critical part of the hospital team
- Covid affecting safety measures/ using scrubs / following guidance.

#### 2021-2022: Members

- Winter resilience project calls
- Continued representation at a variety of West Sussex planning meetings including:
- ❖ POSITIVE EXPERIENCE COMMITTEE
- ❖ PATHFINDER (BOARD AND DELIVERY GROUP) MEETINGS
- ❖ THERAPEUTIC COMMITTEE MEETINGS
- Involvement with Brighton University
- Artscape art sessions delivered in partnership
- Member led drop in sessions

#### Finally...

- Core funding secured for 2-3 years
- Coproduction Lead project bid success
- Transitioning CEOs
- 2022 = 25 • Next chapter.

#### 10. Report from Chairman, Roy Davies

It has been an extraordinary year. Recruiting our new CEO, Duncan Marshall and saying goodbye to Tania Edge (previous CEO). We have been lucky enough to have support from Anne Beales for CEO and trustees. I would like to thank all staff and volunteers for their continued work under such difficult situations

We look forward to start planning early next year for a full AGM with membership and guests.

Tim Bird thanked Roy.

#### 11. Comments/Questions.

Marie Butcher introduced herself: I was voted in by the Board as a consultant. I would like to thank the Board for being a guest today.

I have offered training to the trustees but have not heard anything back? I would like to thank the staff and welcome Duncan. I look forward to a proper/open AGM next year, involving a lot of work for staff however, as it should be now that hopefully we are out of Covid.

With no Questions and nothing to add from Locality Co-ordinators (item10 on Agenda) the chairman closed the meeting.

Signed .....

Name .....

Company Secretary

***To be signed at AGM September 2023***

**REGISTERED COMPANY NUMBER: 04157375 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1087420**

**Report of the Trustees and**  
**Financial Statements for the Year Ended 31st March 2022**  
**for**  
**Capital Project Trust**

Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

# **Capital Project Trust**

## **Contents of the Financial Statements for the Year Ended 31st March 2022**

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| <b>Statement of Financial Activities</b>          | 7           |
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| <b>Notes to the Financial Statements</b>          | 12 to 19    |
| <b>Detailed Statement of Financial Activities</b> | 20 to 21    |

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2022. The trustees have adopted the provisions of 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**

### **Objectives and aims for the public benefit**

The Capital Project Trust has been established as a Charity since 2001. Completely service user led, it exists with the aim of improving the lives of people who experience mental and emotional distress by:

- Providing mutual peer support and training to people who use mental health services
- Providing training and consultation services to mental health service providers
- Working with partners in the voluntary and statutory sectors to monitor mental health services to ensure that they are as good as they can be
- Raising awareness of mental health issues in the wider communities to promote social inclusion and overcome stigma

We also work to:

- Retain our unique quality as a service user/member led, mutually supportive organisation
- Continue our absolute commitment to putting people first within the organisation, we care about our members, our trustees and our staff and will ensure that people's wellbeing is the fundamental consideration as we develop our business priorities
- Maintain our commitment to making CAPITAL accessible and free to all those who wish to be members.
- Work to break down the stigma that people with mental health problems experience by informing the wider public about mental health issues
- Be a voice advocating for improvements to the care for people who use mental health services

We aim to achieve this by:

- Our new members' training course which boosts the knowledge and skills of participants.
- Regular group meetings in localities to facilitate information sharing and mutual support.
- Working with the local Clinical Commissioning Groups and other statutory and voluntary sector partners to ensure the people who use mental health services have their voices heard when it comes to changing and improving those services.
- Working with local universities and other educators to deliver training from a service user perspective.
- Engaging with the media and the wider public to inform them about mental health issues, particularly working around World Mental Health Day and Mental Health Awareness Week.
- Working with other local mental health providers as part of Pathfinder West Sussex to achieve a more joined up service offer for people who experience mental distress in the county. We continue to work actively with our partners to build the service and ensure that the voices of the people who use our services are heard loud and clear within this evolving structure.
- Providing independent inpatient peer support to improve mental health services and to offer peer to peer guidance in self-help strategies.
- Delivering formal and less formal peer support training to build expertise within our peer support workforce.
- Facilitating inpatient feedback via Patient View Point groups enabling people to give their views on their experiences of the local hospitals without fear of reprisal.
- Sharing and participating in national service user fora such as NSUN (the National Survivor and User Network), particularly contributing to their campaign on The Value of User Led Organisations.
- Being vociferous throughout the public consultation to Improve Inpatient Services in West Sussex.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

In addition to the core activities outlined above, CAPITAL continued to offer regular peer run social "Drop In" sessions and face to face activities for its members, who enjoy meeting socially in a relaxed environment until April 2020. Due to the daily challenges arising from the legislative adjustment needs of the Covid pandemic from April 2020 to date our service provision adapted as appropriate. Consultation with CAPITAL membership and staff alike outlined how best to meet our needs whilst fulfilling our objectives; with a focus on empowering those with mental and emotional distress to maintain a quality of life that aimed to support and/or improve overall wellbeing. The CAPITAL service adapted from face-to-face activities to enablement of engagement from home base via increased contact calls and social media interaction with implementation of virtual meetings, training, and activities during the final quarter of this financial year. During this pandemic virtual, mutual peer support has proved to be a lifeline for many. From February 2022 we restarted in person activities and began offering hybrid meetings for members and staff. This allowed choice over accessing meetings according to what people felt happier with.

The Peer Support Project continues to run with additional health and safety procedures and protocol in place at Meadowfield in Worthing, Langley Green in Crawley, and Oaklands in Chichester.

We were also able to offer a lifeline to members through our Winter Resilience project which ran until end of April 2021 facilitating weekly peer calls to members, additional training provision and virtual peer to peer drop-in sessions; thus, meeting elevated demand for regular contact to reduce isolation together with appropriate signposting to empower individuals and enable specific responsibility for personal need during the additional challenges experienced during the winter months.

We maintained the use of databases within CAPITAL for capturing information gathered by our Peer Support workers, so that we can professionally produce information and statistics for the CCG when required - the databases are expanded and up-dated as we feel necessary with full training given to all staff.

## **FINANCIAL REVIEW**

### **Principal funding sources**

A breakdown of our funding received this year is as follows:

- 1 Core Funding - £160,928 for the year paid on 1st April, 1st July, 1st October and 1st January. This figure includes the Coastal West Sussex and Northern West Sussex incentive payments.
- 2 Peer Support Funding - £67,592 paid as per Core Funding.
- 3 Donations and Bank Interest combined total £4,755.
- 4 Invoiced tasks - we have raised invoices to the value of £933, this is a result of training work and consultations.

Our Costing Analysis procedures have been maintained through the year. Budget figures and monthly expenditure figures are reported to the Trustees at each board meeting. The Bank Statements are checked and signed off monthly by the Treasurer, in accordance with our Financial Policies.

We have sustained our emphasis and awareness of costs which has allowed CAPITAL to adapt and rise to the pandemic challenges while maintaining its high standard of commitment to its members.

### **General Sum Up of Finances**

This year we have been able to return to some of our post Covid activities - carried out in line with Government guidance and within the parameters of our Risk Management Policies we have seen costs for meeting, room hire and transport costs for our members in this year. We remain committed to supporting members at meetings and online where appropriate.

CAPITAL will always strive to maintain its high standard of commitment to its members.

## **FINANCIAL REVIEW**

### **Reserves policy**

CAPITAL's reserves are the funds available for general purposes after meeting planned expenditure and other commitments, being set aside and discounted for the purposes of day to day accounting and cash flow forecasts. Available funds are always lowest just before core funding is received, normally on 1st April and 1st October each year.

CAPITAL's policy, informed by Charity Commission Publication CC19 and related documents is:

"To aim to have reserves sufficient to cover fluctuations in the timing and amount of incoming finance and outgoing payments and to cover the costs of winding up CAPITAL should this become necessary. These two situations would not occur together, given the promise by the commissioners of six months warning of major core funding changes. The reserves required to cover the two situations would be three months operating costs, currently around £40,000."

The trustees intend to bring the level of reserves in line with this policy.

## **FUTURE PLANS**

Our core funding from the CCG is secure up to the end of March 2024. Due to the pandemic, we remain in the process of agreeing a new reporting framework which will include financial penalties should we not meet agreed targets. We continue to explore possible options to increase funding as we evolve and the demands for our provision of service increase.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The Charity is controlled by its governing document, the Memorandum and Articles of Association and constitutes a company limited by guarantee, as defined by the Companies Act 2006.

The CAPITAL Project Trust operates in accordance with its Memorandum and Articles of Association.

### **Organisational structure**

All voting trustees are drawn from the CAPITAL membership. They take overall responsibility for developing the strategic direction for CAPITAL, are responsible for setting policy, and for maintaining the legal and financial viability of the business, as set out by the two regulatory bodies, the Charity Commission and Companies House. They are also responsible for ensuring adherence to all other statutes applicable to our work.

By representing CAPITAL's members in this way, we ensure that CAPITAL is truly Service User led, with our members setting CAPITAL's direction in line with their wishes, needs and aspirations.

CAPITAL's day-to-day running is on a flat level management structure, with all staff reporting directly to the CEO. The Chairman of the Board holds line management responsibility for the CEO. Separate arrangements are made for Peer Support Workers.

To maximise the involvement of the wider CAPITAL membership in the issue of governance, the self governance group, made up primarily of members who are not trustees, also reviews issues of governance as they arise and makes recommendations to the trustees. Whilst decisions ultimately rest with the board, they do not go against the recommendations of this group without good reasons which are fed back to them.

In accordance with our charitable incorporation the trustees take their responsibility to ensure good governance very seriously. We are retaining the services of Peninsula Business Services to ensure that we are given up to date legal advice regarding human resources and health and safety matters. Staff are delegated to ensure that other legal requirements for example in terms of business and charity law are all met.

We regularly review our policies to ensure that they are sufficient and appropriate to the organisation. We are signatories of the Mindful Employer Charter.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Induction and training of new trustees**

Training is made available to any CAPITAL member considering their candidature as trustee. This training covers the role and responsibilities of a trustee, and also of a director of a limited company, our business set-up and legal framework, and the trustees' role within this. All new trustees receive an initial induction from our administrator, who gives them relevant information. There is ongoing training throughout the year to further support each trustee in this responsible role.

In training, all prospective new trustees are made aware that in order to fully represent our members, they must regularly attend locality, quarterly and other meetings to ensure they can hear members views.

### **Risk management**

Regular risk assessments are carried out to ensure that CAPITAL's activities are managed as safely and effectively as possible. Due to the Covid pandemic additional risk assessment completion was required from mid-March 2020 thus enabling staff to work safely from home in addition to collaborative risk being reviewed regularly to ensure the safety, wellbeing and infection prevention for our Peer Support Workers who remain facilitating inpatient support. From February 2022 as Covid restrictions relaxed we began opening our offices and group in person meetings recommenced. We regularly review risk through team and line management meetings.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Company number**

04157375 (England and Wales)

### **Registered Charity number**

1087420

### **Registered office**

Safe Haven  
32 Sudley Road  
Bognor Regis  
West Sussex  
PO21 1EL

### **Trustees**

J Cavalier Chair  
R Davies Deputy Chair  
K Anders Treasurer  
C Murray  
B Faulks  
C Snooks  
T Lockyear (resigned 2.9.21)  
T C Bird Co-opted for his lifetime - no vote

### **Company Secretary**

M L Withall

### **Independent Examiner**

A C Kensett FMAAT FCCA  
Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

## Capital Project Trust

### Report of the Trustees for the Year Ended 31st March 2022

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#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Bankers

Barclays Bank plc  
1 Chapel Road  
Worthing  
West Sussex  
BN11 1EX

##### Permanent Staff

|                           |                                                |
|---------------------------|------------------------------------------------|
| Tania Edge                | Chief Executive Officer - resigned 31.01.2022  |
| Duncan Marshall           | Chief Executive Officer - appointed 07.02.2022 |
| Helen Hayward             | Learning & Development Coordinator             |
| Latoya Labor              | Northern Locality Coordinator                  |
| Shaun Spillane            | Coastal Locality Coordinator                   |
| Michelle Montesina-Chinea | AAW Locality Coordinator                       |
| Jenna Dickens             | Office Admin                                   |
| Julia Hahn                | Office Cleaner                                 |
| P Marie Butcher           | Senior Admin - resigned 30.06.2021             |

##### Peer Support Staff

|                     |                                                |
|---------------------|------------------------------------------------|
| Annette Taylor      | Peer Support Administration & HR Administrator |
| Lucy Parsonage      | Peer Support                                   |
| Carol Grant         | Peer Support                                   |
| Christine Eccleston | Peer Support                                   |
| Amanda Milsom       | Peer Support                                   |
| Richard Love        | Peer Support                                   |
| Roger Slack         | Peer Support                                   |
| Kevin O'Hara        | Peer Support                                   |
| Melanie Farrow      | Peer Support                                   |
| Loretta Cornish     | Peer Support                                   |
| Marie Porter        | Peer Support Bank                              |
| Nicole Hegarty      | Peer Support Bank                              |
| Lisa Paffett        | Peer Support Bank                              |
| Heidi Tilney        | Peer Support Bank                              |

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

Approved by order of the board of trustees on 24/8/2022 and signed on its behalf by:

M L Withall  
M L Withall - Secretary

## Independent Examiner's Report to the Trustees of Capital Project Trust

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### Independent examiner's report to the trustees of Capital Project Trust ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2022.

#### Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

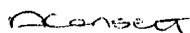
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

#### Independent examiner's statement

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



A C Kensett FMAAT FCCA  
Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

Date: .....21.9.2022.....

# Capital Project Trust

## Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31st March 2022

|                                    |       |                            |                          | Year Ended<br>31.3.22 | Period<br>1.10.20<br>to<br>31.3.21 |
|------------------------------------|-------|----------------------------|--------------------------|-----------------------|------------------------------------|
|                                    | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£   | Total<br>funds<br>£                |
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                            |                          |                       |                                    |
| Donations and legacies             | 2     | 4,746                      | -                        | 4,746                 | 484                                |
| <b>Charitable activities</b>       | 4     |                            |                          |                       |                                    |
| Training facilities and workshops  |       | 161,861                    | -                        | 161,861               | 80,978                             |
| Peer support                       |       | -                          | 67,592                   | 67,592                | 33,796                             |
| Winter Resilience                  |       | -                          | -                        | -                     | 48,400                             |
| Investment income                  | 3     | 9                          | -                        | 9                     | 5                                  |
| <b>Total</b>                       |       | <b>166,616</b>             | <b>67,592</b>            | <b>234,208</b>        | <b>163,663</b>                     |
| <b>EXPENDITURE ON</b>              |       |                            |                          |                       |                                    |
| <b>Charitable activities</b>       | 5     |                            |                          |                       |                                    |
| Training facilities and workshops  |       | 148,758                    | -                        | 148,758               | 72,731                             |
| Peer support                       |       | -                          | 71,172                   | 71,172                | 24,171                             |
| Winter Resilience                  |       | -                          | 10,023                   | 10,023                | 12,087                             |
| Other                              |       | 1,057                      | -                        | 1,057                 | 507                                |
| <b>Total</b>                       |       | <b>149,815</b>             | <b>81,195</b>            | <b>231,010</b>        | <b>109,496</b>                     |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | <b>16,801</b>              | <b>(13,603)</b>          | <b>3,198</b>          | <b>54,167</b>                      |
| <b>Transfers between funds</b>     | 14    | <b>24,142</b>              | <b>(24,142)</b>          | <b>-</b>              | <b>-</b>                           |
| <b>Net movement in funds</b>       |       | <b>40,943</b>              | <b>(37,745)</b>          | <b>3,198</b>          | <b>54,167</b>                      |
| <b>RECONCILIATION OF FUNDS</b>     |       |                            |                          |                       |                                    |
| <b>Total funds brought forward</b> |       | <b>16,822</b>              | <b>54,036</b>            | <b>70,858</b>         | <b>16,691</b>                      |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <b>57,765</b>              | <b>16,291</b>            | <b>74,056</b>         | <b>70,858</b>                      |

The notes form part of these financial statements

# Capital Project Trust

## Balance Sheet 31st March 2022

|                                              | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2022<br>Total<br>funds<br>£ | 2021<br>Total<br>funds<br>£ |
|----------------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                          |       |                            |                          |                             |                             |
| Tangible assets                              | 10    | 5,180                      | -                        | 5,180                       | 3,164                       |
| <b>CURRENT ASSETS</b>                        |       |                            |                          |                             |                             |
| Stocks                                       | 11    | 175                        | -                        | 175                         | 187                         |
| Debtors                                      | 12    | 992                        | -                        | 992                         | 1,018                       |
| Cash at bank and in hand                     |       | 58,219                     | 16,291                   | 74,510                      | 80,071                      |
|                                              |       | <u>59,386</u>              | <u>16,291</u>            | <u>75,677</u>               | <u>81,276</u>               |
| <b>CREDITORS</b>                             |       |                            |                          |                             |                             |
| Amounts falling due within one year          | 13    | (6,801)                    | -                        | (6,801)                     | (13,582)                    |
| <b>NET CURRENT ASSETS</b>                    |       | <u>52,585</u>              | <u>16,291</u>            | <u>68,876</u>               | <u>67,694</u>               |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u>57,765</u>              | <u>16,291</u>            | <u>74,056</u>               | <u>70,858</u>               |
| <b>NET ASSETS</b>                            |       | <u>57,765</u>              | <u>16,291</u>            | <u>74,056</u>               | <u>70,858</u>               |
| <b>FUNDS</b>                                 | 14    |                            |                          |                             |                             |
| Unrestricted funds                           |       |                            |                          | 57,765                      | 16,822                      |
| Restricted funds                             |       |                            |                          | 16,291                      | 54,036                      |
| <b>TOTAL FUNDS</b>                           |       |                            |                          | <u>74,056</u>               | <u>70,858</u>               |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

**Capital Project Trust**

**Balance Sheet - continued**  
**31st March 2022**

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

The financial statements were approved by the Board of Trustees and authorised for issue on ...24th Aug 2022..... and were signed on its behalf by:

R. R. Davies

.....  
R Davies - Trustee

K. Anders

.....  
K Anders - Trustee

**Capital Project Trust****Cash Flow Statement  
for the Year Ended 31st March 2022**

|                                                                           |       | Year Ended<br>31.3.22<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>£ |
|---------------------------------------------------------------------------|-------|----------------------------|-----------------------------------------|
|                                                                           | Notes |                            |                                         |
| <b>Cash flows from operating activities</b>                               |       |                            |                                         |
| Cash generated from operations                                            | 1     | (2,408)                    | 63,071                                  |
| Net cash (used in)/provided by operating activities                       |       | (2,408)                    | 63,071                                  |
| <b>Cash flows from investing activities</b>                               |       |                            |                                         |
| Purchase of tangible fixed assets                                         |       | (3,162)                    | (3,152)                                 |
| Interest received                                                         |       | 9                          | 5                                       |
| Net cash used in investing activities                                     |       | (3,153)                    | (3,147)                                 |
| <b>Change in cash and cash equivalents in the reporting period</b>        |       | (5,561)                    | 59,924                                  |
| <b>Cash and cash equivalents at the beginning of the reporting period</b> |       | 80,071                     | 20,147                                  |
| <b>Cash and cash equivalents at the end of the reporting period</b>       |       | 74,510                     | 80,071                                  |

The notes form part of these financial statements

Notes to the Cash Flow Statement  
for the Year Ended 31st March 2022

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

|                                                                                    | Year Ended<br>31.3.22<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>£ |
|------------------------------------------------------------------------------------|----------------------------|-----------------------------------------|
| Net income for the reporting period (as per the Statement of Financial Activities) | 3,198                      | 54,167                                  |
| Adjustments for:                                                                   |                            |                                         |
| Depreciation charges                                                               | 1,146                      | 177                                     |
| Interest received                                                                  | (9)                        | (5)                                     |
| Decrease in stocks                                                                 | 12                         | 32                                      |
| Decrease in debtors                                                                | 26                         | 577                                     |
| (Decrease)/increase in creditors                                                   | (6,781)                    | 8,123                                   |
| Net cash (used in)/provided by operations                                          | <u>(2,408)</u>             | <u>63,071</u>                           |

2. ANALYSIS OF CHANGES IN NET FUNDS

|                          | At 1.4.21<br>£ | Cash flow<br>£ | At 31.3.22<br>£ |
|--------------------------|----------------|----------------|-----------------|
| Net cash                 |                |                |                 |
| Cash at bank and in hand | 80,071         | (5,561)        | 74,510          |
|                          | <u>80,071</u>  | <u>(5,561)</u> | <u>74,510</u>   |
| Total                    | <u>80,071</u>  | <u>(5,561)</u> | <u>74,510</u>   |

## 1. ACCOUNTING POLICIES

### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Governance costs**

Governance costs comprise the costs of running the charity, including strategic planning for its future development, any legal advice for the trustees, and all the costs of complying with constitutional and statutory requirements, such as the costs of trustee meetings and of preparing statutory accounts and satisfying public accountability.

### **Allocation and apportionment of costs**

Costs incurred in respect of the provision of training facilities and workshops are taken to direct charitable expenditure.

Expenditure which does not directly relate to the objects of the charity is analysed between charitable support costs, governance costs and costs of generating funds. Items which involve more than one cost category are apportioned to the cost categories involved in order to reflect the level of associated activity during the year.

Expenses relating to restricted funds are shown separately.

### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment - 25% on cost

All assets are included and held at historical cost, only those capital purchases above the value of £500 are capitalised.

### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

### **Fund accounting**

#### **Unrestricted Funds**

Unrestricted reserves are the balance of unspent funds, held to meet the day to day running costs of the charity. This reserve is required to meet the regular ongoing commitment to staff and suppliers.

**1. ACCOUNTING POLICIES - continued****Fund accounting****Restricted Funds**

Restricted funds can only be used for the purpose specified.

To the extent that restricted funds are expended on capital items a transfer is made between unrestricted and restricted reserves.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2. DONATIONS AND LEGACIES**

|       | Year Ended<br>31.3.22<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>£ |
|-------|----------------------------|-----------------------------------------|
| Gifts | 4,746                      | 484                                     |

**3. INVESTMENT INCOME**

|                          | Year Ended<br>31.3.22<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>£ |
|--------------------------|----------------------------|-----------------------------------------|
| Deposit account interest | 9                          | 5                                       |

**4. INCOME FROM CHARITABLE ACTIVITIES**

|                                  | Activity                          | Year Ended<br>31.3.22<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>£ |
|----------------------------------|-----------------------------------|----------------------------|-----------------------------------------|
| Mental Health                    |                                   |                            |                                         |
| Commissioning Team               | Training facilities and workshops | 160,928                    | 80,464                                  |
| Provision of training facilities | Training facilities and workshops | 933                        | 514                                     |
| Peer support funding             | Peer support                      | 67,592                     | 33,796                                  |
| Mental Health                    |                                   |                            |                                         |
| Commissioning Team               | Winter Resilience                 | -                          | 48,400                                  |
|                                  |                                   | 229,453                    | 163,174                                 |

**5. CHARITABLE ACTIVITIES COSTS**

|                                   | Direct<br>Costs<br>£ | Support<br>costs (see<br>note 6)<br>£ | Totals<br>£    |
|-----------------------------------|----------------------|---------------------------------------|----------------|
| Training facilities and workshops | 82,523               | 66,235                                | 148,758        |
| Peer support                      | 71,172               | -                                     | 71,172         |
| Winter Resilience                 | 8,483                | 1,540                                 | 10,023         |
|                                   | <u>162,178</u>       | <u>67,775</u>                         | <u>229,953</u> |

**6. SUPPORT COSTS**

|                                   | Management<br>£ | Governance<br>costs<br>£ | Totals<br>£   |
|-----------------------------------|-----------------|--------------------------|---------------|
| Training facilities and workshops | 41,243          | 24,992                   | 66,235        |
| Winter Resilience                 | -               | 1,540                    | 1,540         |
|                                   | <u>41,243</u>   | <u>26,532</u>            | <u>67,775</u> |

Support costs, included in the above, are as follows:

**Governance costs**

|                                       |                                                 |                           | Year Ended<br>31.3.22    | Period<br>1.10.20<br>to<br>31.3.21 |
|---------------------------------------|-------------------------------------------------|---------------------------|--------------------------|------------------------------------|
|                                       | Training<br>facilities<br>and<br>workshops<br>£ | Winter<br>Resilience<br>£ | Total<br>activities<br>£ | Total<br>activities<br>£           |
| Independent Examination fees          | 3,000                                           | -                         | 3,000                    | 3,000                              |
| Legal and professional fees           | 4,821                                           | -                         | 4,821                    | 2,752                              |
| Financial management                  | 4,270                                           | 1,540                     | 5,810                    | 4,099                              |
| Bookkeeping                           | 11,756                                          | -                         | 11,756                   | 4,635                              |
| Depreciation of tangible fixed assets | 1,145                                           | -                         | 1,145                    | 177                                |
|                                       | <u>24,992</u>                                   | <u>1,540</u>              | <u>26,532</u>            | <u>14,663</u>                      |

**7. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

|                             | Year Ended<br>31.3.22 | Period<br>1.10.20<br>to<br>31.3.21 |
|-----------------------------|-----------------------|------------------------------------|
|                             | £                     | £                                  |
| Depreciation - owned assets | 1,146                 | 177                                |

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2022 nor for the period ended 31st March 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st March 2022 nor for the period ended 31st March 2021.

**9. STAFF COSTS**

|                       | Year Ended<br>31.3.22 | Period<br>1.10.20<br>to<br>31.3.21 |
|-----------------------|-----------------------|------------------------------------|
|                       | £                     | £                                  |
| Wages and salaries    | 149,964               | 70,818                             |
| Social security costs | 2,201                 | 1,184                              |
| Other pension costs   | 2,157                 | 1,335                              |
|                       | <u>154,322</u>        | <u>73,337</u>                      |

The average monthly number of employees during the year was as follows:

|            | Year Ended<br>31.3.22 | Period<br>1.10.20<br>to<br>31.3.21 |
|------------|-----------------------|------------------------------------|
| Core staff | 4                     | 3                                  |
| Peer staff | 2                     | 2                                  |
|            | <u>6</u>              | <u>5</u>                           |

No employees received emoluments in excess of £60,000.

**10. TANGIBLE FIXED ASSETS**

|                       | Equipment<br>£ |
|-----------------------|----------------|
| <b>COST</b>           |                |
| At 1st April 2021     | 13,340         |
| Additions             | 3,162          |
|                       | <u>16,502</u>  |
| At 31st March 2022    |                |
| <b>DEPRECIATION</b>   |                |
| At 1st April 2021     | 10,176         |
| Charge for year       | 1,146          |
|                       | <u>11,322</u>  |
| At 31st March 2022    |                |
| <b>NET BOOK VALUE</b> |                |
| At 31st March 2022    | <u>5,180</u>   |
| At 31st March 2021    | <u>3,164</u>   |

**11. STOCKS**

|        | 2022<br>£  | 2021<br>£  |
|--------|------------|------------|
| Stocks | <u>175</u> | <u>187</u> |

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                | 2022<br>£  | 2021<br>£    |
|--------------------------------|------------|--------------|
| Trade debtors                  | 435        | -            |
| Prepayments and accrued income | 557        | 1,018        |
|                                | <u>992</u> | <u>1,018</u> |

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                 | 2022<br>£    | 2021<br>£     |
|---------------------------------|--------------|---------------|
| Trade creditors                 | -            | 3,887         |
| Social security and other taxes | 1,131        | 4,353         |
| Other creditors                 | 2,670        | 2,342         |
| Accruals and deferred income    | 3,000        | 3,000         |
|                                 | <u>6,801</u> | <u>13,582</u> |

14. MOVEMENT IN FUNDS

|                           | At 1.4.21<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>31.3.22<br>£ |
|---------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| <b>Unrestricted funds</b> |                |                                  |                                    |                    |
| General fund              | 16,822         | 16,801                           | -                                  | 33,623             |
| Winter Resilience Fund    | -              | -                                | 24,142                             | 24,142             |
|                           | <u>16,822</u>  | <u>16,801</u>                    | <u>24,142</u>                      | <u>57,765</u>      |
| <b>Restricted funds</b>   |                |                                  |                                    |                    |
| Peer Support Project      | 19,871         | (3,580)                          | -                                  | 16,291             |
| Winter Resilience Fund    | 34,165         | (10,023)                         | (24,142)                           | -                  |
|                           | <u>54,036</u>  | <u>(13,603)</u>                  | <u>(24,142)</u>                    | <u>16,291</u>      |
| <b>TOTAL FUNDS</b>        | <u>70,858</u>  | <u>3,198</u>                     | <u>-</u>                           | <u>74,056</u>      |

Net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 166,616                    | (149,815)                  | 16,801                    |
| <b>Restricted funds</b>   |                            |                            |                           |
| Peer Support Project      | 67,592                     | (71,172)                   | (3,580)                   |
| Winter Resilience Fund    | -                          | (10,023)                   | (10,023)                  |
|                           | <u>67,592</u>              | <u>(81,195)</u>            | <u>(13,603)</u>           |
| <b>TOTAL FUNDS</b>        | <u>234,208</u>             | <u>(231,010)</u>           | <u>3,198</u>              |

Comparatives for movement in funds

|                           | At<br>1.10.20<br>£ | Net<br>movement<br>in funds<br>£ | At<br>31.3.21<br>£ |
|---------------------------|--------------------|----------------------------------|--------------------|
| <b>Unrestricted funds</b> |                    |                                  |                    |
| General fund              | 6,445              | 10,377                           | 16,822             |
| <b>Restricted funds</b>   |                    |                                  |                    |
| Peer Support Project      | 10,246             | 9,625                            | 19,871             |
| Winter Resilience Fund    | -                  | 34,165                           | 34,165             |
|                           | <u>10,246</u>      | <u>43,790</u>                    | <u>54,036</u>      |
| <b>TOTAL FUNDS</b>        | <u>16,691</u>      | <u>54,167</u>                    | <u>70,858</u>      |

**14. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 81,467                     | (71,090)                   | 10,377                    |
| <b>Restricted funds</b>   |                            |                            |                           |
| Peer Support Project      | 33,796                     | (24,171)                   | 9,625                     |
| Winter Resilience Fund    | 48,400                     | (14,235)                   | 34,165                    |
|                           | <u>82,196</u>              | <u>(38,406)</u>            | <u>43,790</u>             |
| <b>TOTAL FUNDS</b>        | <u>163,663</u>             | <u>(109,496)</u>           | <u>54,167</u>             |

The fund relating to the Peer Support Project was granted to contribute towards the provision of Peer Support Workers.

The fund relating to the Winter Resilience Project was granted towards the provision of weekly peer calls to members, additional training provision and virtual peer drop in sessions to help those who face additional challenges during the winter months.

**Transfers between funds**

During the year the Winter Resilience Fund was reclassified from restricted to unrestricted, the transfer of £24,142 represents the reclassification of the fund.

**15. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31st March 2022.

**16. OPERATING LEASES**

The following operating lease payments are committed to be paid:

|                            | Land and buildings |               | Other operating leases |               |
|----------------------------|--------------------|---------------|------------------------|---------------|
|                            | 2022               | 2021          | 2022                   | 2021          |
|                            | £                  | £             | £                      | £             |
| Expiring:                  |                    |               |                        |               |
| Less than one year         | 18,400             | 17,700        | 5,808                  | 5,808         |
| Between one and five years | 46,000             | 64,400        | 5,808                  | 11,616        |
| More than five years       | -                  | -             | -                      | -             |
| Total                      | <u>64,400</u>      | <u>82,100</u> | <u>11,616</u>          | <u>17,424</u> |

**17. COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee and accordingly has no share capital.

## Capital Project Trust

### Detailed Statement of Financial Activities for the Year Ended 31st March 2022

|                                   | Year Ended<br>31.3.22<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>£ |
|-----------------------------------|----------------------------|-----------------------------------------|
| <b>INCOME AND ENDOWMENTS</b>      |                            |                                         |
| <b>Donations and legacies</b>     |                            |                                         |
| Gifts                             | 4,746                      | 484                                     |
| <b>Investment income</b>          |                            |                                         |
| Deposit account interest          | 9                          | 5                                       |
| <b>Charitable activities</b>      |                            |                                         |
| Mental Health Commissioning Team  | 160,928                    | 128,864                                 |
| Provision of training facilities  | 933                        | 514                                     |
| Peer support funding              | 67,592                     | 33,796                                  |
|                                   | <u>229,453</u>             | <u>163,174</u>                          |
| <b>Total incoming resources</b>   | <b>234,208</b>             | <b>163,663</b>                          |
| <b>EXPENDITURE</b>                |                            |                                         |
| <b>Charitable activities</b>      |                            |                                         |
| Wages                             | 149,964                    | 70,818                                  |
| Social security                   | 2,201                      | 1,184                                   |
| Pensions                          | 2,157                      | 1,335                                   |
| Sundries                          | 170                        | -                                       |
| Transport                         | 2,001                      | 933                                     |
| Venue hire and catering           | 196                        | -                                       |
| Trainers and training             | 2,014                      | -                                       |
| Peer support financial management | 3,475                      | 1,825                                   |
|                                   | <u>162,178</u>             | <u>76,095</u>                           |
| <b>Other</b>                      |                            |                                         |
| Repairs and renewals              | 1,057                      | 507                                     |
| <b>Support costs</b>              |                            |                                         |
| <b>Management</b>                 |                            |                                         |
| Rent and rates                    | 17,841                     | 9,050                                   |
| Insurance                         | 2,424                      | 1,564                                   |
| Light and heat                    | 4,226                      | 635                                     |
| Telephone                         | 2,999                      | 1,847                                   |
| Postage and stationery            | 3,431                      | 1,580                                   |
| Office costs                      | 6,130                      | 3,185                                   |
| Administrative expenses           | 95                         | 55                                      |
| Lodge office cleaning             | 40                         | 281                                     |
| Carried forward                   | 37,186                     | 18,197                                  |

This page does not form part of the statutory financial statements

## Capital Project Trust

### Detailed Statement of Financial Activities for the Year Ended 31st March 2022

|                                       | Year Ended<br>31.3.22<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>£ |
|---------------------------------------|----------------------------|-----------------------------------------|
| <b>Management</b>                     |                            |                                         |
| Brought forward                       | 37,186                     | 18,197                                  |
| Website development                   | 4,057                      | 34                                      |
|                                       | <u>41,243</u>              | <u>18,231</u>                           |
| <b>Governance costs</b>               |                            |                                         |
| Independent Examination fees          | 3,000                      | 3,000                                   |
| Legal and professional fees           | 4,821                      | 2,752                                   |
| Financial management                  | 5,810                      | 4,099                                   |
| Bookkeeping                           | 11,756                     | 4,635                                   |
| Depreciation of tangible fixed assets | 1,145                      | 177                                     |
|                                       | <u>26,532</u>              | <u>14,663</u>                           |
| Total resources expended              | <u>231,010</u>             | <u>109,496</u>                          |
| <b>Net income</b>                     | <u>3,198</u>               | <u>54,167</u>                           |

**REGISTERED COMPANY NUMBER: 04157375 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1087420**

**Report of the Trustees and**  
**Financial Statements for the Year Ended 31st March 2022**  
**for**  
**Capital Project Trust**

Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

# **Capital Project Trust**

## **Contents of the Financial Statements for the Year Ended 31st March 2022**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2022. The trustees have adopted the provisions of 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**

### **Objectives and aims for the public benefit**

The Capital Project Trust has been established as a Charity since 2001. Completely service user led, it exists with the aim of improving the lives of people who experience mental and emotional distress by:

- Providing mutual peer support and training to people who use mental health services
- Providing training and consultation services to mental health service providers
- Working with partners in the voluntary and statutory sectors to monitor mental health services to ensure that they are as good as they can be
- Raising awareness of mental health issues in the wider communities to promote social inclusion and overcome stigma

We also work to:

- Retain our unique quality as a service user/member led, mutually supportive organisation
- Continue our absolute commitment to putting people first within the organisation, we care about our members, our trustees and our staff and will ensure that people's wellbeing is the fundamental consideration as we develop our business priorities
- Maintain our commitment to making CAPITAL accessible and free to all those who wish to be members.
- Work to break down the stigma that people with mental health problems experience by informing the wider public about mental health issues
- Be a voice advocating for improvements to the care for people who use mental health services

We aim to achieve this by:

- Our new members' training course which boosts the knowledge and skills of participants.
- Regular group meetings in localities to facilitate information sharing and mutual support.
- Working with the local Clinical Commissioning Groups and other statutory and voluntary sector partners to ensure the people who use mental health services have their voices heard when it comes to changing and improving those services.
- Working with local universities and other educators to deliver training from a service user perspective.
- Engaging with the media and the wider public to inform them about mental health issues, particularly working around World Mental Health Day and Mental Health Awareness Week.
- Working with other local mental health providers as part of Pathfinder West Sussex to achieve a more joined up service offer for people who experience mental distress in the county. We continue to work actively with our partners to build the service and ensure that the voices of the people who use our services are heard loud and clear within this evolving structure.
- Providing independent inpatient peer support to improve mental health services and to offer peer to peer guidance in self-help strategies.
- Delivering formal and less formal peer support training to build expertise within our peer support workforce.
- Facilitating inpatient feedback via Patient View Point groups enabling people to give their views on their experiences of the local hospitals without fear of reprisal.
- Sharing and participating in national service user fora such as NSUN (the National Survivor and User Network), particularly contributing to their campaign on The Value of User Led Organisations.
- Being vociferous throughout the public consultation to Improve Inpatient Services in West Sussex.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

In addition to the core activities outlined above, CAPITAL continued to offer regular peer run social "Drop In" sessions and face to face activities for its members, who enjoy meeting socially in a relaxed environment until April 2020. Due to the daily challenges arising from the legislative adjustment needs of the Covid pandemic from April 2020 to date our service provision adapted as appropriate. Consultation with CAPITAL membership and staff alike outlined how best to meet our needs whilst fulfilling our objectives; with a focus on empowering those with mental and emotional distress to maintain a quality of life that aimed to support and/or improve overall wellbeing. The CAPITAL service adapted from face-to-face activities to enablement of engagement from home base via increased contact calls and social media interaction with implementation of virtual meetings, training, and activities during the final quarter of this financial year. During this pandemic virtual, mutual peer support has proved to be a lifeline for many. From February 2022 we restarted in person activities and began offering hybrid meetings for members and staff. This allowed choice over accessing meetings according to what people felt happier with.

The Peer Support Project continues to run with additional health and safety procedures and protocol in place at Meadowfield in Worthing, Langley Green in Crawley, and Oaklands in Chichester.

We were also able to offer a lifeline to members through our Winter Resilience project which ran until end of April 2021 facilitating weekly peer calls to members, additional training provision and virtual peer to peer drop-in sessions; thus, meeting elevated demand for regular contact to reduce isolation together with appropriate signposting to empower individuals and enable specific responsibility for personal need during the additional challenges experienced during the winter months.

We maintained the use of databases within CAPITAL for capturing information gathered by our Peer Support workers, so that we can professionally produce information and statistics for the CCG when required - the databases are expanded and up-dated as we feel necessary with full training given to all staff.

## **FINANCIAL REVIEW**

### **Principal funding sources**

A breakdown of our funding received this year is as follows:

- 1 Core Funding - £160,928 for the year paid on 1st April, 1st July, 1st October and 1st January. This figure includes the Coastal West Sussex and Northern West Sussex incentive payments.
- 2 Peer Support Funding - £67,592 paid as per Core Funding.
- 3 Donations and Bank Interest combined total £4,755.
- 4 Invoiced tasks - we have raised invoices to the value of £933, this is a result of training work and consultations.

Our Costing Analysis procedures have been maintained through the year. Budget figures and monthly expenditure figures are reported to the Trustees at each board meeting. The Bank Statements are checked and signed off monthly by the Treasurer, in accordance with our Financial Policies.

We have sustained our emphasis and awareness of costs which has allowed CAPITAL to adapt and rise to the pandemic challenges while maintaining its high standard of commitment to its members.

### **General Sum Up of Finances**

This year we have been able to return to some of our post Covid activities - carried out in line with Government guidance and within the parameters of our Risk Management Policies we have seen costs for meeting, room hire and transport costs for our members in this year. We remain committed to supporting members at meetings and online where appropriate.

CAPITAL will always strive to maintain its high standard of commitment to its members.

## **FINANCIAL REVIEW**

### **Reserves policy**

CAPITAL's reserves are the funds available for general purposes after meeting planned expenditure and other commitments, being set aside and discounted for the purposes of day to day accounting and cash flow forecasts. Available funds are always lowest just before core funding is received, normally on 1st April and 1st October each year.

CAPITAL's policy, informed by Charity Commission Publication CC19 and related documents is:

"To aim to have reserves sufficient to cover fluctuations in the timing and amount of incoming finance and outgoing payments and to cover the costs of winding up CAPITAL should this become necessary. These two situations would not occur together, given the promise by the commissioners of six months warning of major core funding changes. The reserves required to cover the two situations would be three months operating costs, currently around £40,000."

The trustees intend to bring the level of reserves in line with this policy.

## **FUTURE PLANS**

Our core funding from the CCG is secure up to the end of March 2024. Due to the pandemic, we remain in the process of agreeing a new reporting framework which will include financial penalties should we not meet agreed targets. We continue to explore possible options to increase funding as we evolve and the demands for our provision of service increase.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The Charity is controlled by its governing document, the Memorandum and Articles of Association and constitutes a company limited by guarantee, as defined by the Companies Act 2006.

The CAPITAL Project Trust operates in accordance with its Memorandum and Articles of Association.

### **Organisational structure**

All voting trustees are drawn from the CAPITAL membership. They take overall responsibility for developing the strategic direction for CAPITAL, are responsible for setting policy, and for maintaining the legal and financial viability of the business, as set out by the two regulatory bodies, the Charity Commission and Companies House. They are also responsible for ensuring adherence to all other statutes applicable to our work.

By representing CAPITAL's members in this way, we ensure that CAPITAL is truly Service User led, with our members setting CAPITAL's direction in line with their wishes, needs and aspirations.

CAPITAL's day-to-day running is on a flat level management structure, with all staff reporting directly to the CEO. The Chairman of the Board holds line management responsibility for the CEO. Separate arrangements are made for Peer Support Workers.

To maximise the involvement of the wider CAPITAL membership in the issue of governance, the self governance group, made up primarily of members who are not trustees, also reviews issues of governance as they arise and makes recommendations to the trustees. Whilst decisions ultimately rest with the board, they do not go against the recommendations of this group without good reasons which are fed back to them.

In accordance with our charitable incorporation the trustees take their responsibility to ensure good governance very seriously. We are retaining the services of Peninsula Business Services to ensure that we are given up to date legal advice regarding human resources and health and safety matters. Staff are delegated to ensure that other legal requirements for example in terms of business and charity law are all met.

We regularly review our policies to ensure that they are sufficient and appropriate to the organisation. We are signatories of the Mindful Employer Charter.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Induction and training of new trustees**

Training is made available to any CAPITAL member considering their candidature as trustee. This training covers the role and responsibilities of a trustee, and also of a director of a limited company, our business set-up and legal framework, and the trustees' role within this. All new trustees receive an initial induction from our administrator, who gives them relevant information. There is ongoing training throughout the year to further support each trustee in this responsible role.

In training, all prospective new trustees are made aware that in order to fully represent our members, they must regularly attend locality, quarterly and other meetings to ensure they can hear members views.

### **Risk management**

Regular risk assessments are carried out to ensure that CAPITAL's activities are managed as safely and effectively as possible. Due to the Covid pandemic additional risk assessment completion was required from mid-March 2020 thus enabling staff to work safely from home in addition to collaborative risk being reviewed regularly to ensure the safety, wellbeing and infection prevention for our Peer Support Workers who remain facilitating inpatient support. From February 2022 as Covid restrictions relaxed we began opening our offices and group in person meetings recommenced. We regularly review risk through team and line management meetings.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Company number**

04157375 (England and Wales)

### **Registered Charity number**

1087420

### **Registered office**

Safe Haven  
32 Sudley Road  
Bognor Regis  
West Sussex  
PO21 1EL

### **Trustees**

J Cavalier Chair  
R Davies Deputy Chair  
K Anders Treasurer  
C Murray  
B Faulks  
C Snooks  
T Lockyear (resigned 2.9.21)  
T C Bird Co-opted for his lifetime - no vote

### **Company Secretary**

M L Withall

### **Independent Examiner**

A C Kensett FMAAT FCCA  
Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

## Capital Project Trust

### Report of the Trustees for the Year Ended 31st March 2022

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#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Bankers

Barclays Bank plc  
1 Chapel Road  
Worthing  
West Sussex  
BN11 1EX

##### Permanent Staff

|                           |                                                |
|---------------------------|------------------------------------------------|
| Tania Edge                | Chief Executive Officer - resigned 31.01.2022  |
| Duncan Marshall           | Chief Executive Officer - appointed 07.02.2022 |
| Helen Hayward             | Learning & Development Coordinator             |
| Latoya Labor              | Northern Locality Coordinator                  |
| Shaun Spillane            | Coastal Locality Coordinator                   |
| Michelle Montesina-Chinea | AAW Locality Coordinator                       |
| Jenna Dickens             | Office Admin                                   |
| Julia Hahn                | Office Cleaner                                 |
| P Marie Butcher           | Senior Admin - resigned 30.06.2021             |

##### Peer Support Staff

|                     |                                                |
|---------------------|------------------------------------------------|
| Annette Taylor      | Peer Support Administration & HR Administrator |
| Lucy Parsonage      | Peer Support                                   |
| Carol Grant         | Peer Support                                   |
| Christine Eccleston | Peer Support                                   |
| Amanda Milsom       | Peer Support                                   |
| Richard Love        | Peer Support                                   |
| Roger Slack         | Peer Support                                   |
| Kevin O'Hara        | Peer Support                                   |
| Melanie Farrow      | Peer Support                                   |
| Loretta Cornish     | Peer Support                                   |
| Marie Porter        | Peer Support Bank                              |
| Nicole Hegarty      | Peer Support Bank                              |
| Lisa Paffett        | Peer Support Bank                              |
| Heidi Tilney        | Peer Support Bank                              |

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

Approved by order of the board of trustees on 24/8/2022 and signed on its behalf by:

M L Withall  
M L Withall - Secretary

## Independent Examiner's Report to the Trustees of Capital Project Trust

---

### Independent examiner's report to the trustees of Capital Project Trust ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2022.

#### Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

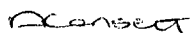
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

#### Independent examiner's statement

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



A C Kensett FMAAT FCCA  
Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

Date: .....21.9.2022.....

# Capital Project Trust

## Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31st March 2022

|                                    |       |                            |                          | Year Ended<br>31.3.22 | Period<br>1.10.20<br>to<br>31.3.21 |
|------------------------------------|-------|----------------------------|--------------------------|-----------------------|------------------------------------|
|                                    | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£   | Total<br>funds<br>£                |
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                            |                          |                       |                                    |
| Donations and legacies             | 2     | 4,746                      | -                        | 4,746                 | 484                                |
| <b>Charitable activities</b>       | 4     |                            |                          |                       |                                    |
| Training facilities and workshops  |       | 161,861                    | -                        | 161,861               | 80,978                             |
| Peer support                       |       | -                          | 67,592                   | 67,592                | 33,796                             |
| Winter Resilience                  |       | -                          | -                        | -                     | 48,400                             |
| Investment income                  | 3     | 9                          | -                        | 9                     | 5                                  |
| <b>Total</b>                       |       | <b>166,616</b>             | <b>67,592</b>            | <b>234,208</b>        | <b>163,663</b>                     |
| <b>EXPENDITURE ON</b>              |       |                            |                          |                       |                                    |
| <b>Charitable activities</b>       | 5     |                            |                          |                       |                                    |
| Training facilities and workshops  |       | 148,758                    | -                        | 148,758               | 72,731                             |
| Peer support                       |       | -                          | 71,172                   | 71,172                | 24,171                             |
| Winter Resilience                  |       | -                          | 10,023                   | 10,023                | 12,087                             |
| Other                              |       | 1,057                      | -                        | 1,057                 | 507                                |
| <b>Total</b>                       |       | <b>149,815</b>             | <b>81,195</b>            | <b>231,010</b>        | <b>109,496</b>                     |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | <b>16,801</b>              | <b>(13,603)</b>          | <b>3,198</b>          | <b>54,167</b>                      |
| <b>Transfers between funds</b>     | 14    | <b>24,142</b>              | <b>(24,142)</b>          | <b>-</b>              | <b>-</b>                           |
| <b>Net movement in funds</b>       |       | <b>40,943</b>              | <b>(37,745)</b>          | <b>3,198</b>          | <b>54,167</b>                      |
| <b>RECONCILIATION OF FUNDS</b>     |       |                            |                          |                       |                                    |
| <b>Total funds brought forward</b> |       | <b>16,822</b>              | <b>54,036</b>            | <b>70,858</b>         | <b>16,691</b>                      |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <b>57,765</b>              | <b>16,291</b>            | <b>74,056</b>         | <b>70,858</b>                      |

The notes form part of these financial statements

# Capital Project Trust

## Balance Sheet

31st March 2022

|                                                  | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2022<br>Total<br>funds<br>£ | 2021<br>Total<br>funds<br>£ |
|--------------------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                              |       |                            |                          |                             |                             |
| Tangible assets                                  | 10    | 5,180                      | -                        | 5,180                       | 3,164                       |
| <b>CURRENT ASSETS</b>                            |       |                            |                          |                             |                             |
| Stocks                                           | 11    | 175                        | -                        | 175                         | 187                         |
| Debtors                                          | 12    | 992                        | -                        | 992                         | 1,018                       |
| Cash at bank and in hand                         |       | 58,219                     | 16,291                   | 74,510                      | 80,071                      |
|                                                  |       | <u>59,386</u>              | <u>16,291</u>            | <u>75,677</u>               | <u>81,276</u>               |
| <b>CREDITORS</b>                                 |       |                            |                          |                             |                             |
| Amounts falling due within one year              | 13    | (6,801)                    | -                        | (6,801)                     | (13,582)                    |
| <b>NET CURRENT ASSETS</b>                        |       | <u>52,585</u>              | <u>16,291</u>            | <u>68,876</u>               | <u>67,694</u>               |
| <b>TOTAL ASSETS LESS CURRENT<br/>LIABILITIES</b> |       | <u>57,765</u>              | <u>16,291</u>            | <u>74,056</u>               | <u>70,858</u>               |
| <b>NET ASSETS</b>                                |       | <u>57,765</u>              | <u>16,291</u>            | <u>74,056</u>               | <u>70,858</u>               |
| <b>FUNDS</b>                                     | 14    |                            |                          |                             |                             |
| Unrestricted funds                               |       |                            |                          | 57,765                      | 16,822                      |
| Restricted funds                                 |       |                            |                          | 16,291                      | 54,036                      |
| <b>TOTAL FUNDS</b>                               |       |                            |                          | <u>74,056</u>               | <u>70,858</u>               |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

The notes form part of these financial statements

**Capital Project Trust**

**Balance Sheet - continued**  
**31st March 2022**

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

The financial statements were approved by the Board of Trustees and authorised for issue on ...24th Aug 2022..... and were signed on its behalf by:

R. R. Davies

.....  
R Davies - Trustee

K. Anders

.....  
K Anders - Trustee

**Capital Project Trust****Cash Flow Statement  
for the Year Ended 31st March 2022**

|                                                                           |       | Year Ended<br>31.3.22<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>£ |
|---------------------------------------------------------------------------|-------|----------------------------|-----------------------------------------|
|                                                                           | Notes |                            |                                         |
| <b>Cash flows from operating activities</b>                               |       |                            |                                         |
| Cash generated from operations                                            | 1     | (2,408)                    | 63,071                                  |
| Net cash (used in)/provided by operating activities                       |       | (2,408)                    | 63,071                                  |
| <b>Cash flows from investing activities</b>                               |       |                            |                                         |
| Purchase of tangible fixed assets                                         |       | (3,162)                    | (3,152)                                 |
| Interest received                                                         |       | 9                          | 5                                       |
| Net cash used in investing activities                                     |       | (3,153)                    | (3,147)                                 |
| <b>Change in cash and cash equivalents in the reporting period</b>        |       | (5,561)                    | 59,924                                  |
| <b>Cash and cash equivalents at the beginning of the reporting period</b> |       | 80,071                     | 20,147                                  |
| <b>Cash and cash equivalents at the end of the reporting period</b>       |       | 74,510                     | 80,071                                  |

The notes form part of these financial statements

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

|                                                                                           | Year Ended<br>31.3.22<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>£ |
|-------------------------------------------------------------------------------------------|----------------------------|-----------------------------------------|
| <b>Net income for the reporting period (as per the Statement of Financial Activities)</b> | 3,198                      | 54,167                                  |
| <b>Adjustments for:</b>                                                                   |                            |                                         |
| Depreciation charges                                                                      | 1,146                      | 177                                     |
| Interest received                                                                         | (9)                        | (5)                                     |
| Decrease in stocks                                                                        | 12                         | 32                                      |
| Decrease in debtors                                                                       | 26                         | 577                                     |
| (Decrease)/increase in creditors                                                          | (6,781)                    | 8,123                                   |
| <b>Net cash (used in)/provided by operations</b>                                          | <u>(2,408)</u>             | <u>63,071</u>                           |

2. ANALYSIS OF CHANGES IN NET FUNDS

|                          | At 1.4.21<br>£ | Cash flow<br>£ | At 31.3.22<br>£ |
|--------------------------|----------------|----------------|-----------------|
| <b>Net cash</b>          |                |                |                 |
| Cash at bank and in hand | 80,071         | (5,561)        | 74,510          |
|                          | <u>80,071</u>  | <u>(5,561)</u> | <u>74,510</u>   |
| <b>Total</b>             | <u>80,071</u>  | <u>(5,561)</u> | <u>74,510</u>   |

## 1. ACCOUNTING POLICIES

### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Governance costs**

Governance costs comprise the costs of running the charity, including strategic planning for its future development, any legal advice for the trustees, and all the costs of complying with constitutional and statutory requirements, such as the costs of trustee meetings and of preparing statutory accounts and satisfying public accountability.

### **Allocation and apportionment of costs**

Costs incurred in respect of the provision of training facilities and workshops are taken to direct charitable expenditure.

Expenditure which does not directly relate to the objects of the charity is analysed between charitable support costs, governance costs and costs of generating funds. Items which involve more than one cost category are apportioned to the cost categories involved in order to reflect the level of associated activity during the year.

Expenses relating to restricted funds are shown separately.

### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment - 25% on cost

All assets are included and held at historical cost, only those capital purchases above the value of £500 are capitalised.

### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

### **Fund accounting**

#### **Unrestricted Funds**

Unrestricted reserves are the balance of unspent funds, held to meet the day to day running costs of the charity. This reserve is required to meet the regular ongoing commitment to staff and suppliers.

**1. ACCOUNTING POLICIES - continued**

**Fund accounting**

**Restricted Funds**

Restricted funds can only be used for the purpose specified.

To the extent that restricted funds are expended on capital items a transfer is made between unrestricted and restricted reserves.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2. DONATIONS AND LEGACIES**

|       | Year Ended<br>31.3.22<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>£ |
|-------|----------------------------|-----------------------------------------|
| Gifts | 4,746                      | 484                                     |

**3. INVESTMENT INCOME**

|                          | Year Ended<br>31.3.22<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>£ |
|--------------------------|----------------------------|-----------------------------------------|
| Deposit account interest | 9                          | 5                                       |

**4. INCOME FROM CHARITABLE ACTIVITIES**

|                                  | Activity                          | Year Ended<br>31.3.22<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>£ |
|----------------------------------|-----------------------------------|----------------------------|-----------------------------------------|
| Mental Health                    |                                   |                            |                                         |
| Commissioning Team               | Training facilities and workshops | 160,928                    | 80,464                                  |
| Provision of training facilities | Training facilities and workshops | 933                        | 514                                     |
| Peer support funding             | Peer support                      | 67,592                     | 33,796                                  |
| Mental Health                    |                                   |                            |                                         |
| Commissioning Team               | Winter Resilience                 | -                          | 48,400                                  |
|                                  |                                   | 229,453                    | 163,174                                 |

**5. CHARITABLE ACTIVITIES COSTS**

|                                   | Direct<br>Costs<br>£ | Support<br>costs (see<br>note 6)<br>£ | Totals<br>£    |
|-----------------------------------|----------------------|---------------------------------------|----------------|
| Training facilities and workshops | 82,523               | 66,235                                | 148,758        |
| Peer support                      | 71,172               | -                                     | 71,172         |
| Winter Resilience                 | 8,483                | 1,540                                 | 10,023         |
|                                   | <u>162,178</u>       | <u>67,775</u>                         | <u>229,953</u> |

**6. SUPPORT COSTS**

|                                   | Management<br>£ | Governance<br>costs<br>£ | Totals<br>£   |
|-----------------------------------|-----------------|--------------------------|---------------|
| Training facilities and workshops | 41,243          | 24,992                   | 66,235        |
| Winter Resilience                 | -               | 1,540                    | 1,540         |
|                                   | <u>41,243</u>   | <u>26,532</u>            | <u>67,775</u> |

Support costs, included in the above, are as follows:

**Governance costs**

|                                       |                                                 |                           | Year Ended<br>31.3.22    | Period<br>1.10.20<br>to<br>31.3.21 |
|---------------------------------------|-------------------------------------------------|---------------------------|--------------------------|------------------------------------|
|                                       | Training<br>facilities<br>and<br>workshops<br>£ | Winter<br>Resilience<br>£ | Total<br>activities<br>£ | Total<br>activities<br>£           |
| Independent Examination fees          | 3,000                                           | -                         | 3,000                    | 3,000                              |
| Legal and professional fees           | 4,821                                           | -                         | 4,821                    | 2,752                              |
| Financial management                  | 4,270                                           | 1,540                     | 5,810                    | 4,099                              |
| Bookkeeping                           | 11,756                                          | -                         | 11,756                   | 4,635                              |
| Depreciation of tangible fixed assets | 1,145                                           | -                         | 1,145                    | 177                                |
|                                       | <u>24,992</u>                                   | <u>1,540</u>              | <u>26,532</u>            | <u>14,663</u>                      |

**7. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

|                             | Year Ended<br>31.3.22<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>£ |
|-----------------------------|----------------------------|-----------------------------------------|
| Depreciation - owned assets | <u>1,146</u>               | <u>177</u>                              |

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2022 nor for the period ended 31st March 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st March 2022 nor for the period ended 31st March 2021.

**9. STAFF COSTS**

|                       | Year Ended<br>31.3.22<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>£ |
|-----------------------|----------------------------|-----------------------------------------|
| Wages and salaries    | 149,964                    | 70,818                                  |
| Social security costs | 2,201                      | 1,184                                   |
| Other pension costs   | 2,157                      | 1,335                                   |
|                       | <u>154,322</u>             | <u>73,337</u>                           |

The average monthly number of employees during the year was as follows:

|            | Year Ended<br>31.3.22 | Period<br>1.10.20<br>to<br>31.3.21 |
|------------|-----------------------|------------------------------------|
| Core staff | 4                     | 3                                  |
| Peer staff | 2                     | 2                                  |
|            | <u>6</u>              | <u>5</u>                           |

No employees received emoluments in excess of £60,000.

**10. TANGIBLE FIXED ASSETS**

|                       | Equipment<br>£ |
|-----------------------|----------------|
| <b>COST</b>           |                |
| At 1st April 2021     | 13,340         |
| Additions             | 3,162          |
|                       | <u>16,502</u>  |
| At 31st March 2022    |                |
| <b>DEPRECIATION</b>   |                |
| At 1st April 2021     | 10,176         |
| Charge for year       | 1,146          |
|                       | <u>11,322</u>  |
| At 31st March 2022    |                |
| <b>NET BOOK VALUE</b> |                |
| At 31st March 2022    | <u>5,180</u>   |
| At 31st March 2021    | <u>3,164</u>   |

**11. STOCKS**

|        | 2022<br>£  | 2021<br>£  |
|--------|------------|------------|
| Stocks | <u>175</u> | <u>187</u> |

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                | 2022<br>£  | 2021<br>£    |
|--------------------------------|------------|--------------|
| Trade debtors                  | 435        | -            |
| Prepayments and accrued income | 557        | 1,018        |
|                                | <u>992</u> | <u>1,018</u> |

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                 | 2022<br>£    | 2021<br>£     |
|---------------------------------|--------------|---------------|
| Trade creditors                 | -            | 3,887         |
| Social security and other taxes | 1,131        | 4,353         |
| Other creditors                 | 2,670        | 2,342         |
| Accruals and deferred income    | 3,000        | 3,000         |
|                                 | <u>6,801</u> | <u>13,582</u> |

14. MOVEMENT IN FUNDS

|                           | At 1.4.21<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>31.3.22<br>£ |
|---------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| <b>Unrestricted funds</b> |                |                                  |                                    |                    |
| General fund              | 16,822         | 16,801                           | -                                  | 33,623             |
| Winter Resilience Fund    | -              | -                                | 24,142                             | 24,142             |
|                           | <u>16,822</u>  | <u>16,801</u>                    | <u>24,142</u>                      | <u>57,765</u>      |
| <b>Restricted funds</b>   |                |                                  |                                    |                    |
| Peer Support Project      | 19,871         | (3,580)                          | -                                  | 16,291             |
| Winter Resilience Fund    | 34,165         | (10,023)                         | (24,142)                           | -                  |
|                           | <u>54,036</u>  | <u>(13,603)</u>                  | <u>(24,142)</u>                    | <u>16,291</u>      |
| <b>TOTAL FUNDS</b>        | <u>70,858</u>  | <u>3,198</u>                     | <u>-</u>                           | <u>74,056</u>      |

Net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 166,616                    | (149,815)                  | 16,801                    |
| <b>Restricted funds</b>   |                            |                            |                           |
| Peer Support Project      | 67,592                     | (71,172)                   | (3,580)                   |
| Winter Resilience Fund    | -                          | (10,023)                   | (10,023)                  |
|                           | <u>67,592</u>              | <u>(81,195)</u>            | <u>(13,603)</u>           |
| <b>TOTAL FUNDS</b>        | <u>234,208</u>             | <u>(231,010)</u>           | <u>3,198</u>              |

Comparatives for movement in funds

|                           | At<br>1.10.20<br>£ | Net<br>movement<br>in funds<br>£ | At<br>31.3.21<br>£ |
|---------------------------|--------------------|----------------------------------|--------------------|
| <b>Unrestricted funds</b> |                    |                                  |                    |
| General fund              | 6,445              | 10,377                           | 16,822             |
| <b>Restricted funds</b>   |                    |                                  |                    |
| Peer Support Project      | 10,246             | 9,625                            | 19,871             |
| Winter Resilience Fund    | -                  | 34,165                           | 34,165             |
|                           | <u>10,246</u>      | <u>43,790</u>                    | <u>54,036</u>      |
| <b>TOTAL FUNDS</b>        | <u>16,691</u>      | <u>54,167</u>                    | <u>70,858</u>      |

**14. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 81,467                     | (71,090)                   | 10,377                    |
| <b>Restricted funds</b>   |                            |                            |                           |
| Peer Support Project      | 33,796                     | (24,171)                   | 9,625                     |
| Winter Resilience Fund    | 48,400                     | (14,235)                   | 34,165                    |
|                           | <u>82,196</u>              | <u>(38,406)</u>            | <u>43,790</u>             |
| <b>TOTAL FUNDS</b>        | <u>163,663</u>             | <u>(109,496)</u>           | <u>54,167</u>             |

The fund relating to the Peer Support Project was granted to contribute towards the provision of Peer Support Workers.

The fund relating to the Winter Resilience Project was granted towards the provision of weekly peer calls to members, additional training provision and virtual peer drop in sessions to help those who face additional challenges during the winter months.

**Transfers between funds**

During the year the Winter Resilience Fund was reclassified from restricted to unrestricted, the transfer of £24,142 represents the reclassification of the fund.

**15. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31st March 2022.

**16. OPERATING LEASES**

The following operating lease payments are committed to be paid:

|                            | Land and buildings |               | Other operating leases |               |
|----------------------------|--------------------|---------------|------------------------|---------------|
|                            | 2022               | 2021          | 2022                   | 2021          |
|                            | £                  | £             | £                      | £             |
| Expiring:                  |                    |               |                        |               |
| Less than one year         | 18,400             | 17,700        | 5,808                  | 5,808         |
| Between one and five years | 46,000             | 64,400        | 5,808                  | 11,616        |
| More than five years       | -                  | -             | -                      | -             |
| Total                      | <u>64,400</u>      | <u>82,100</u> | <u>11,616</u>          | <u>17,424</u> |

**17. COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee and accordingly has no share capital.

## Capital Project Trust

### Detailed Statement of Financial Activities for the Year Ended 31st March 2022

|                                   | Year Ended<br>31.3.22<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>£ |
|-----------------------------------|----------------------------|-----------------------------------------|
| <b>INCOME AND ENDOWMENTS</b>      |                            |                                         |
| <b>Donations and legacies</b>     |                            |                                         |
| Gifts                             | 4,746                      | 484                                     |
| <b>Investment income</b>          |                            |                                         |
| Deposit account interest          | 9                          | 5                                       |
| <b>Charitable activities</b>      |                            |                                         |
| Mental Health Commissioning Team  | 160,928                    | 128,864                                 |
| Provision of training facilities  | 933                        | 514                                     |
| Peer support funding              | 67,592                     | 33,796                                  |
|                                   | <u>229,453</u>             | <u>163,174</u>                          |
| <b>Total incoming resources</b>   | <b>234,208</b>             | <b>163,663</b>                          |
| <b>EXPENDITURE</b>                |                            |                                         |
| <b>Charitable activities</b>      |                            |                                         |
| Wages                             | 149,964                    | 70,818                                  |
| Social security                   | 2,201                      | 1,184                                   |
| Pensions                          | 2,157                      | 1,335                                   |
| Sundries                          | 170                        | -                                       |
| Transport                         | 2,001                      | 933                                     |
| Venue hire and catering           | 196                        | -                                       |
| Trainers and training             | 2,014                      | -                                       |
| Peer support financial management | 3,475                      | 1,825                                   |
|                                   | <u>162,178</u>             | <u>76,095</u>                           |
| <b>Other</b>                      |                            |                                         |
| Repairs and renewals              | 1,057                      | 507                                     |
| <b>Support costs</b>              |                            |                                         |
| <b>Management</b>                 |                            |                                         |
| Rent and rates                    | 17,841                     | 9,050                                   |
| Insurance                         | 2,424                      | 1,564                                   |
| Light and heat                    | 4,226                      | 635                                     |
| Telephone                         | 2,999                      | 1,847                                   |
| Postage and stationery            | 3,431                      | 1,580                                   |
| Office costs                      | 6,130                      | 3,185                                   |
| Administrative expenses           | 95                         | 55                                      |
| Lodge office cleaning             | 40                         | 281                                     |
| Carried forward                   | 37,186                     | 18,197                                  |

This page does not form part of the statutory financial statements

## Capital Project Trust

### Detailed Statement of Financial Activities for the Year Ended 31st March 2022

|                                       | Year Ended<br>31.3.22<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>£ |
|---------------------------------------|----------------------------|-----------------------------------------|
| <b>Management</b>                     |                            |                                         |
| Brought forward                       | 37,186                     | 18,197                                  |
| Website development                   | 4,057                      | 34                                      |
|                                       | <u>41,243</u>              | <u>18,231</u>                           |
| <b>Governance costs</b>               |                            |                                         |
| Independent Examination fees          | 3,000                      | 3,000                                   |
| Legal and professional fees           | 4,821                      | 2,752                                   |
| Financial management                  | 5,810                      | 4,099                                   |
| Bookkeeping                           | 11,756                     | 4,635                                   |
| Depreciation of tangible fixed assets | 1,145                      | 177                                     |
|                                       | <u>26,532</u>              | <u>14,663</u>                           |
| Total resources expended              | <u>231,010</u>             | <u>109,496</u>                          |
| <b>Net income</b>                     | <u>3,198</u>               | <u>54,167</u>                           |

**CAPITAL PROJECT TRUST**

England & Wales - Charity number 1087420

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# Accounts

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**REGISTERED COMPANY NUMBER: 04157375 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1087420**

**Report of the Trustees and**  
**Financial Statements for the Period 1st October 2020 to 31st March 2021**  
**for**  
**Capital Project Trust**

Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

**Capital Project Trust**

**Contents of the Financial Statements  
for the Period 1st October 2020 to 31st March 2021**

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## **Capital Project Trust**

### **Report of the Trustees for the Period 1st October 2020 to 31st March 2021**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the period 1st October 2020 to 31st March 2021. The trustees have adopted the provisions of 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**

##### **Objectives and aims for the public benefit**

The Capital Project Trust has been established as a Charity since 2001. Completely service user led, it exists with the aim of improving the lives of people who experience mental and emotional distress by:

- Providing mutual peer support and training to people who use mental health services
- Providing training and consultation services to mental health service providers
- Working with partners in the voluntary and statutory sectors to monitor mental health services to ensure that they are as good as they can be
- Raising awareness of mental health issues in the wider communities to promote social inclusion and overcome stigma

We also work to:

- Retain our unique quality as a service user/member led, mutually supportive organisation
- Continue our absolute commitment to putting people first within the organisation, we care about our members, our trustees and our staff and will ensure that people's wellbeing is the fundamental consideration as we develop our business priorities
- Maintain our commitment to making CAPITAL accessible and free to all those who wish to be members.
- Work to break down the stigma that people with mental health problems experience by informing the wider public about mental health issues
- Be a voice advocating for improvements to the care for people who use mental health services

##### **Significant activities and public benefit**

we aim to achieve this by:

- Our new members' training course which boosts the knowledge and skills of participants.
- Regular group meetings in localities to facilitate information sharing and mutual support.
- Working with the local Clinical Commissioning Groups and other statutory and voluntary sector partners to ensure the people who use mental health services have their voices heard when it comes to changing and improving those services.
- Working with local universities and other educators to deliver training from a service user perspective.
- Engaging with the media and the wider public to inform them about mental health issues, particularly working around World Mental Health Day and Mental Health Awareness Week.
- Working with other local mental health providers as part of Pathfinder West Sussex to achieve a more joined up service offer for people who experience mental distress in the county. We continue to work actively with our partners to build the service and ensure that the voices of the people who use our services are heard loud and clear within this evolving structure.
- Providing independent inpatient peer support to improve mental health services and to offer peer to peer guidance in self-help strategies.
- Delivering formal and less formal peer support training to build expertise within our peer support workforce.
- Facilitating inpatient feedback via Patient View Point groups enabling people to give their views on their experiences of the local hospitals without fear of reprisal.
- Sharing and participating in national service user fora such as NSUN (the National Survivor and User Network), particularly contributing to their campaign on The Value of User Led Organisations.
- Being vociferous throughout the public consultation to Improve Inpatient Services in West Sussex.

## **Capital Project Trust**

### **Report of the Trustees for the Period 1st October 2020 to 31st March 2021**

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#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

In addition to the core activities outlined above, CAPITAL continued to offer regular peer run social "Drop In" sessions and face to face activities for its members, who enjoy meeting socially in a relaxed environment until April 2020. Due to the daily challenges arising from the legislative adjustment needs of the Covid pandemic from April 2020 to date our service provision adapted as appropriate. Consultation with CAPITAL membership and staff alike outlined how best to meet our needs whilst fulfilling our objectives; with a focus on empowering those with mental and emotional distress to maintain a quality of life that aimed to support and/or improve overall wellbeing. The CAPITAL service adapted from face to face activities to enablement of engagement from home base via increased contact calls and social media interaction with implementation of virtual meetings, training and activities during the final quarter of this financial year. During this pandemic virtual, mutual peer support has proved to be a lifeline for many.

Our Costing Analysis procedures have been maintained through the year. Budget figures and monthly expenditure figures are reported to the Trustees at each board meeting. The Bank Statements are checked and signed off on a monthly basis by the Treasurer, in accordance with our Financial Policies.

We have sustained our emphasis and awareness of costs which has allowed CAPITAL to adapt and rise to the pandemic challenges while maintaining its high standard of commitment to its members.

The Peer Support Project continues to run with additional health and safety procedures and protocol in place at Meadowfield in Worthing, Langley Green in Crawley and Oaklands in Chichester

Our Winter Resilience project ran from December 2020 through to the end of April 2021 with the facilitation of weekly peer calls to members, additional training provision and virtual peer to peer drop in sessions; thus meeting elevated demand for regular contact to reduce isolation together with appropriate signposting to empower individuals and enable specific responsibility for personal need during the additional challenges experienced during the winter months. Volunteers throughout the CAPITAL network stepped up to support those self-isolating and or shielding by collection and delivery of much needed supplies of medication and food supplies.

We maintained the use of databases within CAPITAL for capturing information gathered by our Peer Support workers, so that we can professionally produce information and statistics for the CCG when required - the databases are expanded and up-dated as we feel necessary with full training given to all staff.

#### **FINANCIAL REVIEW**

##### **Principal funding sources**

A breakdown of our funding received this year is as follows:

- 1 Core Funding - £80,464 for the period paid on 1<sup>st</sup> October and 1<sup>st</sup> January. This figure includes the Coastal West Sussex and Northern West Sussex incentive payments.
- 2 Peer Support Funding - £33,796 paid as per Core Funding.
- 3 Winter Resilience Funding - £48,400 paid on 1<sup>st</sup> December.
- 4 Donations and Bank Interest combined total £489.
- 5 Invoiced tasks - we have raised invoices to the value of £514, this is a result of training work and consultations.

##### **General Sum Up of Finances**

This year of course has been dominated by Covid-19 and lockdowns - so whilst we have not seen the same level of expenditure on our training, workshops and locality meetings we have as previously highlighted in this report made our members are our priority through a difficult time. We have delivered more training albeit online - it was allocated to the WR fund for Q4. We are also reviewing our previous expenditure regarding costs in these areas so hope to keep them lower than previous years.

CAPITAL will always strive to maintain its high standard of commitment to its members.

## **Capital Project Trust**

### **Report of the Trustees for the Period 1st October 2020 to 31st March 2021**

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#### **FINANCIAL REVIEW**

##### **Reserves policy**

CAPITAL's reserves are the funds available for general purposes after meeting planned expenditure and other commitments, being set aside and discounted for the purposes of day to day accounting and cash flow forecasts. Available funds are always lowest just before core funding is received, normally on 1st April and 1st October each year.

CAPITAL's policy, informed by Charity Commission Publication CC19 and related documents is:

"To aim to have reserves sufficient to cover fluctuations in the timing and amount of incoming finance and outgoing payments and to cover the costs of winding up CAPITAL should this become necessary. These two situations would not occur together, given the promise by the commissioners of six months warning of major core funding changes. The reserves required to cover the two situations would be three months operating costs, currently around £40,000."

The trustees intend to bring the level of reserves in line with this policy.

#### **FUTURE PLANS**

Our core funding from the CCG is secure up to the end of March 2022. Due to the pandemic we remain in the process of agreeing a new reporting framework which will include financial penalties should we not meet agreed targets. We continue to explore possible options to increase funding as we evolve and the demands for our provision of service increase.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The Charity is controlled by its governing document, the Memorandum and Articles of Association and constitutes a company limited by guarantee, as defined by the Companies Act 2006.

The CAPITAL Project Trust operates in accordance with its Memorandum and Articles of Association.

##### **Organisational structure**

All voting trustees are drawn from the CAPITAL membership. They take overall responsibility for developing the strategic direction for CAPITAL, are responsible for setting policy, and for maintaining the legal and financial viability of the business, as set out by the two regulatory bodies, the Charity Commission and Companies House. They are also responsible for ensuring adherence to all other statutes applicable to our work.

By representing CAPITAL's members in this way, we ensure that CAPITAL is truly Service User led, with our members setting CAPITAL's direction in line with their wishes, needs and aspirations.

CAPITAL's day-to-day running is on a flat level management structure, with all staff reporting directly to the CEO. The Chairman of the Board holds line management responsibility for the CEO. Separate arrangements are made for Peer Support Workers.

To maximise the involvement of the wider CAPITAL membership in the issue of governance, the self governance group, made up primarily of members who are not trustees, also reviews issues of governance as they arise and makes recommendations to the trustees. Whilst decisions ultimately rest with the board, they do not go against the recommendations of this group without good reasons which are fed back to them.

In accordance with our charitable incorporation the trustees take their responsibility to ensure good governance very seriously. We are retaining the services of Peninsula Business Services to ensure that we are given up to date legal advice regarding human resources and health and safety matters. Staff are delegated to ensure that other legal requirements for example in terms of business and charity law are all met.

We regularly review our policies to ensure that they are sufficient and appropriate to the organisation. We are signatories of the Mindful Employer Charter.

## **Capital Project Trust**

### **Report of the Trustees for the Period 1st October 2020 to 31st March 2021**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Induction and training of new trustees**

Training is made available to any CAPITAL member considering their candidature as trustee. This training covers the role and responsibilities of a trustee, and also of a director of a limited company, our business set-up and legal framework, and the trustees' role within this. All new trustees receive an initial induction from our administrator, who gives them relevant information. There is ongoing training throughout the year to further support each trustee in this responsible role.

In training, all prospective new trustees are made aware that in order to fully represent our members, they must regularly attend locality, quarterly and other meetings to ensure they can hear members views.

##### **Risk management**

Regular risk assessments are carried out to ensure that CAPITAL's activities are managed as safely and effectively as possible. Due to the Covid pandemic additional risk assessment completion was required from mid-March 2020 thus enabling staff to work safely from home in addition to collaborative risk being reviewed regularly to ensure the safety, wellbeing and infection prevention for our Peer Support Workers who remain facilitating inpatient support. The CEO carries out regular audits on risk assessment and all aspects are discussed at team meetings.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

04157375 (England and Wales)

##### **Registered Charity number**

1087420

##### **Registered office**

Safe Haven  
32 Sudley Road  
Bognor Regis  
West Sussex  
PO21 1EL

##### **Trustees**

K Nesbitt Treasurer  
C Barber Treasurer (resigned 4.3.21)  
T C Bird - co-opted for his lifetime - no vote  
J R Cavalier Chair  
R Davies Vice Chair  
B Faulks  
T Lockyear  
S C Murray  
C Snooks

##### **Company Secretary**

M L Withall

##### **Independent Examiner**

A C Kensett FMAAT FCCA  
Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

## Capital Project Trust

### Report of the Trustees for the Period 1st October 2020 to 31st March 2021

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#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Bankers

Barclays Bank plc  
1 Chapel Road  
Worthing  
West Sussex  
BN11 1EX

##### Permanent Staff

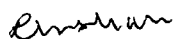
|                     |                                                     |
|---------------------|-----------------------------------------------------|
| Tania Edge          | Chief Executive Officer                             |
| Mrs P Marie Butcher | Senior Admin                                        |
| Helen Hayward       | Training Co-Ordinator                               |
| Jenna Dickens       | Office Admin                                        |
| Latoya Labor        | Northern Locality Coordinator                       |
| Shaun Spillane      | Transport Coordinator (Costal Coordinator 26/10/20) |
| Julia Hahn          | Office Cleaner                                      |

##### Peer Support Staff

|                           |                                               |
|---------------------------|-----------------------------------------------|
| Annette Taylor            | Peer Support Administration& HR Administrator |
| Lucy Parsonage            | Peer Support                                  |
| Carol Grant               | Peer Support                                  |
| Mrs Christine Eccleston   | Peer Support                                  |
| Amanda Milsom             | Peer Support                                  |
| Richard Love              | Peer Support                                  |
| Shaun Spillane            | Peer Support                                  |
| Roger Slack               | Peer Support                                  |
| Michelle Montesina-Chinea | Peer Support                                  |
| Kevin O'Hara              | Peer Support                                  |
| Melanie Farrow            | Peer Support                                  |
| Loretta Cornish           | Peer Support - started 29/10/2020             |
| Andy Tester               | Peer Support - left 08/01/2021                |
| Marie Porter              | Peer Support Bank                             |
| Graham Stuart-Hill        | Peer Support Bank                             |
| Nicole Hegarty            | Peer Support Bank - started 27/10/2020        |
| Lisa Paffett              | Peer Support Bank - started 28/10/2020        |
| Heidi Tilney              | Peer Support Bank - started 28/10/2020        |
| Cathy Clayton             | Peer Support Bank - left 22/12/2020           |

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

Approved by order of the board of trustees on 24.8.21 and signed on its behalf by:



.....  
M L Withall - Secretary

## **Independent Examiner's Report to the Trustees of Capital Project Trust**

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### **Independent examiner's report to the trustees of Capital Project Trust ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the period 1st October 2020 to 31st March 2021.

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

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



A C Kensett FMAAT FCCA  
Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

Date: .....22/5/2021.....

# Capital Project Trust

## Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Period 1st October 2020 to 31st March 2021

|                                    |       |                           |                          | Period<br>1.10.20<br>to<br>31.3.21<br>Total<br>funds<br>£ | Year Ended<br>30.9.20<br>Total<br>funds<br>£ |
|------------------------------------|-------|---------------------------|--------------------------|-----------------------------------------------------------|----------------------------------------------|
|                                    | Notes | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ |                                                           |                                              |
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                           |                          |                                                           |                                              |
| Donations and legacies             | 2     | 484                       | -                        | 484                                                       | 1,718                                        |
| <b>Charitable activities</b>       | 4     |                           |                          |                                                           |                                              |
| Training facilities and workshops  |       | 80,978                    | -                        | 80,978                                                    | 161,095                                      |
| Peer support                       |       | -                         | 33,796                   | 33,796                                                    | 66,916                                       |
| Winter Resilience                  |       | -                         | 48,400                   | 48,400                                                    | -                                            |
| Investment income                  | 3     | <u>5</u>                  | <u>-</u>                 | <u>5</u>                                                  | <u>35</u>                                    |
| <b>Total</b>                       |       | 81,467                    | 82,196                   | 163,663                                                   | 229,764                                      |
| <b>EXPENDITURE ON</b>              |       |                           |                          |                                                           |                                              |
| <b>Charitable activities</b>       | 5     |                           |                          |                                                           |                                              |
| Training facilities and workshops  |       | 70,582                    | 2,149                    | 72,731                                                    | 163,100                                      |
| Peer support                       |       | -                         | 24,171                   | 24,171                                                    | 56,936                                       |
| Winter Resilience                  |       | -                         | 12,087                   | 12,087                                                    | -                                            |
| Other                              |       | <u>507</u>                | <u>-</u>                 | <u>507</u>                                                | <u>1,922</u>                                 |
| <b>Total</b>                       |       | 71,089                    | 38,407                   | 109,496                                                   | 221,958                                      |
| <b>NET INCOME</b>                  |       | 10,378                    | 43,789                   | 54,167                                                    | 7,806                                        |
| <b>RECONCILIATION OF FUNDS</b>     |       |                           |                          |                                                           |                                              |
| <b>Total funds brought forward</b> |       | 6,445                     | 10,246                   | 16,691                                                    | 8,885                                        |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u>16,823</u>             | <u>54,035</u>            | <u>70,858</u>                                             | <u>16,691</u>                                |

The notes form part of these financial statements

## Capital Project Trust

### Balance Sheet 31st March 2021

|                                                  | Notes | Unrestricted<br>fund<br>£ | Restricted<br>funds<br>£ | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|--------------------------------------------------|-------|---------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                              |       |                           |                          |                             |                             |
| Tangible assets                                  | 10    | 12                        | 3,152                    | 3,164                       | 189                         |
| <b>CURRENT ASSETS</b>                            |       |                           |                          |                             |                             |
| Stocks                                           | 11    | 187                       | -                        | 187                         | 219                         |
| Debtors                                          | 12    | 1,018                     | -                        | 1,018                       | 1,595                       |
| Cash at bank and in hand                         |       | <u>29,187</u>             | <u>50,884</u>            | <u>80,071</u>               | <u>20,147</u>               |
|                                                  |       | 30,392                    | 50,884                   | 81,276                      | 21,961                      |
| <b>CREDITORS</b>                                 |       |                           |                          |                             |                             |
| Amounts falling due within one year              | 13    | (13,582)                  | -                        | (13,582)                    | (5,459)                     |
| <b>NET CURRENT ASSETS</b>                        |       | <u>16,810</u>             | <u>50,884</u>            | <u>67,694</u>               | <u>16,502</u>               |
| <b>TOTAL ASSETS LESS CURRENT<br/>LIABILITIES</b> |       | 16,822                    | 54,036                   | 70,858                      | 16,691                      |
| <b>NET ASSETS</b>                                |       | <u>16,822</u>             | <u>54,036</u>            | <u>70,858</u>               | <u>16,691</u>               |
| <b>FUNDS</b>                                     | 14    |                           |                          |                             |                             |
| Unrestricted funds                               |       |                           |                          | 16,822                      | 6,445                       |
| Restricted funds                                 |       |                           |                          | <u>54,036</u>               | <u>10,246</u>               |
| <b>TOTAL FUNDS</b>                               |       |                           |                          | <u>70,858</u>               | <u>16,691</u>               |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 31st March 2021.

The members have not required the company to obtain an audit of its financial statements for the period ended 31st March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

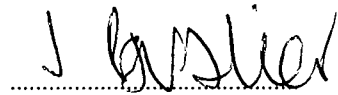
**Capital Project Trust**

**Balance Sheet - continued**  
**31st March 2021**

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

The financial statements were approved by the Board of Trustees and authorised for issue on 24.8.21 and were signed on its behalf by:



J R Cavalier - Trustee



K Nesbitt - Trustee

The notes form part of these financial statements

**Capital Project Trust****Cash Flow Statement****for the Period 1st October 2020 to 31st March 2021**

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|                                                                           | Notes | Period<br>1.10.20<br>to<br>31.3.21<br>£ | Year Ended<br>30.9.20<br>£ |
|---------------------------------------------------------------------------|-------|-----------------------------------------|----------------------------|
| <b>Cash flows from operating activities</b>                               |       |                                         |                            |
| Cash generated from operations                                            | 1     | <u>63,071</u>                           | <u>4,785</u>               |
| Net cash provided by operating activities                                 |       | <u>63,071</u>                           | <u>4,785</u>               |
| <br><b>Cash flows from investing activities</b>                           |       |                                         |                            |
| Purchase of tangible fixed assets                                         |       | (3,152)                                 | -                          |
| Interest received                                                         |       | <u>5</u>                                | <u>35</u>                  |
| Net cash (used in)/provided by investing activities                       |       | <u>(3,147)</u>                          | <u>35</u>                  |
| <br><b>Change in cash and cash equivalents in the reporting period</b>    |       | <br>59,924                              | <br>4,820                  |
| <b>Cash and cash equivalents at the beginning of the reporting period</b> |       | <u>20,147</u>                           | <u>15,327</u>              |
| <br><b>Cash and cash equivalents at the end of the reporting period</b>   |       | <br><u>80,071</u>                       | <br><u>20,147</u>          |

The notes form part of these financial statements

## Capital Project Trust

### Notes to the Cash Flow Statement for the Period 1st October 2020 to 31st March 2021

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#### 1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

|                                                                                           | Period<br>1.10.20<br>to<br>31.3.21<br>£ | Year Ended<br>30.9.20<br>£ |
|-------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------|
| <b>Net income for the reporting period (as per the Statement of Financial Activities)</b> | 54,167                                  | 7,806                      |
| <b>Adjustments for:</b>                                                                   |                                         |                            |
| Depreciation charges                                                                      | 177                                     | 189                        |
| Interest received                                                                         | (5)                                     | (35)                       |
| Decrease in stocks                                                                        | 32                                      | 47                         |
| Decrease in debtors                                                                       | 577                                     | 663                        |
| Increase/(decrease) in creditors                                                          | <u>8,123</u>                            | <u>(3,885)</u>             |
| <b>Net cash provided by operations</b>                                                    | <u>63,071</u>                           | <u>4,785</u>               |

#### 2. ANALYSIS OF CHANGES IN NET FUNDS

|                          | At 1.10.20<br>£ | Cash flow<br>£ | At 31.3.21<br>£ |
|--------------------------|-----------------|----------------|-----------------|
| <b>Net cash</b>          |                 |                |                 |
| Cash at bank and in hand | <u>20,147</u>   | <u>59,924</u>  | <u>80,071</u>   |
|                          | <u>20,147</u>   | <u>59,924</u>  | <u>80,071</u>   |
| <b>Total</b>             | <u>20,147</u>   | <u>59,924</u>  | <u>80,071</u>   |

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Governance costs**

Governance costs comprise the costs of running the charity, including strategic planning for its future development, any legal advice for the trustees, and all the costs of complying with constitutional and statutory requirements, such as the costs of trustee meetings and of preparing statutory accounts and satisfying public accountability.

### **Allocation and apportionment of costs**

Costs incurred in respect of the provision of training facilities and workshops are taken to direct charitable expenditure.

Expenditure which does not directly relate to the objects of the charity is analysed between charitable support costs, governance costs and costs of generating funds. Items which involve more than one cost category are apportioned to the cost categories involved in order to reflect the level of associated activity during the year.

Expenses relating to restricted funds are shown separately.

### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment - 25% on cost

All assets are included and held at historical cost, only those capital purchases above the value of £500 are capitalised.

### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

### **Fund accounting**

#### **Unrestricted Funds**

Unrestricted reserves are the balance of unspent funds, held to meet the day to day running costs of the charity. This reserve is required to meet the regular ongoing commitment to staff and suppliers.

## Capital Project Trust

### Notes to the Financial Statements - continued for the Period 1st October 2020 to 31st March 2021

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#### 1. ACCOUNTING POLICIES - continued

##### Fund accounting

##### Restricted Funds

Restricted funds can only be used for the purpose specified.

To the extent that restricted funds are expended on capital items a transfer is made between unrestricted and restricted reserves.

##### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

#### 2. DONATIONS AND LEGACIES

|       | Period<br>1.10.20<br>to<br>31.3.21<br>£ | Year Ended<br>30.9.20<br>£ |
|-------|-----------------------------------------|----------------------------|
| Gifts | <u>484</u>                              | <u>1,718</u>               |

#### 3. INVESTMENT INCOME

|                          | Period<br>1.10.20<br>to<br>31.3.21<br>£ | Year Ended<br>30.9.20<br>£ |
|--------------------------|-----------------------------------------|----------------------------|
| Deposit account interest | <u>5</u>                                | <u>35</u>                  |

#### 4. INCOME FROM CHARITABLE ACTIVITIES

|                                     | Activity                          | Period<br>1.10.20<br>to<br>31.3.21<br>£ | Year Ended<br>30.9.20<br>£ |
|-------------------------------------|-----------------------------------|-----------------------------------------|----------------------------|
| Mental Health<br>Commissioning Team | Training facilities and workshops | 80,464                                  | 160,598                    |
| Provision of training facilities    | Training facilities and workshops | 514                                     | 497                        |
| Peer support funding                | Peer support                      | 33,796                                  | 66,916                     |
| Mental Health<br>Commissioning Team | Winter Resilience                 | <u>48,400</u>                           | <u>-</u>                   |
|                                     |                                   | <u>163,174</u>                          | <u>228,011</u>             |

# Capital Project Trust

## Notes to the Financial Statements - continued for the Period 1st October 2020 to 31st March 2021

### 5. CHARITABLE ACTIVITIES COSTS

|                                   | Direct<br>Costs<br>£ | Support<br>costs (see<br>note 6)<br>£ | Totals<br>£    |
|-----------------------------------|----------------------|---------------------------------------|----------------|
| Training facilities and workshops | 40,455               | 32,276                                | 72,731         |
| Peer support                      | 24,171               | -                                     | 24,171         |
| Winter Resilience                 | <u>11,469</u>        | <u>618</u>                            | <u>12,087</u>  |
|                                   | <u>76,095</u>        | <u>32,894</u>                         | <u>108,989</u> |

### 6. SUPPORT COSTS

|                                   | Management<br>£ | Governance<br>costs<br>£ | Totals<br>£   |
|-----------------------------------|-----------------|--------------------------|---------------|
| Training facilities and workshops | 18,231          | 14,045                   | 32,276        |
| Winter Resilience                 | <u>-</u>        | <u>618</u>               | <u>618</u>    |
|                                   | <u>18,231</u>   | <u>14,663</u>            | <u>32,894</u> |

Support costs, included in the above, are as follows:

#### Governance costs

|                                       | Training<br>facilities<br>and<br>workshops<br>£ | Winter<br>Resilience<br>£ | Period<br>1.10.20<br>to<br>31.3.21<br>Total<br>activities<br>£ | Year Ended<br>30.9.20<br>Total<br>activities<br>£ |
|---------------------------------------|-------------------------------------------------|---------------------------|----------------------------------------------------------------|---------------------------------------------------|
| Independent Examination fees          | 3,000                                           | -                         | 3,000                                                          | 3,000                                             |
| Legal and professional fees           | 2,752                                           | -                         | 2,752                                                          | 4,786                                             |
| Financial management                  | 3,481                                           | 618                       | 4,099                                                          | 8,088                                             |
| Trustees' expenses                    | -                                               | -                         | -                                                              | 98                                                |
| Bookkeeping                           | 4,635                                           | -                         | 4,635                                                          | 8,313                                             |
| Depreciation of tangible fixed assets | <u>177</u>                                      | <u>-</u>                  | <u>177</u>                                                     | <u>189</u>                                        |
|                                       | <u>14,045</u>                                   | <u>618</u>                | <u>14,663</u>                                                  | <u>24,474</u>                                     |

## Capital Project Trust

### Notes to the Financial Statements - continued for the Period 1st October 2020 to 31st March 2021

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#### 7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

|                             | Period<br>1.10.20<br>to<br>31.3.21<br>£ | Year Ended<br>30.9.20<br>£ |
|-----------------------------|-----------------------------------------|----------------------------|
| Depreciation - owned assets | <u>177</u>                              | <u>189</u>                 |

#### 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31st March 2021 nor for the year ended 30th September 2020.

##### Trustees' expenses

No trustees' were reimbursed for expenses during the period (2020: £98).

#### 9. STAFF COSTS

|                       | Period<br>1.10.20<br>to<br>31.3.21<br>£ | Year Ended<br>30.9.20<br>£ |
|-----------------------|-----------------------------------------|----------------------------|
| Wages and salaries    | 70,818                                  | 128,822                    |
| Social security costs | 1,184                                   | 3,475                      |
| Other pension costs   | <u>1,335</u>                            | <u>2,289</u>               |
|                       | <u>73,337</u>                           | <u>134,586</u>             |

The average monthly number of employees during the period was as follows:

|            | Period<br>1.10.20<br>to<br>31.3.21 | Year Ended<br>30.9.20 |
|------------|------------------------------------|-----------------------|
| Core staff | 3                                  | 3                     |
| Peer staff | <u>2</u>                           | <u>2</u>              |
|            | <u>5</u>                           | <u>5</u>              |

No employees received emoluments in excess of £60,000.

Capital Project Trust

Notes to the Financial Statements - continued  
for the Period 1st October 2020 to 31st March 2021

10. TANGIBLE FIXED ASSETS

|                        | Equipment<br>£ |
|------------------------|----------------|
| <b>COST</b>            |                |
| At 1st October 2020    | 10,188         |
| Additions              | <u>3,152</u>   |
| At 31st March 2021     | <u>13,340</u>  |
| <b>DEPRECIATION</b>    |                |
| At 1st October 2020    | 9,999          |
| Charge for year        | <u>177</u>     |
| At 31st March 2021     | <u>10,176</u>  |
| <b>NET BOOK VALUE</b>  |                |
| At 31st March 2021     | <u>3,164</u>   |
| At 30th September 2020 | <u>189</u>     |

11. STOCKS

|        | 2021<br>£  | 2020<br>£  |
|--------|------------|------------|
| Stocks | <u>187</u> | <u>219</u> |

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                                | 2021<br>£    | 2020<br>£    |
|--------------------------------|--------------|--------------|
| Trade debtors                  | -            | 574          |
| Prepayments and accrued income | <u>1,018</u> | <u>1,021</u> |
|                                | <u>1,018</u> | <u>1,595</u> |

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                                 | 2021<br>£     | 2020<br>£    |
|---------------------------------|---------------|--------------|
| Trade creditors                 | 3,887         | 117          |
| Social security and other taxes | 4,353         | -            |
| Other creditors                 | 2,342         | 2,342        |
| Accruals and deferred income    | <u>3,000</u>  | <u>3,000</u> |
|                                 | <u>13,582</u> | <u>5,459</u> |

## Capital Project Trust

### Notes to the Financial Statements - continued for the Period 1st October 2020 to 31st March 2021

#### 14. MOVEMENT IN FUNDS

|                           | At<br>1.10.20<br>£ | Net<br>movement<br>in funds<br>£ | At<br>31.3.21<br>£ |
|---------------------------|--------------------|----------------------------------|--------------------|
| <b>Unrestricted funds</b> |                    |                                  |                    |
| General fund              | 6,445              | 10,377                           | 16,822             |
| <b>Restricted funds</b>   |                    |                                  |                    |
| Peer Support Project      | 10,246             | 9,625                            | 19,871             |
| Winter Resilience Fund    | -                  | 34,165                           | 34,165             |
|                           | <u>10,246</u>      | <u>43,790</u>                    | <u>54,036</u>      |
| <b>TOTAL FUNDS</b>        | <u>16,691</u>      | <u>54,167</u>                    | <u>70,858</u>      |

Net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 81,467                     | (71,090)                   | 10,377                    |
| <b>Restricted funds</b>   |                            |                            |                           |
| Peer Support Project      | 33,796                     | (24,171)                   | 9,625                     |
| Winter Resilience Fund    | 48,400                     | (14,235)                   | 34,165                    |
|                           | <u>82,196</u>              | <u>(38,406)</u>            | <u>43,790</u>             |
| <b>TOTAL FUNDS</b>        | <u>163,663</u>             | <u>(109,496)</u>           | <u>54,167</u>             |

#### Comparatives for movement in funds

|                               | At<br>1.10.19<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>30.9.20<br>£ |
|-------------------------------|--------------------|----------------------------------|------------------------------------|--------------------|
| <b>Unrestricted funds</b>     |                    |                                  |                                    |                    |
| General fund                  | 1,028              | (1,428)                          | 6,845                              | 6,445              |
| <b>Restricted funds</b>       |                    |                                  |                                    |                    |
| Peer Support Project          | 1,012              | 9,234                            | -                                  | 10,246             |
| Forensic Peer Support Project | 6,845              | -                                | (6,845)                            | -                  |
|                               | <u>7,857</u>       | <u>9,234</u>                     | <u>(6,845)</u>                     | <u>10,246</u>      |
| <b>TOTAL FUNDS</b>            | <u>8,885</u>       | <u>7,806</u>                     | <u>-</u>                           | <u>16,691</u>      |

## Capital Project Trust

### Notes to the Financial Statements - continued for the Period 1st October 2020 to 31st March 2021

#### 14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 162,848                    | (164,276)                  | (1,428)                   |
| <b>Restricted funds</b>   |                            |                            |                           |
| Peer Support Project      | 66,916                     | (57,682)                   | 9,234                     |
| <b>TOTAL FUNDS</b>        | <u>229,764</u>             | <u>(221,958)</u>           | <u>7,806</u>              |

The fund relating to the Peer Support Project was granted to contribute towards the provision of Peer Support Workers.

The fund relating to the Forensic Peer Support Project was granted to contribute towards the provision of Forensic Peer Support Workers. The project came to an end in the year and £6,845 was transferred back to the general fund.

The fund relating to the Winter Resilience Project was granted towards the provision of weekly peer calls to members, additional training provision and virtual peer drop in sessions to help those who face additional challenges during the winter months.

#### 15. RELATED PARTY DISCLOSURES

There were no related party transactions for the period ended 31st March 2021.

#### 16. OPERATING LEASES

The following operating lease payments are committed to be paid:

|                            | Land and buildings |               | Other operating leases |               |
|----------------------------|--------------------|---------------|------------------------|---------------|
|                            | 2021               | 2020          | 2021                   | 2020          |
|                            | £                  | £             | £                      | £             |
| Expiring:                  |                    |               |                        |               |
| Less than one year         | 17,700             | 17,000        | 5,808                  | 5,808         |
| Between one and five years | 64,400             | 73,600        | 11,616                 | 14,520        |
| More than five years       | -                  | -             | -                      | -             |
| Total                      | <u>82,100</u>      | <u>90,600</u> | <u>17,424</u>          | <u>20,328</u> |

#### 17. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and accordingly has no share capital.

**Capital Project Trust****Detailed Statement of Financial Activities  
for the Period 1st October 2020 to 31st March 2021**

|                                   | Period<br>1.10.20<br>to 31.3.21<br>£ | Year Ended<br>30.9.20<br>£ |
|-----------------------------------|--------------------------------------|----------------------------|
| <b>INCOME AND ENDOWMENTS</b>      |                                      |                            |
| <b>Donations and legacies</b>     |                                      |                            |
| Gifts                             | 484                                  | 1,718                      |
| <b>Investment income</b>          |                                      |                            |
| Deposit account interest          | 5                                    | 35                         |
| <b>Charitable activities</b>      |                                      |                            |
| Mental Health Commissioning Team  | 128,864                              | 160,598                    |
| Provision of training facilities  | 514                                  | 497                        |
| Peer support funding              | <u>33,796</u>                        | <u>66,916</u>              |
|                                   | <u>163,174</u>                       | <u>228,011</u>             |
| <b>Total incoming resources</b>   | 163,663                              | 229,764                    |
| <b>EXPENDITURE</b>                |                                      |                            |
| <b>Charitable activities</b>      |                                      |                            |
| Wages                             | 70,818                               | 128,822                    |
| Social security                   | 1,184                                | 3,475                      |
| Pensions                          | 1,335                                | 2,289                      |
| Transport                         | 933                                  | 9,356                      |
| Venue hire and catering           | -                                    | 2,879                      |
| Trainers and training             | -                                    | 5,225                      |
| Peer support financial management | <u>1,825</u>                         | <u>5,776</u>               |
|                                   | 76,095                               | 157,822                    |
| <b>Other</b>                      |                                      |                            |
| Repairs and renewals              | 507                                  | 1,922                      |
| <b>Support costs</b>              |                                      |                            |
| <b>Management</b>                 |                                      |                            |
| Rent and rates                    | 9,050                                | 17,496                     |
| Insurance                         | 1,564                                | 2,679                      |
| Light and heat                    | 635                                  | 1,719                      |
| Telephone                         | 1,847                                | 5,138                      |
| Postage and stationery            | 1,580                                | 2,932                      |
| Office costs                      | 3,185                                | 3,198                      |
| Administrative expenses           | 55                                   | 449                        |
| Officer's expenses                | -                                    | 52                         |
| Lodge office cleaning             | 281                                  | 527                        |
| Carried forward                   | 18,197                               | 34,190                     |

This page does not form part of the statutory financial statements

## Capital Project Trust

### Detailed Statement of Financial Activities for the Period 1st October 2020 to 31st March 2021

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|                                       | Period<br>1.10.20<br>to 31.3.21<br>£ | Year Ended<br>30.9.20<br>£ |
|---------------------------------------|--------------------------------------|----------------------------|
| <b>Management</b>                     |                                      |                            |
| Brought forward                       | 18,197                               | 34,190                     |
| Website development                   | <u>34</u>                            | <u>3,550</u>               |
|                                       | 18,231                               | 37,740                     |
| <b>Governance costs</b>               |                                      |                            |
| Independent Examination fees          | 3,000                                | 3,000                      |
| Legal and professional fees           | 2,752                                | 4,786                      |
| Financial management                  | 4,099                                | 8,088                      |
| Trustees' expenses                    | -                                    | 98                         |
| Bookkeeping                           | 4,635                                | 8,313                      |
| Depreciation of tangible fixed assets | <u>177</u>                           | <u>189</u>                 |
|                                       | <u>14,663</u>                        | <u>24,474</u>              |
| Total resources expended              | <u>109,496</u>                       | <u>221,958</u>             |
| <b>Net income</b>                     | <u><u>54,167</u></u>                 | <u><u>7,806</u></u>        |