



**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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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').

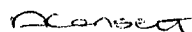
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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 31.3.22	Period 1.10.20 to 31.3.21
	Notes	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<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 funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
<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**

	Notes	Year Ended 31.3.22 £	Period 1.10.20 to 31.3.21 £
<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 31.3.22 £	Period 1.10.20 to 31.3.21 £
<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 £	Cash flow £	At 31.3.22 £
<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 31.3.22 £	Period 1.10.20 to 31.3.21 £
Gifts	4,746	484

**3. INVESTMENT INCOME**

	Year Ended 31.3.22 £	Period 1.10.20 to 31.3.21 £
Deposit account interest	9	5

**4. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	Year Ended 31.3.22 £	Period 1.10.20 to 31.3.21 £
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 Costs £	Support costs (see note 6) £	Totals £
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 £	Governance costs £	Totals £
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 31.3.22	Period 1.10.20 to 31.3.21
	Training facilities and workshops £	Winter Resilience £	Total activities £	Total activities £
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 31.3.22	Period 1.10.20 to 31.3.21
	£	£
Depreciation - owned assets	1,146	177
	<u>          </u>	<u>          </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 31.3.22	Period 1.10.20 to 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>          </u>	<u>          </u>
	154,322	73,337
	<u>          </u>	<u>          </u>

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

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

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

**10. TANGIBLE FIXED ASSETS**

	Equipment £
<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 £	2021 £
Stocks	<u>175</u>	<u>187</u>

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

	2022 £	2021 £
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 £	2021 £
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 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<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 resources £	Resources expended £	Movement in funds £
<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 1.10.20 £	Net movement in funds £	At 31.3.21 £
<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 resources £	Resources expended £	Movement in funds £
<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 31.3.22 £	Period 1.10.20 to 31.3.21 £
<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 31.3.22 £	Period 1.10.20 to 31.3.21 £
<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><u>3,198</u></u>	<u><u>54,167</u></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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<b>Statement of Financial Activities</b>	7
<b>Balance Sheet</b>	8 to 9
<b>Cash Flow Statement</b>	10
<b>Notes to the Cash Flow Statement</b>	11
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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

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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').

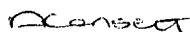
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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 31.3.22	Period 1.10.20 to 31.3.21
	Notes	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<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 funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
<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.

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**

	Notes	Year Ended 31.3.22 £	Period 1.10.20 to 31.3.21 £
<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 31.3.22 £	Period 1.10.20 to 31.3.21 £
<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 £	Cash flow £	At 31.3.22 £
<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 31.3.22 £	Period 1.10.20 to 31.3.21 £
Gifts	4,746	484

**3. INVESTMENT INCOME**

	Year Ended 31.3.22 £	Period 1.10.20 to 31.3.21 £
Deposit account interest	9	5

**4. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	Year Ended 31.3.22 £	Period 1.10.20 to 31.3.21 £
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 Costs £	Support costs (see note 6) £	Totals £
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 £	Governance costs £	Totals £
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 31.3.22	Period 1.10.20 to 31.3.21
	Training facilities and workshops £	Winter Resilience £	Total activities £	Total activities £
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 31.3.22 £	Period 1.10.20 to 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 31.3.22 £	Period 1.10.20 to 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 31.3.22	Period 1.10.20 to 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 £
<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 £	2021 £
Stocks	<u>175</u>	<u>187</u>

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

	2022 £	2021 £
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 £	2021 £
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 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<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 resources £	Resources expended £	Movement in funds £
<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 1.10.20 £	Net movement in funds £	At 31.3.21 £
<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 resources £	Resources expended £	Movement in funds £
<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 31.3.22 £	Period 1.10.20 to 31.3.21 £
<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 31.3.22 £	Period 1.10.20 to 31.3.21 £
<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><u>3,198</u></u>	<u><u>54,167</u></u>