

MIND IN WEST ESSEX

England & Wales · Charity number 1091154

Details

Other names	HARLOW MENTAL HEALTH SUPPORT LTD, HARLOW MIND, WEST ESSEX MIND, MIND IN WEST ESSEX
Status	Registered
Legal form	Charitable company
Company number	04369554
Registered	2002-03-15
Register	View on the Charity Commission register

Contact

Address	Osler House Prentice Place Harlow Essex CM17 9BG
Phone	01279421308
Email	admin@mindinwestessex.org.uk
Website	www.mindinwestessex.org.uk

Activities

Objects: Objects The charity's 'Objects' are specifically restricted to the following: 1) To promote the preservation of good mental health in particular by enabling and empowering people experiencing ill mental health to live with, manage and recover from their condition. 2) To raise awareness of issues related to mental health, to promote understanding and to challenge stigma and discrimination. 3) To operate primarily within the region of West Essex, but also in other areas of the UK.

Activities: Our purpose is to empower people experiencing mental health problems or emotional distress. We work towards the development & maintenance of a comprehensive mental health service that meets needs & aspirations, & promotes mental health awareness in our community.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** General Charitable Purposes, The Advancement Of Health Or Saving Of Lives, Disability, Economic/community Development/employment
- **Who:** Children/young People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

Geography

- **Area of benefit:** ESSEX
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£3,185,114	£2,990,455	£1,195,643	92
2024-03-31	£2,846,259	£2,640,884	£1,000,984	93
2023-03-31	£2,411,647	£2,313,021	£795,609	85
2022-03-31	£1,883,842	£1,693,052	£696,983	70
2021-03-31	£1,337,361	£1,163,107	£506,193	55

Trustees

Name	Role	Appointed
Richard Timothy Alan Crone	Chair	2014-12-01
Alan Wellbelove		2012-03-01
Anja De Vos		2024-04-25
Barbara Brafman-Price		2024-01-25
GARY HYAMS		2021-08-26
Jackie Anslow		2021-11-12
ROBIN STRUBE		
SYLVIA HAYES		2011-12-01

Accounts

COMPANY REGISTRATION NUMBER : 04369554

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR
YEAR ENDED 31 MARCH 2025**

Charity Number : 1091154

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2025**

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MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
COMPANY INFORMATION
YEAR ENDED 31 MARCH 2025

Charity Number	1091154	
Company Number	04369554	
Registered Office	Osler House Prentice Place Potter Street Harlow Essex England CM17 9BG	
The Trustees	Richard Crone Robin Strube Sylvia Hayes Alan Wellbelove Gary Hyams Jackie Anslow Barbara Brafman-Price Anja De Vos Robbie Freeman	Chairman Vice Chairman (resigned 12th June 2025)
Senior Management Team	Alison Wilson Kelly Dorrington Lois Sparkes Sarah Huggett Natasha Pearson Craig McColl Ann Creitzman Vanessa Craft Karen Hutley	Chief Executive Head of Finance Compliance, Quality and Safeguarding Manager Digital Manager Mental Health Coach and Wellbeing Assistant Manager Community Services Manager MHST Clinical Manager Counselling Manager HR Manager
Auditor	Edmund Carr LLP 146 New London Road Chelmsford Essex, CM2 0AW	
Bank	CAF Bank 25 Kings Hill Avenue Kings Hill West Mailing Kent, ME19 4JQ	Virgin Money 177 Bothwell Street Glasgow G2 7ER
Solicitors	Tees Law 42 High Street Great Dunmow Essex, CM6 1AH	

The Trustees and senior management team also take advice on an ad hoc, as needed basis from:
Radar for HR advice - as part of our insurance policy.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2025**

The Trustees, who are the directors for the purposes of company law, present the annual report together with the financial statements and auditor's report of the charitable company for the year ended 31 March 2025. This is also the directors' report, as required by s415 of the Companies Act 2006.

OBJECTIVES AND ACTIVITIES

Our charity's purposes, as set out in the objects contained in the company's memorandum of association, are to:

- Promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental disorder or conditions of emotional or mental distress requiring advice or treatment in West Essex in association with Mind (the National Association for Mental Health) and in accordance with the aims and objects of Mind.

Our **Vision** is for West Essex to be a place where people talk openly and positively about mental health, and where everyone gets the support and respect needed to live well.

Our **Mission** is to:

- Understand how we can best support people's mental health and wellbeing by engaging, listening, and being open to all feedback.
- Provide activities, services, support and information that reflect people's needs.
- Be immersed in people, communities, and organisations of West Essex and play our part in shaping a place that values everyone's contributions and eliminates stigma and discrimination.
- Reduce mental distress and suicide.

Ensuring that our work delivers our aims

We review our aims, objectives and activities in a structured way which involves all the trustees, staff, service users and stakeholders. The review helps us to ensure our aims, objectives and activities remain focused on our stated purpose.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning future activity. In particular the trustees consider how planned activities contribute to the aims and objectives they have set.

The focus of our work

Our main objectives for the year continue to be the support of people of West Essex who are affected by mental ill health. Alongside this is the objective to promote emotional wellbeing.

Our services developed over time according to the needs of our community, the funding available through our partner agencies and funders, and our ability to deliver services. We engaged with the community to understand their situation and offer support wherever we could.

Our staff and volunteers continue to provide a committed and professional service to people in West Essex and beyond. We ensure they are trained and supported to deliver a high quality service to all service users.

Our main activities and who we help are described below, they all focus on either the support of people affected by mental ill health or on building emotional resilience and are undertaken to further our charitable purposes for public benefit.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2025**

Community Services

Our community services, broadly speaking, work with people within their local community to address practical issues that are, for that person, a barrier to good mental health.

The specific services that we currently run in this area of our work are:

IAPT Coaches: This service is one we are subcontracted by Vita Health Group to deliver as part of a larger NHS IAPT contract. The aim of the service is to help people to access their talking therapy treatment by working with them to remove practical barriers. For example gaining or remaining in employment and supporting them towards achieving better mental health and wellbeing. We have been given notice on this contract and it is due to finish 30th June 2025.

Wellbeing Volunteers : The focus of the service is to recruit and train Befrienders to work alongside people in our local community who are isolated and lonely and in doing so improve their mental health and quality of life.

Wellbeing Assistants: This is a fee paying service, to provide practical and emotional support to individuals to improve wellbeing.

Counselling Services: The Mind in West Essex Counselling service provides a comprehensive range of counselling interventions. It has an emphasis on helping people access the right counselling for them, with the right counsellor at the right time and in the right place. Our service provides counselling through the following routes:

Fee paying service: It is an unfortunate fact that not everyone who would benefit from counselling is able to access it free of charge. In response to this situation we provide an option. Feedback on this service is excellent.

Sub contracted counselling services: We also provide a small amount of counselling for organisations that choose to commission counselling from us. During this year we provided counselling on this basis as part of the West Essex IAPT service and for staff of a small Essex wide charity. We aim to expand this area of our work and provide counselling for other organisations. We have been given notice on our work for the IAPT service and this is due to end by 30th June 2025

Training work: This aspect is crucial to our work around reducing stigma and creating awareness and more resilient communities. Our team of Mental Health First Aid Trainers continues to deliver excellent training both to local and national organisations and individuals The team deliver Mental Health First Aid, Suicide Awareness, Suicide First Aid and also develop and deliver bespoke training.

Let's Talk Essex: This is a campaign that remains close to our mission and that works to support members of the public who want to share their own stories. During this year we have created a series of podcasts. These can be found on the Let's Talk Essex website.

Harlow, Epping Forest and Uttlesford MHSTs: This service supports children and young people through schools and college. It's part of a national programme and is based on a whole school approach. We have 4.5 teams of staff in this service and work with around 105 schools across West Essex.

Online Training Academy: We have been developing free and paid for training courses for internal use and also for the general public. We have also been working to simplify the website to make it more user friendly and accessible.

Mental Health Coaches: The Mental Health Coaches are an integral part of the Primary Care Networks. Coaches support patients, as part of a multi-disciplinary team through their mental health journey in order to ensure it is as person centered, streamlined and seamless as possible. This is currently running in each of the 6 PCN's across West Essex.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2025

Sanctuary and Night Owls : This is part of the crisis transformation work and provides out of hours support to those who call NHS 111 for mental health support but who do not need hospital admission. Clients can either visit the center at Bush Fair or receive support via zoom or over the phone. The Sanctuary has satellite centers in Uttlesford and Epping Forest that are available for in person visits over 4 nights of the week. The Night Owls service works within the Sanctuary, it provides Emotional Support over the phone or in person for people who are struggling with loneliness, depression and anxiety.

Carver Barracks : During this year we have been developing our offer at Carver Barracks. We are working to support the wellbeing of residents living outside the wire at the Barracks. We work closely with the Welfare Team.

How our activities deliver public benefit

Our main activities and who we help are described above. All of our activities focus on either the support of people affected by mental ill health or on building emotional resilience and are undertaken to further our charitable purposes for the public benefit. We are particularly committed to working to ensure that all of our services are focused as much as possible on the needs of the individual as we recognise that, just as everyone's needs are different, everyone's journey to recovery will also be different.

The Trustees have referred to the Charity Commission's guidance on public benefit. It is taken into account when undertaking decisions and we have not varied from the guidance during the past year.

Within our Children and Young People's services we worked with:

Harlow

- Supported 194 CYP in 1:1 interventions
- Worked with 10,235 CYO in Groups (411 sessions)
- Supported 50 individual Guardians/Parents in a group setting (10 sessions)
- School staff workshops 75 individuals attended (5 sessions)
- CYP & parents/carers (summer fetes, open evenings, wellbeing fairs, etc) 1057 (30 sessions)
- Function 3 (meetings / meaningful conversations) 733

Epping Forest

- Supported 194 CYP in 1:1 interventions
- Worked with 12,330 CYO in Groups (382 sessions)
- Supported 33 individual Guardians/Parents in a group setting (10 sessions)
- School staff workshops 18 individuals attended (3 sessions)
- CYP & parents/carers (summer fetes, open evenings, wellbeing fairs, etc) 416 (34 sessions)
- Function 3 (meetings / meaningful conversations) 198

Uttlesford

- Supported 173 CYP in 1:1 interventions
- Worked with 6973 CYO in Groups (309 sessions)
- Supported 21 individual Guardians/Parents in a group setting (10 sessions)
- School staff workshops 0 individuals attended (0 sessions)
- CYP & parents/carers (summer fetes, open evenings, wellbeing fairs, etc) 296 (19 sessions)
- Function 3 (meetings / meaningful conversations) 268

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2025

Within our Community Services, during this period we received the following numbers of referrals:

- IAPT COACH Service: approx. 227 new referrals
- PCN Mental Health Coaches worked with 276 clients
- Our Wellbeing Assistants worked with 6 clients receiving 852 hours of support
- Digital Groups worked supported 44 individuals with Personality Disorders, Stress and Anxiety and Writing for Wellbeing (Write, Revive and Rebuild)
- Peer support staff provided 676 hours of support and received 114 referrals
- Community Connectors support 104 people and attended 8 community events (From March 2025)

During the reporting period, we had 109 active volunteers working within our services of which 70 are befrienders supporting 65 clients.

We gave 2,749 hours of telephone support during the hours of 4pm-11pm through our Night Owl service and 424 new registrations. Additionally, through our Sanctuary Crisis Service we received 788 new referrals.

Within our Counselling service we delivered 1,468 therapy sessions to the 502 people via our fee paying counselling service. 498 counselling sessions were delivered on behalf of VitaMinds NHS service to 80 clients. This means that altogether 582 people had the opportunity, via Talking Therapies/Counselling, to learn new ways of thinking about their life and new strategies for coping with the issues that were causing them emotional difficulty.

We have used our growing social media presence to send out information about events and also more general emotional wellbeing information. Our Instagram reach has now reached 6.5k an increase of 316.8% with 2k visits.

Our Facebook reach is 72.8k This is the number of unique people who saw our content and who therefore have read or who have access to our information. We have 7.7k page visits.

FINANCIAL REVIEW

Our strategy in recent years has been to diversify our income streams to minimise the risks of one strand not continuing. This has been successful, and the list of activities detailed earlier demonstrates the breadth of our services and income streams.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so that there are few funds for long term investment. Our Financial Policy sets out how we should apportion our funds to the various banks that we use.

We own the building from which we operate our counselling service and derive an income from letting rooms to other charities and organisations. We have purchased a second building. An old GP surgery in Harlow, it requires considerable renovation.

Risk Management

The trustees regularly review the major risks to which the charity is exposed. The risk register is updated as new risk is identified and is re-visited at least annually. Where it is appropriate, systems or procedures have been established to mitigate the risks that the charity faces.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2025

When external risks to funding are identified by the trustees the strategic plan is modified and enhanced to mitigate and manage these risks; they are covered financially within the reserves. Internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the various places of service provision. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Principal Funding Sources

The principal income streams for the charity are from training, counselling and contract income from the Essex County Council, West Essex CCG and Hertfordshire Partnership Foundation Trust/Vita Health Group and EPUT.

All these contracts support the key objectives of the charity as they provide mental health services and support to the local community.

Pension scheme

Our employees are all enrolled into an approved defined pension contribution scheme.

Reserves Policy

Charity funds at 31 March 2025 totalled £1,195,643, made up of restricted funds (£115,908), designated funds (£804,917 - including fixed assets of £630,965) and general unrestricted funds (£274,818).

The Finance Sub Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby funds not restricted or designated for a specific purpose should be sufficient to cover 6 months of the charity's budgeted core expenditure. This equates to £262,662 for 24/25. The free unrestricted reserves at 31 March 2025 of £274,818 are in line with this policy.

PLANS FOR FUTURE PERIODS

At the time of signing the accounts the trustees are confident about the charity's ability to continue as a going concern over the coming year and into the future. Our main focus continues to be on maintaining a diverse range of income streams and delivering successfully on the contracts we currently have in place.

Over the coming year we will concentrate on the renovation of Osler House and continue to focus on developing our low cost counselling and Community Connectors roles.

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee under company registration number 4369554, incorporated on the 7th February 2002 and registered as a charity on the 15th March 2002 under charity registration number 1091154.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2025**

Recruitment and appointment of new trustees

Mind in West Essex ensures that people who use, or have used, mental health services are given the opportunity to actively participate as Trustees of the Executive Board, and we encourage them to take part in the governance and the decision-making of the organisation.

The Trustees continually review their capabilities and set them against the strategic plan of the organisation. In this way we can determine the profile of new Trustees that are required to serve the Company best.

We promote the opportunity to join the board of trustees through the Mind in West Essex website and welcome applications from people who are passionate about our mission, vision and values.

Trustee Induction and Training

Prospective trustees are interviewed by two current trustees and, if their capabilities match our criteria, are invited to attend a trustee meeting where they meet the current trustees, who then take a vote on the candidate after the meeting.

The candidate will then be asked to confirm their willingness to act as a trustee and Director and a DBS check will be taken up. After receipt of a suitable DBS check, details of the new trustee will be entered into the company records at Companies House and the Charity Commission.

Trustee induction is undertaken via the Trustee Handbook course on our Online Training Academy.

Organisational Structure

The Executive Board is the governing body of the Company and is supported by sub committees as deemed necessary by the Executive Board. At the time of this annual report there is a Finance sub Committee and a Human Resources sub Committee.

The Executive Board shall have not less than three Trustees and not more than eighteen who are responsible for all decisions and actions of the Company:-

The Executive Board may delegate any of its powers to Sub-Committees consisting of such members of their body and other persons as they think fit; any Sub-Committee shall be made up in such a way that members of the Executive Board shall be in the majority.

The various sub committees are required to develop strategies within their field of operation, resolve concerns arising, and undertake specific pieces of work. When they have completed a piece of work they recommend it to the Board for review and approval.

Remuneration levels of key management personnel are set by the Trustees.

Related parties

Mind in West Essex is affiliated to the national mental health charity, Mind. We have signed up to a partnership agreement that outlines the expectations of both parties. This agreement guides us on issues such as area of benefit and our relationship with other Local Mind Associations as well as issues such as use of the Mind brand.

Fundraising Standard Information

The charity does not carry out significant fundraising activities to raise funds from members of the public. No professional fundraisers are used by the charity and no complaints have been received by the charity in respect of fundraising activities.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2025**

Trustees' responsibilities statement

The trustees (who are also directors of Mind in West Essex for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

Approved by the Trustees on 29 December 2025 and signed on their behalf by:

Richard Crone
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R Crone - Chairman

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2025**

Opinion

We have audited the financial statements of Mind in West Essex (the 'charitable company') for the year ended 31 March 2025, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law United Kingdom Accounting Standards, including Financial Reporting Standard 102, *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other Information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2025

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement (set out on page 8), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder. Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows;

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2025

- We identified the laws and regulations applicable to the company from our commercial knowledge and experience of the charity sector.
- We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations for the company, including the Companies Act 2006, tax legislation and employment legislation.
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur by;

- Making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud.
- Considering the internal controls in place to mitigate the risks of fraud and non-compliance with laws and regulations.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to;

- Agreeing financial statement disclosures to underlying supporting documentation.
- Reading the minutes of meetings of those charged with governance.
- Enquiring of management as to actual and potential litigation and claims.

To address the risk of fraud through management bias and override of controls, we;

- Performed analytical procedures to identify any unusual or unexpected relationships.
- Tested journal entries to identify unusual transactions.
- Investigated the rationale behind significant or unusual transactions.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2025

- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation (ie. gives a true and fair view).

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Edmund Carr LLP

.....
Edmund Carr LLP

Statutory Auditor

146 New London Road
Chelmsford
Essex
CM2 0AW

6 January 2026

Edmund Carr LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2025

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
INCOME FROM					
Donations and Legacies					
- Donations		15,571	-	15,571	103,441
- Grants receivable		38,104	441,398	479,502	82,143
Other trading activities					
- Fundraising		17,760	-	17,760	24,214
Charitable activities					
- Community Services	2	2,617,616	-	2,617,616	2,563,740
- Rents receivable		29,767	-	29,767	45,764
Investments: bank interest		24,580	-	24,580	23,602
Other		318	-	318	3,355
TOTAL INCOME		<u>2,743,716</u>	<u>441,398</u>	<u>3,185,114</u>	<u>2,846,259</u>
EXPENDITURE ON					
Raising funds		11,642	-	11,642	11,645
Charitable activities	3	2,871,701	107,112	2,978,813	2,629,239
TOTAL EXPENDITURE		<u>2,883,343</u>	<u>107,112</u>	<u>2,990,455</u>	<u>2,640,884</u>
NET INCOME/(EXPENDITURE)		(139,627)	334,286	194,659	205,375
Transfers between funds		<u>252,606</u>	<u>(252,606)</u>	<u>-</u>	<u>-</u>
NET MOVEMENT IN FUNDS		112,979	81,680	194,659	205,375
RECONCILIATION OF FUNDS:					
Balances brought forward		966,756	34,228	1,000,984	795,609
Balances carried forward		<u>1,079,735</u>	<u>115,908</u>	<u>1,195,643</u>	<u>1,000,984</u>

The charity has no recognised gains or losses other than the results for the period as set out above.

The notes on pages 16 to 25 form part of these financial statements.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
AS AT 31 MARCH 2025**

		2025	2024
	Note	£	£
FIXED ASSETS			
Tangible assets	10	630,965	337,870
CURRENT ASSETS			
Debtors	11	136,205	283,519
Cash at bank		1,216,918	1,155,057
		<u>1,353,123</u>	<u>1,438,576</u>
CREDITORS: Amounts falling due within one year	12	<u>(788,445)</u>	<u>(775,462)</u>
NET CURRENT ASSETS		<u>564,678</u>	<u>663,114</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,195,643</u>	<u>1,000,984</u>
NET ASSETS		<u>1,195,643</u>	<u>1,000,984</u>
FUNDS			
Unrestricted general funds	13	274,818	438,506
Designated funds	13	<u>804,917</u>	<u>528,250</u>
Total unrestricted funds		1,079,735	966,756
Restricted funds	14	115,908	34,228
TOTAL FUNDS		<u>1,195,643</u>	<u>1,000,984</u>

For the year ending 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies but as this company is a charity, it is subject to audit under the Charities Act 2011.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the Trustees on 29 December 2025 and are signed on their behalf by:

Richard Crone

R CRONE

Trustee

Company Registration Number: 04369554

The notes on pages 16 to 25 form part of these financial statements.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
STATEMENT OF CASH FLOWS
YEAR ENDED 31 MARCH 2025**

	Notes	Total 2025 £	Total 2024 £
Cash flows from operating activities:			
Net cash provided by / (used in) operating activities	18	<u>340,908</u>	<u>445,922</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		24,580	23,602
Purchase of property, plant and equipment		<u>(303,627)</u>	<u>(127,670)</u>
Net cash provided by / (used in) investing activities		<u>(279,047)</u>	<u>(104,068)</u>
Cash flows from financing activities:			
Capital repayment of borrowings		-	-
Mortgage interest paid		<u>-</u>	<u>-</u>
Net cash provided by / (used in) investing activities		<u>-</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period		61,861	341,854
Cash and cash equivalents brought forward		1,155,057	813,203
Cash and cash equivalents carried forward		<u><u>1,216,918</u></u>	<u><u>1,155,057</u></u>

The notes on pages 16 to 25 form part of these financial statements.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Mind In West Essex meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The financial statements are prepared in sterling, which is the functional currency of the charity, and rounded to the nearest £.

Going Concern

The trustees are of the opinion that the charity has sufficient resources to continue trading for the next 12 months from the date of signing these accounts.

Incoming Resources

Income in respect of contracts and service level agreements are accounted for on an accruals basis. All grants received have been treated as income irrespective of the source of the grant and the use to which the grant is put. Grants given specifically to fund expenditure in a future accounting period are treated as deferred income.

Resources Expended

All expenditure is accounted for on an accruals basis and includes VAT as the charity is not VAT registered. Governance costs are associated with the governance arrangements of the charity. Shared costs are apportioned between the funds based on budgeted expenditure at the start of the year.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Creditors

Trade creditors are recognised initially at the transaction price.

Fixed Assets

Capital items costing in excess of £1,000 are capitalised. Fixed assets are shown at historical cost.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset by the straight line method:

Freehold property	2% straight line
Leasehold improvements	over the life of the lease
Computer equipment	33% straight line
Fixtures & fittings	25% straight line

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2025**

1. ACCOUNTING POLICIES (continued)

Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

Leases

Assets held under finance leases and hire purchase contracts are capitalised in the balance sheet and depreciated over their expected useful lives. The interest element of leasing payments represents a constant proportion of the capital balance outstanding and is charged to the Statement of Financial Activities over the period of the lease.

All other leases are regarded as operating leases and the payments made under them are charged to the Statement of Financial Activities on a straight-line basis over the lease term.

Pension costs

The charity makes contributions to defined contribution schemes on behalf of eligible employees. The charge for the year represents contributions payable in the year.

2. INCOME FROM COMMUNITY SERVICES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Counselling	153,515	-	153,515	164,194
Training and resilience	23,928	-	23,928	91,408
Young people	1,365,023	-	1,365,023	1,082,714
Crisis Services	198,912	-	198,912	200,209
Phoenix Futures - Futures in Mind	-	-	-	92,305
Support time and recovery	77,061	-	77,061	75,984
Mental health coaches	214,846	-	214,846	185,018
Other contract and service income	584,331	-	584,331	671,908
	<u>2,617,616</u>	<u>-</u>	<u>2,617,616</u>	<u>2,563,740</u>
<i>Total 2024</i>	<i>2,563,740</i>	<i>-</i>	<i>2,563,740</i>	

The amount of income from community services relating to government organisations in the year totalled £2,241,890 (2024: £2,046,853).

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2025

3. COSTS OF CHARITABLE ACTIVITIES (BY FUND)

	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
Direct costs:				
Counselling	118,429	52,865	171,294	180,225
Training and resilience	42,718	-	42,718	104,116
Young people	1,268,002	-	1,268,002	1,031,660
Crisis services	301,807	-	301,807	254,845
Other Community services	503,017	19,920	522,937	530,590
Support costs (see note 5)	589,419	34,327	623,746	481,110
Governance costs (see note 6)	48,309	-	48,309	46,694
	<u>2,871,701</u>	<u>107,112</u>	<u>2,978,813</u>	<u>2,629,239</u>
<i>Total 2024</i>	<i>2,595,025</i>	<i>34,214</i>	<i>2,629,239</i>	

4. COSTS OF CHARITABLE ACTIVITIES (BY ACTIVITY)

	Direct costs £	Support and Governance costs £	Total 2025 £	Total 2024 £
Counselling costs	171,294	49,904	221,198	225,491
Training and resilience	42,718	12,445	55,163	130,266
Young people	1,268,002	369,422	1,637,424	1,290,775
Crisis services	301,807	87,929	389,736	318,852
Other Community services	522,937	152,355	675,292	663,855
	<u>2,306,758</u>	<u>672,055</u>	<u>2,978,813</u>	<u>2,629,239</u>
<i>Total 2024</i>	<i>2,101,435</i>	<i>527,804</i>	<i>2,629,239</i>	

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2025

5. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Support staff costs	255,087	-	255,087	186,532
Other staff and volunteer costs	33,674	32,899	66,573	16,832
Travel and subsistence	74,881	-	74,881	59,161
IT and website costs	42,762	-	42,762	55,056
Rent and service charges	51,713	-	51,713	51,074
Room hire	5,526	-	5,526	6,792
Repairs, maintenance and utilities	68,256	1,428	69,684	51,622
Advertising & promotion	-	-	-	1,223
Printing, postage and stationery	3,432	-	3,432	6,974
Telephone and internet	35,212	-	35,212	27,716
Bank Charges	2,215	-	2,215	2,167
Depreciation	10,532	-	10,532	9,927
Other support costs	6,129	-	6,129	6,034
	<u>589,419</u>	<u>34,327</u>	<u>623,746</u>	<u>481,110</u>
<i>Total 2024</i>	<i>481,110</i>	<i>-</i>	<i>481,110</i>	

6. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Audit fee	7,933	-	7,933	7,620
Accounts preparation, advice and other	3,967	-	3,967	3,810
Fees payable to auditor	11,900	-	11,900	11,430
Legal and professional fees	36,409	-	36,409	35,264
AGM & Trustees' expenses	-	-	-	-
	<u>48,309</u>	<u>-</u>	<u>48,309</u>	<u>46,694</u>
<i>Total 2024</i>	<i>46,694</i>	<i>-</i>	<i>46,694</i>	

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2025

7. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:	2025	2024
	£	£
Wages & salaries	2,135,727	1,888,316
Social security costs	54,154	155,734
Defined contribution pension costs	192,724	49,079
	<u>2,382,605</u>	<u>2,093,129</u>

Particulars of employees:

The average number of employees during the year (headcount) was 92 (2024: 93).

The number of employees whose emoluments in the year fell within the following bands was:

	2025	2024
£60,000 - £69,999	1	-
£70,000 - £79,999	1	-

Remuneration paid to key management personnel of the charitable company during the year totalled £71,621 (2024: £68,212).

During the year the charitable company made employer contributions of £54,154 (2024: £49,079) into defined contributions pension schemes on behalf of employees. These are recognised in the Statement of Financial Activities.

8. NET OUTGOING RESOURCES FOR THE YEAR

	2025	2024
This is stated after charging:	£	£
Depreciation	10,532	9,927

9. TRUSTEES' REMUNERATION

None of the Trustees were paid any remuneration by the charity during the period.

Trustees are reimbursed reasonable expenses incurred when acting on behalf of the company.

No expenses were reimbursed to Trustees during the current or prior year.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2025**

10. TANGIBLE FIXED ASSETS

	Freehold property £	Leasehold property & improvements £	Computer equipment £	Fixtures & fittings £	Total £
COST					
As at 1 April 2024	250,000	167,500	8,777	21,082	447,359
Additions	-	271,272	21,461	10,894	303,627
Disposal	-	-	-	-	-
At 31 March 2025	250,000	438,772	30,238	31,976	750,986
DEPRECIATION					
As at 1 April 2024	45,000	42,500	6,046	15,944	109,489
Charge for the period	5,000	-	2,678	2,854	10,532
At 31 March 2025	50,000	42,500	8,724	18,797	120,021
NET BOOK VALUE					
At 31 March 2025	200,000	396,272	21,514	13,179	630,965
As at 1 April 2024	205,000	125,000	2,731	5,138	337,870

Leasehold property costs of £396,272 for the period have incurred no depreciation charge as the property has not yet been brought into use.

11. DEBTORS

	2025 £	2024 £
Grant and contract debtors	115,206	238,045
Prepayments	12,908	38,233
Accrued income	8,091	7,241
	136,205	283,519

12. CREDITORS: Amounts falling due within one year

	2025 £	2024 £
Trade creditors	65,498	20,153
Taxes and social security	50,468	41,098
Other creditors	301,920	340,033
Accruals	48,189	14,495
Deferred income	322,370	359,683
	788,445	775,462

Deferred income brought forward of £115,753 was released in the current year and income of £78,440 was deferred. Deferred income relates to receipts under service contracts for work not yet completed.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2025

13. UNRESTRICTED FUNDS

Current year:

	Movement in resources:				
	Balance at 1 Apr 2024 £	Incoming £	Outgoing £	Transfers £	Balance at 31 Mar 2025 £
Designated funds					
a) Counselling Bursaries	4,595	-	(3,330)	-	1,265
b) UCH - Essential Building Works	23,728	2,188	(7,310)	-	18,606
c) Project development	73,805	-	(7,585)	-	66,220
d) New premises - Harlow	88,252	-	(391)	-	87,861
e) Fixed Assets	337,870	-	(10,532)	303,627	630,965
	528,250	2,188	(29,148)	303,627	804,917
General unrestricted funds	438,506	2,741,528	(2,854,195)	(51,021)	274,818
	966,756	2,743,716	(2,883,343)	252,606	1,079,735

Prior year:

	Movement in resources:				
	Balance at 1 Apr 2023 £	Incoming £	Outgoing £	Transfers £	Balance at 31 Mar 2024 £
Designated funds					
a) Counselling Bursaries	5,000	-	(405)	-	4,595
b) UCH - Essential Building Works	21,494	9,662	(7,428)	-	23,728
c) Project development	91,573	-	(17,768)	-	73,805
d) New premises - Harlow	165,000	-	(76,748)	-	88,252
e) Fixed Assets	220,127	-	(9,927)	127,670	337,870
	503,194	9,662	(112,276)	127,670	528,250
General unrestricted funds	250,119	2,754,451	(2,494,394)	(71,670)	438,506
	753,313	2,764,113	(2,606,670)	56,000	966,756

- a) This fund is to provide bursaries to cover counselling clients in crisis.
b) This represents the fund used to maintain the building at UCH.
c) Funds designated by the Trustees to cover project development and organisation development including community posts.
d) Funds designated towards the purchase and renovation of a building to serve as our base in Harlow.
e) This fund represents the fixed assets of the charity. Fixed assets purchased are transferred to this fund.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2025

14. RESTRICTED FUNDS

Current year:

	Movement in resources:				
	Balance at 1 Apr 2024	Incoming	Outgoing	Transfers	Balance at 31 Mar 2025
	£	£	£	£	£
a) Memorial gift	365	-	(365)	-	-
b) ECC online platform	31,999	-	(6,441)	-	25,558
c) Household Fund	1,864	-	(1,864)	-	-
d) Harlow building Fund	-	303,757	(1,428)	(271,272)	31,057
e) Counselling Fund	-	21,356	(10,737)	-	10,619
f) Dunmow Building Fund	-	21,000	(15,920)	18,666	23,746
g) Armed Forces Fund	-	9,983	-	-	9,983
h) Veterans Fund	-	24,879	(24,879)	-	-
i) Harlow Health Trust Conference	-	4,000	(4,000)	-	-
j) Carver Barracks Fund	-	13,587	(13,355)	-	232
k) SSH - Digital	-	39,076	(26,093)	-	12,983
l) Other restricted funds	-	3,760	(2,030)	-	1,730
	<u>34,228</u>	<u>441,398</u>	<u>(107,112)</u>	<u>(252,606)</u>	<u>115,908</u>

Prior year:

	Movement in resources:				
	Balance at 1 Apr 2023	Incoming	Outgoing	Transfers	Balance at 31 Mar 2024
	£	£	£	£	£
a) Memorial gift	365	-	-	-	365
b) ECC online platform	31,999	-	-	-	31,999
c) Household Fund	9,932	-	(8,068)	-	1,864
d) Harlow building Fund	-	56,000	-	(56,000)	-
e) Counselling Fund	-	1,000	(1,000)	-	-
l) Other restricted funds	-	25,146	(25,146)	-	-
	<u>42,296</u>	<u>82,146</u>	<u>(34,214)</u>	<u>(56,000)</u>	<u>34,228</u>

- a) This represents a memorial gift from a Loughton family.
- b) A grant from Essex County Council to support and improve the online volunteer platform.
- c) To help vulnerable people with the soaring cost of living.
- d) Grants towards the purchase and renovation of a building in Harlow. Capital expenditure has been transferred to the designated Fixed Assets fund.
- e) A donation was received towards the provision of counselling services.
- f) Grant for HSCN Line and Software for Rotas and H&S Reporting.
- g) A grant to add additional support to the work we are already undertaking at Carver Barracks including groups and targeted interventions.
- h) A grant to work at Carver Barracks supporting Families of serving personnel along side the army welfare team.
- i) A grant towards a conference we delivered on Transformative practices : Strategies and models in Early interventions at Harlow Playhouse.
- j) A grant to purchase furniture for the Barracks House and Community Centre.
- k) The SSH Project is funded by National Mind, it is a guided self-help model based on the principles of cognitive behavioural therapy (CBT).
- l) Other restricted funds, including funds raised by Advanced Aquarium through fundraising for counselling bursaries and a Grant for 'Let's Talk Essex' campaign that hosts podcasts.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2025

15. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

<i>Current year:</i>	Tangible fixed assets	Creditors due > 1 year	Other net assets	Total
	£	£	£	£
Restricted	-	-	115,908	115,908
Designated	630,965	-	173,952	804,917
Unrestricted	-	-	274,818	274,818
	<u>630,965</u>	<u>-</u>	<u>564,678</u>	<u>1,195,643</u>
<i>Prior year:</i>	Tangible fixed assets	Creditors due > 1 year	Other net assets	Total
	£	£	£	£
Restricted	-	-	34,228	34,228
Designated	337,870	-	190,380	528,250
Unrestricted	-	-	438,506	438,506
	<u>337,870</u>	<u>-</u>	<u>663,114</u>	<u>1,000,984</u>

16. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2025 the total of the charity's future minimum lease payments under non-cancellable operating leases was:

	2025	2024
	£	£
Within 1 year	30,064	13,750
Within 2 to 5 years	39,940	6,875
	<u>70,004</u>	<u>20,625</u>

17. RELATED PARTIES

Alison Wilson is on the Uttlesford Health and Wellbeing Board and is Co Chair of the Essex Alliance Steering Group. She is on the VCFSE Hertfordshire and West Essex Steering Group.

Lois Sparkes is on the Harlow Live Well and Work Well Board and Hertfordshire and West Essex Suicide Prevention Group.

Mind in West Essex have entered into a partnership with Essex Mind.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2025

**18. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASHFLOW FROM
OPERATING ACTIVITIES**

	Total 2025 £	Total 2024 £
Net movement in funds for the reporting period (as per the statement of financial activities)	194,659	205,375
<i>Adjustments for:</i>		
Depreciation charges	10,532	9,927
Dividends, interest and rent from investments	(24,580)	(23,602)
(Increase) / decrease in debtors	147,314	11,664
Increase / (decrease) in creditors	12,983	242,558
Net cash provided by / (used in) operating activities	<u>340,908</u>	<u>445,922</u>

19. COMPANY LIMITED BY GUARANTEE

Every member of the company undertakes to contribute to the assets of the Company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of the rights of the contributors among themselves such amount as may be required not exceeding one pound.

Accounts

COMPANY REGISTRATION NUMBER : 04369554

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR
YEAR ENDED 31 MARCH 2024**

Charity Number : 1091154

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2024

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**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
COMPANY INFORMATION
YEAR ENDED 31 MARCH 2024**

Charity Number	1091154	
Company Number	04369554	
Registered Office	The Wellbeing Centre 10 - 11 Corner House Bushfair, Harlow Essex, CM18 6NZ	
The Trustees	Richard Crone	Chairman
	Robin Strube	Vice Chairman
	Doug Mason	Treasurer (resigned 13th September 2023)
	Sylvia Hayes	
	Alan Wellbelove	
	Gary Hyams	
	Georgina Leighton	(resigned 13th August 2023)
	Jackie Anslow	
	Barbara Brafman-Price	(appointed 25th January 2024)
	Anja De Vos	(appointed 25th April 2024)
	Robbie Freeman	(appointed 25th April 2024)
Senior Management Team	Alison Wilson	Chief Executive
	Kelly Dorrington	Resources Manager
	Lois Sparkes	Training and Quality Manager
	Sarah Huggett	Digital Manager
	Natasha Pearson	Community Service Manager
	Craig McColl	Service Development and Lived Experience Manager
	Ann Creitzman	MHST Clinical Manager
	Vanessa Craft	Counselling Manager
Auditor	Edmund Carr LLP 146 New London Road Chelmsford Essex, CM2 0AW	
Bank	CAF Bank 25 Kings Hill Avenue Kings Hill West Mailing Kent, ME19 4JQ	Virgin Money 177 Bothwell Street Glasgow G2 7ER
Solicitors	Tees Law 42 High Street Great Dunmow Essex, CM6 1AH	

The Trustees and senior management team also take advice on an ad hoc, as needed basis from:
Radar for HR advice - as part of our insurance policy.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2024**

The Trustees, who are the directors for the purposes of company law, present the annual report together with the financial statements and auditor's report of the charitable company for the year ended 31 March 2024. This is also the directors' report, as required by s415 of the Companies Act 2006.

OBJECTIVES AND ACTIVITIES

Our charity's purposes, as set out in the objects contained in the company's memorandum of association, are to:

- Promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental disorder or conditions of emotional or mental distress requiring advice or treatment in West Essex in association with Mind (the National Association for Mental Health) and in accordance with the aims and objects of Mind.

Our **Vision** is for West Essex to be a place where people talk openly and positively about mental health, and where everyone gets the support and respect needed to live well.

Our **Mission** is to:

- Understand how we can best support people's mental health and wellbeing by engaging, listening, and being open to all feedback.
- Provide activities, services, support and information that reflect people's needs.
- Be immersed in people, communities, and organisations of West Essex and play our part in shaping a place that values everyone's contributions and eliminates stigma and discrimination.
- Reduce mental distress and suicide.

Ensuring that our work delivers our aims

We review our aims, objectives and activities in a structured way which involves all the trustees, staff, service users and stakeholders. The review helps us to ensure our aims, objectives and activities remain focused on our stated purpose.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning future activity. In particular the trustees consider how planned activities contribute to the aims and objectives they have set.

The focus of our work

Our main objectives for the year continue to be the support of people of West Essex who are affected by mental ill health. Alongside this is the objective to promote emotional wellbeing.

Our services developed over time according to the needs of our community, the funding available through our partner agencies and funders, and our ability to deliver services. We engaged with the community to understand their situation and offer support wherever we could.

Our staff and volunteers continue to provide a committed and professional service to people in West Essex and beyond. We ensure they are trained and supported to deliver a high quality service to all service users.

Our main activities and who we help are described below, they all focus on either the support of people affected by mental ill health or on building emotional resilience and are undertaken to further our charitable purposes for public benefit.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2024

Community Services

Our community services, broadly speaking, work with people within their local community to address practical issues that are, for that person, a barrier to good mental health.

The specific services that we currently run in this area of our work are:

IAPT Coaches: This service is one we are subcontracted by Vita Health Group to deliver as part of a larger NHS IAPT contract. The aim of the service is to help people to access their talking therapy treatment by working with them to remove practical barriers. For example gaining or remaining in employment and supporting them towards achieving better mental health and wellbeing.

Futures in Mind: This service we deliver is part of an Essex wide partnership. The partnership is led by Phoenix Futures and Mid and North East Essex Mind are also in this partnership. This is a drug, alcohol and mental health recovery service. The focus of the service is peer support, mentoring and befriending. A significant element of this service is that it is co-designed with service users. This contract finished in March 2024.

Wellbeing Volunteers: The focus of the service is to recruit and train Befrienders to work alongside people in our local community who are isolated and lonely and in doing so improve their mental health and quality of life.

Parent Place: During this year we have been offering a drop in style opportunity for parents in Saffron Walden. There was training offered to parents who engaged with the service and holiday wellbeing activities for their children.

Wellbeing Assistants: This is a fee paying service, to provide practical and emotional support to individuals to improve wellbeing.

Counselling Services: The Mind in West Essex Counselling Service provides a comprehensive range of counselling interventions. It has an emphasis on helping people access the right counselling for them, with the right counsellor at the right time and in the right place. Our service provides counselling through the following routes:

Fee paying service: It is an unfortunate fact that not everyone who would benefit from counselling is able to access it free of charge. In response to this gap we provide a cost effective option. Feedback on this service is excellent.

Sub contracted counselling services: We also provide a small amount of counselling for organisations that choose to commission counselling from us. During this year we provided counselling on this basis as part of the West Essex IAPT service and for staff of a small Essex wide charity. We aim to expand this area of our work and provide counselling for other organisations.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2024

Training work: This aspect is crucial to our work around reducing stigma and creating awareness and more resilient communities. Our team of Mental Health First Aid Trainers continues to deliver excellent training both to local and national organisations and individuals. The team deliver Mental Health First Aid, Suicide Awareness, Suicide First Aid and also develop and deliver bespoke training.

Let's Talk Essex: This is a campaign that remains close to our mission and that works to support members of the public who want to share their own stories. During this year we have created a series of podcasts. These can be found on the Let's Talk Essex website.

Harlow, Epping Forest and Uttlesford MHSTs: This service is to support children and young people through schools and college. It's part of a national programme and is based on a whole school approach. We have 3.5 teams of staff in this service and work with around 105 schools across West Essex.

Online Training Academy: We have been developing free and paid for training courses for internal use and also for the general public. We have also been working to simplify the website to make it more user friendly and accessible.

Mental Health Coaches: The Mental Health Coaches are an integral part of the Primary Care Networks. Coaches support patients, as part of a multi-disciplinary team through their mental health journey in order to ensure it is as person centered, streamlined and seamless as possible. This is currently running in each of the 7 PCN's across West Essex.

Sanctuary and Night Owls : This is part of the crisis transformation work and provides out of hours support to those who call NHS 111 for mental health support but who do not need hospital admission. Clients can either visit the center at Bush Fair or receive support via zoom or over the phone. The Sanctuary has satellite centers in Uttlesford and Epping Forest that are available for in person visits over 4 nights of the week. The Night Owls service works within the Sanctuary, it provides Emotional Support over the phone or in person for people who are struggling with loneliness, depression and anxiety.

A and E Outreach Worker: During this year we delivered an outreach service as part of the winter pressures funding stream. We delivered this on behalf of and alongside EPUT and workers were supporting people who have accessed mental health support through A and E - This service finished in March 2024.

Carver Barracks: During this year we have been developing our offer at Carver Barracks. We are working to support the wellbeing of residents living outside the wire at the Barracks. We work closely with the Welfare Team.

How our activities deliver public benefit

Our main activities and who we help are described above. All of our activities focus on either the support of people affected by mental ill health or on building emotional resilience and are undertaken to further our charitable purposes for the public benefit. We are particularly committed to working to ensure that all of our services are focused as much as possible on the needs of the individual as we recognise that, just as everyone's needs are different, everyone's journey to recovery will also be different.

The Trustees have referred to the Charity Commission's guidance on public benefit. It is taken into account when undertaking decisions and we have not varied from the guidance during the past year.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2024

ACHIEVEMENTS AND PERFORMANCE

During this period 237 people attended an accredited Mental Health First Aid England training courses and people attended either Suicide Aware or Suicide First Aid training courses. In total we provided training to delegates. 758 courses were completed on our E-Learning platform. The reach of this training in our local communities will have in turn impacted on many more people.

Within our Children and Young People's services we worked with:

Harlow

- Supported 184 CYP in 1:1 interventions
- Worked with 7370 CYO in Groups (199 sessions)
- Supported 65 individual Guardians/Parents in a group setting (25 sessions)
- School staff workshops 12 individuals attended (2 sessions)
- CYP & parents/carers (summer fetes, open evenings, wellbeing fairs, etc) 1585 (6 sessions)
- Function 3 (meetings/meaningful conversations) 207

Epping Forest

- Supported 238 CYP in 1:1 interventions
- Worked with 12,666 CYO in Groups (426 sessions)
- Supported 56 individual Guardians/Parents in a group setting (16 sessions)
- School staff workshops 106 individuals attended (6 sessions)
- CYP & parents/carers (summer fetes, open evenings, wellbeing fairs, etc) 131 (3 sessions)
- Function 3 (meetings/meaningful conversations) 165

Uttlesford

- Supported 276 CYP in 1:1 interventions
- Worked with 13,933 CYO in Groups (347 sessions)(includes x7500 for 1 podcast)
- Supported 204 individual Guardians/Parents in a group setting (23 sessions)
- School staff workshops 49 individuals attended (4 sessions)
- CYP & parents/carers (summer fetes, open evenings, wellbeing fairs, etc) 489 (16 sessions)
- Function 3 (meetings/meaningful conversations) 195

Within our Community Services, during this period we received the following numbers of referrals:

- IAPT COACH Service: approx. 374 new referrals
- Futures in Mind 203 new referrals received for West Essex and 176 for South Essex
- Our Wellbeing Assistants worked with 12 clients receiving 967 hours of support
- Mental Health Coaches worked with 753 clients

During the reporting period, we had 101 volunteers working within our services of which 66 are befrienders who between them supported 78 service users.

We gave 2155.5 hours of telephone support during the hours of 4pm-11pm through our Night Owl service. Additionally, through our Sanctuary Crisis Service we have had 1762 contacts and supported 984 people.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2024

Within our Counselling service we delivered 2563 therapy sessions to the 384 people who began a course of counselling via our fee paying counselling service and approximately 646 sessions of therapy were delivered to the 95 people who were referred to us via the service we provide on behalf of the NHS. This means that altogether 479 people had the opportunity, via Talking Therapies/Counselling, to learn new ways of thinking about their life and new strategies for coping with the issues that were causing them emotional difficulty.

We have used our growing social media presence to send out information about events and also more general emotional wellbeing information. Our Instagram reach has now reached £2.5k an increase of 188.7% with 1.5k visits. Our Facebook reach is 71.7k this is the number of unique people who saw our content and who therefore have read or who have access to our information. We had 9.6k page visits. During this period we recorded 14 wellbeing related podcasts that have reached over 500 listeners from around the world.

FINANCIAL REVIEW

Our strategy in recent years has been to diversify our income streams to minimise the risk of one strand not continuing. This has been successful, and the list of activities detailed earlier demonstrates the breadth of our services and income streams.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so that there are few funds for long term investment. Our Financial Policy sets out how we should apportion our funds to the various banks that we use.

We own the building from which we operate our counselling service and derive an income from letting rooms to other charities and organisations. We have purchased a second building. An old GP surgery in Harlow, it requires considerable renovation.

Risk Management

The trustees regularly review the major risks to which the charity is exposed. The risk register is updated as new risk is identified and is re-visited at least annually. Where it is appropriate, systems or procedures have been established to mitigate the risks that the charity faces.

When external risks to funding are identified by the trustees the strategic plan is modified and enhanced to mitigate and manage these risks; they are covered financially within the reserves. Internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the various places of service provision. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Principal Funding Sources

The principal income streams for the charity are from training, counselling and contract income from the Essex County Council, West Essex CCG and Hertfordshire Partnership Foundation Trust/Vita Health Group and EPUT.

All these contracts support the key objectives of the charity as they provide mental health services and support to the local community.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2024**

Pension scheme

Our employees are all enrolled into an approved defined pension contribution scheme.

Reserves Policy

The Finance Sub Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby funds not restricted or designated for a specific purpose should be sufficient to cover 6 months of the charity's budgeted core expenditure. This equated to £310,100 for 23/24. The free unrestricted reserves at the year end amounted to £438,506 at 31 March 2024 (see note 15) which is in line with this policy. The charities total funds at 31 March 2024 were £1,000,984. Total unrestricted funds were £966,756 of which £528,250 related to designated funds including fixed assets, with the remainder related to free unrestricted reserves. Restricted funds totalled £34,228.

PLANS FOR FUTURE PERIODS

At the time of signing the accounts the trustees are confident about the charity's ability to continue as a going concern over the coming year and into the future. Our main focus continues to be on maintaining a diverse range of income streams and delivering successfully on the contracts we currently have in place.

Over the coming year we will concentrate on the renovation of Osler House and continue to focus on developing our low cost counselling and Community Connectors roles.

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee under company registration number 4369554, incorporated on the 7th February 2002 and registered as a charity on the 15th March 2002 under charity registration number 1091154.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of new trustees

Mind in West Essex ensures that people who use, or have used, mental health services are given the opportunity to actively participate as Trustees of the Executive Board, and we encourage them to take part in the governance and the decision-making of the organisation.

The Trustees continually review their capabilities and set them against the strategic plan of the organisation. In this way we can determine the profile of new Trustees that are required to serve the Company best.

We promote the opportunity to join the board of trustees through the Mind in West Essex website and welcome applications from people who are passionate about our mission, vision and values.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2024

Trustee Induction and Training

Prospective trustees are interviewed by two current trustees and, if their capabilities match our criteria, are invited to attend a trustee meeting where they meet the current trustees, who then take a vote on the candidate after the meeting.

The candidate will then be asked to confirm their willingness to act as a trustee and Director and a DBS check will be taken up. After receipt of a suitable DBS check, details of the new trustee will be entered into the company records at Companies House and the Charity Commission.

Trustee induction is undertaken via the Trustee Handbook course on our Online Training Academy.

Organisational Structure

The Executive Board is the governing body of the Company and is supported by sub committees as deemed necessary by the Executive Board. At the time of this annual report there is a Finance sub Committee and a Human Resources sub Committee.

The Executive Board shall have not less than three Trustees and not more than eighteen who are responsible for all decisions and actions of the Company:-

The Executive Board may delegate any of its powers to Sub-Committees consisting of such members of their body and other persons as they think fit; any Sub-Committee shall be made up in such a way that members of the Executive Board shall be in the majority.

The various sub committees are required to develop strategies within their field of operation, resolve concerns arising, and undertake specific pieces of work. When they have completed a piece of work they recommend it to the Board for review and approval.

Remuneration levels of key management personnel are set by the Trustees.

Related parties

Mind in West Essex is affiliated to the national mental health charity, Mind. We have signed up to a partnership agreement that outlines the expectations of both parties. This agreement guides us on issues such as area of benefit and our relationship with other Local Mind Associations as well as issues such as use of the Mind brand.

Fundraising Standard Information

The charity does not carry out significant fundraising activities to raise funds from members of the public. No professional fundraisers are used by the charity and no complaints have been received by the charity in respect of fundraising activities.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2024**

Trustees' responsibilities statement

The trustees (who are also directors of Mind In West Essex for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

Approved by the Trustees on 21 January 2025 and signed on their behalf by:

Richard Crone
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R Crone - Chairman

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2024**

Opinion

We have audited the financial statements of Mind In West Essex (the 'charitable company') for the year ended 31 March 2024, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law United Kingdom Accounting Standards, including Financial Reporting Standard 102, *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other Information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2024

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 9), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder. Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows;

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2024

- We identified the laws and regulations applicable to the company from our commercial knowledge and experience of the charity sector.
- We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations for the company, including the Companies Act 2006, tax legislation and employment legislation.
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur by;

- Making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud.
- Considering the internal controls in place to mitigate the risks of fraud and non-compliance with laws and regulations.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to;

- Agreeing financial statement disclosures to underlying supporting documentation.
- Reading the minutes of meetings of those charged with governance.
- Enquiring of management as to actual and potential litigation and claims.

To address the risk of fraud through management bias and override of controls, we;

- Performed analytical procedures to identify any unusual or unexpected relationships.
- Tested journal entries to identify unusual transactions.
- Investigated the rationale behind significant or unusual transactions.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2024

- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation (ie. gives a true and fair view).

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Edmund Carr LLP

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Edmund Carr LLP

Statutory Auditor

146 New London Road
Chelmsford
Essex
CM2 0AW

22 January 2025

Edmund Carr LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2024

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
INCOME FROM					
Donations and Legacies					
- Donations		102,441	1,000	103,441	26,020
- Grants receivable		997	81,146	82,143	72,246
Other trading activities					
- Fundraising		24,214	-	24,214	8,381
Charitable activities					
- Community Services	2	2,563,740	-	2,563,740	2,258,305
- Rents receivable		45,764	-	45,764	41,571
Investments: bank interest		23,602	-	23,602	5,124
Other		3,355	-	3,355	-
TOTAL INCOME		<u>2,764,113</u>	<u>82,146</u>	<u>2,846,259</u>	<u>2,411,647</u>
EXPENDITURE ON					
Raising funds		11,645	-	11,645	9,322
Charitable activities	3	2,595,025	34,214	2,629,239	2,303,699
TOTAL EXPENDITURE		<u>2,606,670</u>	<u>34,214</u>	<u>2,640,884</u>	<u>2,313,021</u>
NET INCOME/(EXPENDITURE)		157,443	47,932	205,375	98,626
Transfers between funds		<u>56,000</u>	<u>(56,000)</u>	<u>-</u>	<u>-</u>
NET MOVEMENT IN FUNDS		213,443	(8,068)	205,375	98,626
RECONCILIATION OF FUNDS:					
Balances brought forward		753,313	42,296	795,609	696,983
Balances carried forward		<u>966,756</u>	<u>34,228</u>	<u>1,000,984</u>	<u>795,609</u>

The charity has no recognised gains or losses other than the results for the period as set out above.

The notes on pages 17 to 26 form part of these financial statements.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
AS AT 31 MARCH 2024**

		2024		2023	
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	10		337,870		220,127
CURRENT ASSETS					
Debtors	11	283,519		295,183	
Cash at bank		1,155,057		813,203	
		<u>1,438,576</u>		<u>1,108,386</u>	
CREDITORS: Amounts falling due within one year	12	<u>(775,462)</u>		<u>(532,904)</u>	
NET CURRENT ASSETS			<u>663,114</u>		<u>575,482</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,000,984</u>		<u>795,609</u>
NET ASSETS			<u><u>1,000,984</u></u>		<u><u>795,609</u></u>
FUNDS					
Unrestricted general funds	13	438,506		250,119	
Designated funds	13	<u>528,250</u>		<u>503,194</u>	
Total unrestricted funds			966,756		753,313
Restricted funds	14		<u>34,228</u>		<u>42,296</u>
TOTAL FUNDS			<u><u>1,000,984</u></u>		<u><u>795,609</u></u>

For the year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies but as this company is a charity, it is subject to audit under the Charities Act 2011.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the Trustees on 21 January 2025 and are signed on their behalf by:

Richard Crone

R CRONE

Trustee

Company Registration Number: 04369554

The notes on pages 17 to 26 form part of these financial statements.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
STATEMENT OF CASH FLOWS
YEAR ENDED 31 MARCH 2024**

	Notes	Total 2024 £	Total 2023 £
Cash flows from operating activities:			
Net cash provided by / (used in) operating activities	18	<u>445,922</u>	<u>184,197</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		23,602	5,124
Purchase of property, plant and equipment		<u>(127,670)</u>	<u>(9,226)</u>
Net cash provided by / (used in) investing activities		<u>(104,068)</u>	<u>(4,102)</u>
Cash flows from financing activities:			
Capital repayment of borrowings		-	-
Mortgage interest paid		<u>-</u>	<u>-</u>
Net cash provided by / (used in) investing activities		<u>-</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period		341,854	180,095
Cash and cash equivalents brought forward		813,203	633,108
Cash and cash equivalents carried forward		<u><u>1,155,057</u></u>	<u><u>813,203</u></u>

The notes on pages 17 to 26 form part of these financial statements.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Mind In West Essex meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The financial statements are prepared in sterling, which is the functional currency of the charity, and rounded to the nearest £.

Going Concern

The trustees are of the opinion that the charity has sufficient resources to continue trading for the next 12 months from the date of signing these accounts.

Incoming Resources

Income in respect of contracts and service level agreements are accounted for on an accruals basis. All grants received have been treated as income irrespective of the source of the grant and the use to which the grant is put. Grants given specifically to fund expenditure in a future accounting period are treated as deferred income.

Resources Expended

All expenditure is accounted for on an accruals basis and includes VAT as the charity is not VAT registered. Governance costs are associated with the governance arrangements of the charity. Shared costs are apportioned between the funds based on budgeted expenditure at the start of the year.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Creditors

Trade creditors are recognised initially at the transaction price.

Fixed Assets

Capital items costing in excess of £1,000 are capitalised. Fixed assets are shown at historical cost.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset by the straight line method:

Freehold property	2% straight line
Leasehold improvements	over the life of the lease
Computer equipment	33% straight line

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES (continued)

Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

Leases

Assets held under finance leases and hire purchase contracts are capitalised in the balance sheet and depreciated over their expected useful lives. The interest element of leasing payments represents a constant proportion of the capital balance outstanding and is charged to the Statement of Financial Activities over the period of the lease.

All other leases are regarded as operating leases and the payments made under them are charged to the Statement of Financial Activities on a straight-line basis over the lease term.

Pension costs

The charity makes contributions to defined contribution schemes on behalf of eligible employees. The charge for the year represents contributions payable in the year.

2. INCOME FROM COMMUNITY SERVICES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Counselling	164,194	-	164,194	138,962
Training and resilience	91,408	-	91,408	111,066
Young people	1,082,714	-	1,082,714	756,239
Crisis Services	200,209	-	200,209	203,225
Phoenix Futures - Futures in Mind	92,305	-	92,305	90,140
Support time and recovery	75,984	-	75,984	115,624
Mental health coaches	185,018	-	185,018	146,443
Other contract and service income	671,908	-	671,908	696,606
	<u>2,563,740</u>	<u>-</u>	<u>2,563,740</u>	<u>2,258,305</u>
<i>Total 2023</i>	<i>2,258,305</i>	<i>-</i>	<i>2,258,305</i>	

The amount of income from community services relating to government organisations in the year totalled £2,046,853 (2023: £1,735,998).

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2024

3. COSTS OF CHARITABLE ACTIVITIES (BY FUND)

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Direct costs:				
Counselling	174,170	6,055	180,225	146,329
Training and resilience	104,116	-	104,116	92,456
Young people	1,031,660	-	1,031,660	755,090
Crisis services	251,832	3,013	254,845	163,490
Other Community services	505,444	25,146	530,590	622,461
Support costs (see note 5)	481,110	-	481,110	490,543
Governance costs (see note 6)	46,694	-	46,694	33,330
	<u>2,595,025</u>	<u>34,214</u>	<u>2,629,239</u>	<u>2,303,699</u>
<i>Total 2023</i>	<i>2,234,249</i>	<i>69,450</i>	<i>2,303,699</i>	

4. COSTS OF CHARITABLE ACTIVITIES (BY ACTIVITY)

	Direct costs £	Support and Governance costs £	Total 2024 £	Total 2023 £
Counselling costs	180,225	45,266	225,491	189,399
Training and resilience	104,116	26,150	130,266	119,670
Young people	1,031,660	259,115	1,290,775	977,343
Crisis services	254,845	64,008	318,852	211,612
Other Community services	530,590	133,265	663,855	805,675
	<u>2,101,435</u>	<u>527,804</u>	<u>2,629,239</u>	<u>2,303,699</u>
<i>Total 2023</i>	<i>1,779,826</i>	<i>523,873</i>	<i>2,303,699</i>	

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2024

5. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Support staff costs	186,532	-	186,532	169,186
Other staff and volunteer costs	16,832	-	16,832	26,903
Travel and subsistence	59,161	-	59,161	54,469
IT and website costs	55,056	-	55,056	80,063
Rent and service charges	51,074	-	51,074	66,208
Room hire	6,792	-	6,792	1,644
Repairs, maintenance and utilities	51,622	-	51,622	43,258
Advertising & promotion	1,223	-	1,223	3,662
Printing, postage and stationery	6,974	-	6,974	8,431
Telephone and internet	27,716	-	27,716	16,031
Bank Charges	2,167	-	2,167	1,594
Depreciation	9,927	-	9,927	11,098
Other support costs	6,034	-	6,034	7,996
	<u>481,110</u>	<u>-</u>	<u>481,110</u>	<u>490,543</u>
<i>Total 2023</i>	<i>490,543</i>	<i>-</i>	<i>490,543</i>	

6. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Audit fee	7,620	-	7,620	7,640
Accounts preparation, advice and other	3,810	-	3,810	3,820
Fees payable to auditor	11,430	-	11,430	11,460
Legal and professional fees	35,264	-	35,264	21,870
AGM & Trustees' expenses	-	-	-	-
	<u>46,694</u>	<u>-</u>	<u>46,694</u>	<u>33,330</u>
<i>Total 2023</i>	<i>33,330</i>	<i>-</i>	<i>33,330</i>	

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2024

7. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:	2024	2023
	£	£
Wages & salaries	1,888,316	1,560,789
Social security costs	155,734	119,936
Defined contribution pension costs	49,079	37,479
	<u>2,093,129</u>	<u>1,718,204</u>

Particulars of employees:

The average number of employees during the year (headcount) was **93** (2023: 85).

No employee received remuneration of more than £60,000 during the period.

Remuneration paid to key management personnel of the charitable company during the year totalled £68,212 (2023: £67,238).

During the year the charitable company made employer contributions of £49,079 (2023: £37,479) into defined contributions pension schemes on behalf of employees. These are recognised in the Statement of Financial Activities.

8. NET OUTGOING RESOURCES FOR THE YEAR

	2024	2023
	£	£
This is stated after charging:		
Depreciation	9,927	11,098

9. TRUSTEES' REMUNERATION

None of the Trustees were paid any remuneration by the charity during the period.

Trustees are reimbursed reasonable expenses incurred when acting on behalf of the company.

No expenses were reimbursed to Trustees during the current or prior year.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2024**

10. TANGIBLE FIXED ASSETS

	Freehold property £	Leasehold property & improvements £	Computer equipment £	Fixtures & fittings £	Total £
COST					
As at 1 April 2023	250,000	42,500	6,208	20,981	319,689
Additions	-	125,000	2,569	101	127,670
Disposal	-	-	-	-	-
At 31 March 2024	<u>250,000</u>	<u>167,500</u>	<u>8,777</u>	<u>21,082</u>	<u>447,359</u>
DEPRECIATION					
As at 1 April 2023	40,000	42,500	3,890	13,172	99,562
Charge for the period	5,000	-	2,155	2,772	9,927
At 31 March 2024	<u>45,000</u>	<u>42,500</u>	<u>6,046</u>	<u>15,944</u>	<u>109,489</u>
NET BOOK VALUE					
At 31 March 2024	<u>205,000</u>	<u>125,000</u>	<u>2,731</u>	<u>5,138</u>	<u>337,870</u>
As at 1 April 2023	<u>210,000</u>	<u>-</u>	<u>2,318</u>	<u>7,809</u>	<u>220,127</u>

Leasehold property additions of £125,000 during the period have incurred no depreciation charge as the property was purchased close to the year end date and has not yet been brought into use.

11. DEBTORS

	2024 £	2023 £
Grant and contract debtors	238,045	165,032
Prepayments	38,233	31,180
Accrued income	7,241	98,971
	<u>283,519</u>	<u>295,183</u>

12. CREDITORS: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	20,153	16,524
Taxes and social security	41,098	54,900
Other creditors	340,033	136,802
Accruals	14,495	13,870
Deferred income	359,683	310,808
	<u>775,462</u>	<u>532,904</u>

Deferred income brought forward of £303,363 was released in the current year and income of £352,239 was deferred. Deferred income relates to receipts under service contracts for work not yet completed.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2024

13. UNRESTRICTED FUNDS

Current year:

	Movement in resources:				
	Balance at				Balance at
	1 Apr 2023	Incoming	Outgoing	Transfers	31 Mar 2024
	£	£	£	£	£
Designated funds					
a) Loss of major funding stream	-	-	-	-	-
b) Counselling Bursaries	5,000	-	(405)	-	4,595
c) UCH - Essential Building Works	21,494	9,662	(7,428)	-	23,728
d) Project development	91,573	-	(17,768)	-	73,805
e) New premises - Harlow	165,000	-	(76,748)	-	88,252
f) Fixed Assets	220,127	-	(9,927)	127,670	337,870
	503,194	9,662	(112,276)	127,670	528,250
General unrestricted funds	250,119	2,754,451	(2,494,394)	(71,670)	438,506
	753,313	2,764,113	(2,606,670)	56,000	966,756

Prior year:

	Movement in resources:				
	Balance at				Balance at
	1 Apr 2022	Incoming	Outgoing	Transfers	31 Mar 2023
	£	£	£	£	£
Designated funds					
a) Loss of major funding stream	35,000	-	-	(35,000)	-
b) ECF Counselling Crisis Bursary	9,585	-	(4,585)	-	5,000
c) UCH - Building Service Charge	8,561	10,181	(12,248)	15,000	21,494
d) Project & Building Development	127,529	-	(46,371)	10,415	91,573
e) New premises - Harlow	-	-	-	165,000	165,000
f) Fixed Assets	221,999	9,226	(11,098)	-	220,127
	402,674	19,407	(74,302)	155,415	503,194
General unrestricted funds	254,809	2,319,994	(2,169,269)	(155,415)	250,119
	657,483	2,339,401	(2,243,571)	-	753,313

- a) This fund was designated by the Trustees to support the charity in the event that a major source of income is lost, until an alternative source can be found. This is now covered within the reserves policy.
- b) This fund is to provide bursaries to cover counselling clients in crisis.
- c) This represents the fund used to maintain the building at UCH.
- d) Funds designated by the Trustees to cover project development and organisation development including community posts.
- e) Funds designated towards the purchase and renovation of a building to serve as our base in Harlow.
- f) This fund represents the fixed assets of the charity. Fixed assets purchased are transferred to this fund.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2024

14. RESTRICTED FUNDS

Current year:

	Movement in resources:			
	Balance at	Incoming	Outgoing	Balance at
	1 Apr 2023			31 Mar 2024
	£	£	£	£
a) Memorial gift	365	-	-	365
c) ECC online platform	31,999	-	-	31,999
e) Household Fund	9,932	-	(8,068)	1,864
k) Harlow building Fund	-	56,000	-	-
l) Counselling Fund	-	1,000	(1,000)	-
m) Other restricted funds	-	25,146	(25,146)	-
	<u>42,296</u>	<u>82,146</u>	<u>(34,214)</u>	<u>(56,000)</u>
				<u>34,228</u>

Prior year:

	Movement in resources:			
	Balance at	Incoming	Outgoing	Balance at
	1 Apr 2022			31 Mar 2023
	£	£	£	£
a) Memorial gift	365	-	-	365
b) ECF: Counselling core grant	102	-	(102)	-
c) ECC online platform	31,999	-	-	31,999
d) Sun bursary for Counselling	710	-	(710)	-
e) Household Fund	-	9,932	-	9,932
f) Co-op: Community events	6,324	-	(6,324)	-
g) Ukrainian Refugees	-	2,400	(2,400)	-
h) Find Your Active	-	1,500	(1,500)	-
i) Crisis Care	-	31,414	(31,414)	-
j) 18-25 Funding Research Project	-	27,000	(27,000)	-
	<u>39,500</u>	<u>72,246</u>	<u>(69,450)</u>	<u>-</u>
				<u>42,296</u>

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2024

14. RESTRICTED FUNDS (continued)

- a) This represents a memorial gift from a Loughton family.
- b) A grant from the Essex Community Foundation to core fund the counselling service whilst it was remodelled.
- c) A grant from Essex County Council to support and improve the online volunteer platform.
- d) A bursary from Sun Readers for counselling services.
- e) To help vulnerable people with the soaring cost of living.
- f) Funding from Co-op was spent on wellbeing packs at community events.
- g) A grant received from Uttlesford Council to provide emotional support for Ukrainian refugees.
- h) ECC grant alongside Active Essex to help residents lead active and healthy lives.
- i) Funding from Hertfordshire Mind to support crisis care.
- j) Funding from EPU NHS Foundation Trust covered salary costs on a research project.
- k) A grant towards the purchase of a building in Harlow.
- l) A donation was received towards the provision of counselling services.
- m) Other restricted funds.

15. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

<i>Current year:</i>	Tangible fixed assets	Creditors due > 1 year	Other net assets	Total
	£	£	£	£
Restricted	-	-	34,228	34,228
Designated	337,870	-	190,380	528,250
Unrestricted	-	-	438,506	438,506
	<u>337,870</u>	<u>-</u>	<u>663,114</u>	<u>1,000,984</u>
<i>Prior year:</i>	Tangible fixed assets	Creditors due > 1 year	Other net assets	Total
	£	£	£	£
Restricted	-	-	42,296	42,296
Designated	220,127	-	283,067	503,194
Unrestricted	-	-	250,119	250,119
	<u>220,127</u>	<u>-</u>	<u>575,482</u>	<u>795,609</u>

16. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2024 the total of the charity's future minimum lease payments under non-cancellable operating leases was:

	2024	2023
	£	£
Within 1 year	13,750	18,214
Within 2 to 5 years	6,875	20,625
	<u>20,625</u>	<u>38,839</u>

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2024

17. RELATED PARTIES

Alison Wilson is on the Uttlesford Health and Wellbeing Board and is Co Chair of the Essex Alliance Steering Group. She is on the VCFSE Hertfordshire and West Essex Steering Group.

Lois Sparkes is on the Harlow Live Well and Work Well Board and Hertfordshire and West Essex Suicide Prevention Group.

18. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASHFLOW FROM OPERATING ACTIVITIES

	Total 2024 £	Total 2023 £
Net movement in funds for the reporting period (as per the statement of financial activities)	205,375	98,626
<i>Adjustments for:</i>		
Depreciation charges	9,927	11,098
Dividends, interest and rent from investments	(23,602)	(5,124)
Add back mortgage interest payable	-	-
(Increase) / decrease in debtors	11,664	77,443
Increase / (decrease) in creditors	242,558	2,154
Net cash provided by / (used in) operating activities	<u><u>445,922</u></u>	<u><u>184,197</u></u>

19. COMPANY LIMITED BY GUARANTEE

Every member of the company undertakes to contribute to the assets of the Company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of the rights of the contributors among themselves such amount as may be required not exceeding one pound.

Accounts

COMPANY REGISTRATION NUMBER : 04369554

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR
YEAR ENDED 31 MARCH 2023**

Charity Number : 1091154

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

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**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
COMPANY INFORMATION
YEAR ENDED 31 MARCH 2023**

Charity Number	1091154		
Company Number	04369554		
Registered Office	The Wellbeing Centre 10 - 11 Corner House Bushfair, Harlow Essex, CM18 6NZ		
The Trustees	Richard Crone	Chairman	
	Robin Strube	Vice Chairman	
	Doug Mason	Treasurer	Resigned 29th June 2023
	Sylvia Hayes		
	Alan Wellbelove		
	Gary Hyams		
	Georgina Leighton		Resigned 13th August 2023
	Jackie Anslow		
Senior Management Team	Alison Wilson	Chief Executive	
	Kelly Dorrington	Resources Manager	
	Lois Sparkes	Training and Quality Manager	
	Sarah Huggett	Digital Manager	
	Natasha Pearson	Community Service Manager	
	Craig McColl	Service Development and Lived Experience Manager	
	Ann Creitzman	MHST Clinical Manager	
	Vanessa Craft	Counselling Manager	
	Auditor		
	Edmund Carr LLP 146 New London Road Chelmsford Essex, CM2 0AW		
	Bankers		
	CAF Bank	Virgin Money	
	25 Kings Hill Avenue	177 Bothwell Street	
	Kings Hill	Glasgow	
	West Mailing	G2 7ER	
	Kent, ME19 4JQ		
	Solicitors		
	Tees Law 42 High Street Great Dunmow Essex, CM6 1AH		

The Trustees and senior management team also take advice on an ad hoc, as needed basis from:
Radar for HR advice - as part of our insurance policy.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2023**

OBJECTIVES AND ACTIVITIES

Our charity's purposes, as set out in the objects contained in the company's memorandum of association, are to:

- Promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental disorder or conditions of emotional or mental distress requiring advice or treatment in West Essex in association with Mind (the National Association for Mental Health) and in accordance with the aims and objects of Mind.

Our **Vision** is for West Essex to be a place where people talk openly and positively about mental health, and where everyone gets the support and respect needed to live well.

Our **Mission** is to:

- Understand how we can best support people's mental health and wellbeing by engaging, listening, and being open to all feedback.
- Provide activities, services, support and information that reflect people's needs.
- Be immersed in people, communities, and organisations of West Essex and play our part in shaping a place that values everyone's contributions and eliminates stigma and discrimination.
- Reduce mental distress and suicide.

Ensuring that our work delivers our aims

We review our aims, objectives and activities in a structured way which involves all the trustees, staff, service users and stakeholders. The review helps us to ensure our aims, objectives and activities remain focused on our stated purpose.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning future activity. In particular the trustees consider how planned activities contribute to the aims and objectives they have set.

The focus of our work

Our main objectives for the year continue to be the support of people of West Essex who are affected by mental ill health. Alongside this is the objective to promote emotional wellbeing.

Our services developed over time according to the needs of our community, the funding available through our partner agencies and funders, and our ability to deliver services. We engaged with the community to understand their situation and offer support wherever we could.

Our staff and volunteers continue to provide a committed and professional service to people in West Essex and beyond. We ensure they are trained and supported to deliver a high quality service to all service users.

Our main activities and who we help are described below, they all focus on either the support of people affected by mental ill health or on building emotional resilience and are undertaken to further our charitable purposes for public benefit.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2023

Community Services

Our community services, broadly speaking, work with people within their local community to address practical issues that are, for that person, a barrier to good mental health.

The specific services that we currently run in this area of our work are:

IAPT Coaches: This service is one we are subcontracted by Vita Health Group to deliver as part of a larger NHS IAPT contract. The aim of the service is to help people to access their talking therapy treatment by working with them to remove practical barriers. For example gaining or remaining in employment and supporting them towards achieving better mental health and wellbeing.

Futures in Mind: This service we deliver is part of an Essex wide partnership. The partnership is led by Phoenix Futures and Mid and North East Essex Mind are also in this partnership. This is a drug, alcohol and mental health recovery service. The focus of the service is peer support, mentoring and befriending. A significant element of this service is that it is co-designed with service users.

Wellbeing Volunteers (used to be known as Reducing Loneliness Befriending service): The focus of the service is to recruit and train Befrienders to work alongside people in our local community who are isolated and lonely and in doing so improve their mental health and quality of life.

Parent to Parent: This is a new project targeted towards parents. It enables peer support between parents through training, parent buddies and online Parent Pods.

Wellbeing Assistants: This is a fee paying service, to provide practical and emotional support to individuals to improve wellbeing.

Counselling Services: The Mind in West Essex Counselling service provides a comprehensive range of counselling interventions. It has an emphasis on helping people access the right counselling for them, with the right counsellor at the right time and in the right place. Our service provides counselling through the following routes:

Fee paying service: It is an unfortunate fact that not everyone who would benefit from counselling is able to access it free of charge. In response to this gap we provide a cost effective option. People accessing the service can be confident that they will be helped to access the right kind of intervention for them and that the service they receive will be reviewed by our clinical team to make sure it continues to be the right service for them. Feedback on this service is excellent.

Sub contracted counselling services: We also provide a small amount of counselling for organisations that choose to commission counselling from us. During this year we provided counselling on this basis as part of the West Essex IAPT service and for staff of a small Essex wide charity. We aim to expand this area of our work and provide counselling for other organisations.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2023

Training work: This aspect is crucial to our work around reducing stigma and creating awareness and more resilient communities. Our team of Mental Health First Aid Trainers continues to deliver excellent training both to local and national organisations and individuals, but also in partnership with National Mind and Provide. The team deliver Mental Health First Aid, Suicide Awareness, Suicide First Aid and also develop and deliver bespoke training.

Time to change/Let's Talk Essex: This is a campaign that remains close to our mission and that works to support both members of the public who want to share their own stories and employers who want to work towards reducing the stigma around mental health in their own workplaces.

Harlow, Epping Forest and Uttlesford MHSTs: This service is to support children and young people through schools and college. It's part of a national programme and is based on a whole school approach. We have 3 teams of staff in this service and work with around 60 schools across West Essex.

Online Training Academy: We have been developing free and paid for training courses for internal use and also for the general public. We have also been working to simplify the website to make it more user friendly and accessible. Users completed 1,178 courses.

Mental Health Coaches: The Mental Health Coaches are an integral part of the Primary Care Networks. Coaches support patients, as part of a multi-disciplinary team through their mental health journey in order to ensure it is as person centered, streamlined and seamless as possible. This is currently running in each of the 6 PCN's across West Essex.

Sanctuary and Night Owls : This is part of the crisis transformation work and provides out of hours support to those who call NHS 111 for mental health support but who do not need hospital admission. Clients can either visit the center at Bush Fair or receive support via zoom or over the phone. The Sanctuary has satellite centers in Uttlesford and Epping Forest that are available for in person visits over 4 nights of the week. During the course of this year we extended the offer of the Sanctuary with the Night owls service. This provides Emotional Support over the phone or in person for people who are struggling with loneliness, depression and anxiety.

A and E Outreach Worker: During this year we delivered an outreach service as part of the winter pressures funding stream. We delivered this on behalf of and alongside EPUT and workers were supporting people who have accessed mental health support through A and E.

How our activities deliver public benefit

Our main activities and who we help are described above. All of our activities focus on either the support of people affected by mental ill health or on building emotional resilience and are undertaken to further our charitable purposes for the public benefit. We are particularly committed to working to ensure that all of our services are focused as much as possible on the needs of the individual as we recognise that, just as everyone's needs are different, everyone's journey to recovery will also be different.

The Trustees have referred to the Charity Commission's guidance on public benefit. It is taken into account when undertaking decisions and we have not varied from the guidance during the past year.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2023

ACHIEVEMENTS AND PERFORMANCE

During this period 284 people attended an accredited Mental Health First Aid England training course and 138 people attended our Suicide Prevention online training courses. The total number of people we provided training for was 915. The reach of this training in our local communities will have in turn impacted on many more people, including, but not limited to participants' children, workers, customers, colleagues and young people's peers. This in turn will have led to improved mental health awareness.

Our MHST teams have supported:

- We worked with 351 children/young people and 74 parents/carers on a 1-2-1 basis
- We worked with 4,994 children/young people and 491 parents/carers in groups

Within our Community Services, during the reporting period we received the following numbers of referrals:

- IAPT Coach Service: 318 new referrals
- Futures in Mind :165 new referrals received for West Essex and 173 For South Essex
- Clients with a regular Wellbeing Assistant: 12 receiving 1,488 hours of support
- Sanctuary Team supported 589 clients 139 Night Owl Clients

During the reporting period, we had 107 volunteers working within our services, whose work will have the potential to improve the quality of life of both the volunteer and the 120 people they support. Volunteering within these services is building up social capital and emotional resilience within our local communities.

During the reporting period approximately 1,906 therapy sessions were delivered to the 313 people who began a course of counselling via our fee paying counselling service and approximately 905 sessions of therapy were delivered to the 77 people who were referred to us via the service we provide on behalf of the NHS. This means that altogether 390 people had the opportunity, via Talking Therapies/Counselling, to learn new ways of thinking about their life and new strategies for coping with the issues that were causing them emotional difficulty.

We have used our growing social media presence to send out information about events and also more general emotional wellbeing information.

Our Twitter impressions have now reached 2,170; this is the number of our tweets that have been delivered to a twitter accounts timeline.

Our Facebook reach is 98,208. This is the number of unique people who saw our content and who therefore have read or who have access to our information. We have 11,261 page visits.

We also had 25,720 unique hits on our website during this period.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2023**

FINANCIAL REVIEW

Our strategy in recent years has been to diversify our income streams to minimise the risk of one strand not continuing. This has been successful, and the list of activities detailed earlier demonstrates the breadth of our services and income streams.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so that there are few funds for long term investment. Our Financial Policy sets out how we should apportion our funds to the various banks that we use.

We own the building from which we operate our counselling service and derive an income from letting rooms to other charities and organisations.

Risk Management

The trustees regularly review the major risks to which the charity is exposed. The risk register is updated as new risk is identified and is re-visited at least annually. Where it is appropriate, systems or procedures have been established to mitigate the risks that the charity faces.

When external risks to funding are identified by the trustees the strategic plan is modified and enhanced to mitigate and manage these risks; they are covered financially within the reserves. Internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the various places of service provision. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Principal Funding Sources

The principal income streams for the charity are from training, counselling and contract income from the Essex County Council, West Essex CCG and Hertfordshire Partnership Foundation Trust/Vita Health Group and EPUT.

All these contracts support the key objectives of the charity as they provide mental health services and support to the local community.

Pension scheme

Our employees are all enrolled into an approved defined contribution pension scheme.

Reserves Policy

The Finance Sub Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby funds not restricted or designated for a specific purpose should be sufficient to cover 6 months of the charity's budgeted core expenditure. This equated to £246,430 for 22/23. The free unrestricted reserves at the year end amounted to £250,119 at 31 March 2023 (see note 15) which is in line with this policy.

MIND IN WEST ESSEX COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2023

PLANS FOR FUTURE PERIODS

At the time of signing the accounts the trustees are confident about the charity's ability to continue as a going concern over the coming year and into the future. Our main focus continues to be on maintaining a diverse range of income streams and delivering successfully on the contracts we currently have in place.

The Covid-19 pandemic brought about major change to the organisation, with the majority of staff away from our office bases. We have now returned to our office bases and settled into a new hybrid way of working that we are continuing to monitor and develop.

Over the coming year we will continue to focus on developing our overall offer with a particular focus on consolidating some of our newer services including Crisis Alternatives, Peer Support, Epping MHST and Community Engagement.

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee under company registration number 4369554, incorporated on the 7th February 2002 and registered as a charity on the 15th March 2002 under charity registration number 1091154.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of new trustees

Mind in West Essex ensures that people who use, or have used, mental health services are given the opportunity to actively participate as Trustees of the Executive Board, and we encourage them to take part in the governance and the decision-making of the organisation.

The Trustees continually review their capabilities and set them against the strategic plan of the organisation. In this way we can determine the profile of new Trustees that are required to serve the Company best.

We promote the opportunity to join the board of trustees through the Mind in West Essex website and welcome applications from people who are passionate about our mission, vision and values.

Trustee Induction and Training

Prospective trustees are interviewed by two current trustees and, if their capabilities match our criteria, are invited to attend a trustee meeting where they meet the current trustees, who then take a vote on the candidate after the meeting.

The candidate will then be asked to confirm their willingness to act as a trustee and Director and a DBS check will be taken up. After receipt of a suitable DBS check, details of the new trustee will be entered into the company records at Companies House and the Charity Commission.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2023**

Organisational Structure

The Executive Board is the governing body of the Company and is supported by sub committees as deemed necessary by the Executive Board. At the time of this annual report there is a Finance sub Committee and a Human Resources sub Committee.

The Executive Board shall have not less than six Trustees and not more than eighteen who are responsible for all decisions and actions of the Company:-

The Executive Board may delegate any of its powers to Sub-Committees consisting of such members of their body and other persons as they think fit; any Sub-Committee shall be made up in such a way that members of the Executive Board shall be in the majority.

The various sub committees are required to develop strategies within their field of operation, resolve concerns arising, and undertake specific pieces of work. When they have completed a piece of work they recommend it to the Board for review and approval.

Remuneration levels of key management personnel are set by the Trustees.

Related parties

Mind in West Essex is affiliated to the national mental health charity, Mind. We have signed up to a partnership agreement that outlines the expectations of both parties. This agreement guides us on issues such as area of benefit and our relationship with other Local Mind Associations as well as issues such as use of the Mind brand.

Fundraising Standard Information

The charity does not carry out significant fundraising activities to raise funds from members of the public. No professional fundraisers are used by the charity and no complaints have been received by the charity in respect of fundraising activities.

Trustees' responsibilities statement

The trustees (who are also directors of Mind In West Essex for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)**

YEAR ENDED 31 MARCH 2023

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

Approved by the Trustees on 14 December 2023 and signed on their behalf by:

Richard Crone
.....

**R Crone
Chairman**

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2023**

Opinion

We have audited the financial statements of Mind In West Essex (the 'charitable company') for the year ended 31 March 2023, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law United Kingdom Accounting Standards, including Financial Reporting Standard 102, *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue. Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other Information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2023

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on pages 8 and 9), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made or having effect thereunder. Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows;

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations.
- We identified the laws and regulations applicable to the company from our commercial knowledge and experience of the charity sector.
- We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations for the company, including the Companies Act 2006, tax legislation and employment legislation.
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2023

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur by;

- Making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud.
- Considering the internal controls in place to mitigate the risks of fraud and non-compliance with laws and regulations.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to;

- Agreeing financial statement disclosures to underlying supporting documentation.
- Reading the minutes of meetings of those charged with governance.
- Enquiring of management as to actual and potential litigation and claims.

To address the risk of fraud through management bias and override of controls, we;

- Performed analytical procedures to identify any unusual or unexpected relationships.
- Tested journal entries to identify unusual transactions.
- Investigated the rationale behind significant or unusual transactions.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees (ie. gives a true and fair view).

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2023

- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Edmund Carr LLP

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Edmund Carr LLP
Statutory Auditor

146 New London Road
Chelmsford
Essex
CM2 0AW

20 December 2023

Edmund Carr LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2023

		Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	Note	£	£	£	£
INCOME FROM					
Donations and Legacies					
- Donations		26,020	-	26,020	18,331
- Grants receivable		-	72,246	72,246	4,497
Other trading activities					
- Fundraising		8,381	-	8,381	14,695
Charitable activities					
- Community Services	2	2,258,305	-	2,258,305	1,795,923
- Rents receivable		41,571	-	41,571	46,805
Investments: bank interest		5,124	-	5,124	203
Other		-	-	-	3,388
TOTAL INCOME		<u>2,339,401</u>	<u>72,246</u>	<u>2,411,647</u>	<u>1,883,842</u>
EXPENDITURE ON					
Raising funds		9,322	-	9,322	5,524
Charitable activities	3	2,234,249	69,450	2,303,699	1,687,528
TOTAL EXPENDITURE		<u>2,243,571</u>	<u>69,450</u>	<u>2,313,021</u>	<u>1,693,052</u>
NET INCOME/(EXPENDITURE)		95,830	2,796	98,626	190,790
Transfers between funds		-	-	-	-
NET MOVEMENT IN FUNDS		95,830	2,796	98,626	190,790
RECONCILIATION OF FUNDS:					
Balances brought forward		657,483	39,500	696,983	506,193
Balances carried forward		<u>753,313</u>	<u>42,296</u>	<u>795,609</u>	<u>696,983</u>

The charity has no recognised gains or losses other than the results for the period as set out above.

The notes on pages 17 to 26 form part of these financial statements.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
AS AT 31 MARCH 2023**

		2023	2022
	Note	£	£
FIXED ASSETS			
Tangible assets	10	220,127	221,999
CURRENT ASSETS			
Debtors	11	295,183	372,626
Cash at bank		813,203	633,108
		<u>1,108,386</u>	<u>1,005,734</u>
CREDITORS: Amounts falling due within one year	12	<u>(532,904)</u>	<u>(530,750)</u>
NET CURRENT ASSETS		<u>575,482</u>	<u>474,984</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>795,609</u>	<u>696,983</u>
NET ASSETS		<u><u>795,609</u></u>	<u><u>696,983</u></u>
FUNDS			
Unrestricted general funds	13	250,119	254,809
Designated funds	13	<u>503,194</u>	<u>402,674</u>
Total unrestricted funds		753,313	657,483
Restricted funds	14	<u>42,296</u>	<u>39,500</u>
TOTAL FUNDS		<u><u>795,609</u></u>	<u><u>696,983</u></u>

For the year ending 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies but as this company is a charity, it is subject to audit under the Charities Act 2011.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the Trustees on 14 December 2023 and are signed on their behalf by:

Richard Crone

R CRONE

Trustee

Company Registration Number: 04369554

The notes on pages 17 to 26 form part of these financial statements.

MIND IN WEST ESSEX**STATEMENT OF CASH FLOWS****YEAR ENDED 31 MARCH 2023**

	Notes	Total 2023 £	Total 2022 £
Cash flows from operating activities:			
Net cash provided by / (used in) operating activities	18	<u>184,197</u>	<u>189,480</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		5,124	203
Purchase of property, plant and equipment		<u>(9,226)</u>	<u>(1,688)</u>
Net cash provided by / (used in) investing activities		<u>(4,102)</u>	<u>(1,485)</u>
Cash flows from financing activities:			
Capital repayment of borrowings		-	(34,904)
Mortgage interest paid		<u>-</u>	<u>(995)</u>
Net cash provided by / (used in) investing activities		<u>-</u>	<u>(35,899)</u>
Change in cash and cash equivalents in the reporting period		180,095	152,096
Cash and cash equivalents brought forward		633,108	481,012
Cash and cash equivalents carried forward		<u><u>813,203</u></u>	<u><u>633,108</u></u>

The notes on pages 17 to 26 form part of these financial statements.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Mind In West Essex meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The financial statements are prepared in sterling, which is the functional currency of the charity, and rounded to the nearest £.

Going Concern

The trustees are of the opinion that the charity has sufficient resources to continue trading for the next 12 months from the date of signing these accounts.

Incoming Resources

Income in respect of contracts and service level agreements are accounted for on an accruals basis. All grants received have been treated as income irrespective of the source of the grant and the use to which the grant is put. Grants given specifically to fund expenditure in a future accounting period are treated as deferred income.

Resources Expended

All expenditure is accounted for on an accruals basis and includes VAT as the charity is not VAT registered. Governance costs are associated with the governance arrangements of the charity. Shared costs are apportioned between the funds based on budgeted expenditure at the start of the year.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Creditors

Trade creditors are recognised initially at the transaction price.

Fixed Assets

Capital items costing in excess of £1,000 are capitalised. Fixed assets are shown at historical cost.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset by the straight line method:

Freehold property	2% straight line
Leasehold improvements	Over the life of the lease
Computer equipment	33% straight line
Fixtures & fittings	25% straight line

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES (continued)

Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

Leases

Assets held under finance leases and hire purchase contracts are capitalised in the balance sheet and depreciated over their expected useful lives. The interest element of leasing payments represents a constant proportion of the capital balance outstanding and is charged to the Statement of Financial Activities over the period of the lease.

All other leases are regarded as operating leases and the payments made under them are charged to the Statement of Financial Activities on a straight-line basis over the lease term.

Pension costs

The charity makes contributions to defined contribution schemes on behalf of eligible employees. The charge for the year represents contributions payable in the year.

2. INCOME FROM COMMUNITY SERVICES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Counselling	138,962	-	138,962	159,547
Training and resilience	111,066	-	111,066	77,880
Young people	756,239	-	756,239	586,180
Essex Befriends	-	-	-	74,847
Crisis Services	203,225	-	203,225	163,749
Phoenix Futures - Futures in Mind	90,140	-	90,140	101,658
Support time and recovery	115,624	-	115,624	152,641
Mental health coaches	146,443	-	146,443	153,761
Other contract and service income	696,606	-	696,606	325,660
	<u>2,258,305</u>	<u>-</u>	<u>2,258,305</u>	<u>1,795,923</u>
<i>Total 2022</i>	<i>1,676,620</i>	<i>119,303</i>	<i>1,795,923</i>	

The amount of income from community services relating to government organisations in the year totalled £1,735,998 (2022: £1,319,796).

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2023

3. COSTS OF CHARITABLE ACTIVITIES (BY FUND)

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Direct costs:				
Counselling	145,517	812	146,329	154,535
Training and resilience	92,456	-	92,456	95,739
Young people	728,090	27,000	755,090	447,224
Crisis services	132,076	31,414	163,490	110,453
Other Community services	612,237	10,224	622,461	575,610
Support costs (see note 5)	490,543	-	490,543	283,031
Governance costs (see note 6)	33,330	-	33,330	20,936
	<u>2,234,249</u>	<u>69,450</u>	<u>2,303,699</u>	<u>1,687,528</u>
<i>Total 2022</i>	<i>1,561,827</i>	<i>125,701</i>	<i>1,687,528</i>	

4. COSTS OF CHARITABLE ACTIVITIES (BY ACTIVITY)

	Direct costs £	Support and Governance costs £	Total 2023 £	Total 2022 £
Counselling costs	146,329	43,070	189,399	182,095
Training and resilience	92,456	27,214	119,670	112,813
Young people	755,090	222,253	977,343	584,204
Crisis services	163,490	48,122	211,612	130,151
Other Community services	622,461	183,215	805,675	678,265
	<u>1,779,826</u>	<u>523,873</u>	<u>2,303,699</u>	<u>1,687,528</u>
<i>Total 2022</i>	<i>1,383,561</i>	<i>303,967</i>	<i>1,687,528</i>	

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2023

5. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Support staff costs	169,186	-	169,186	92,746
Other staff and volunteer costs	26,903	-	26,903	17,623
Travel and subsistence	54,469	-	54,469	33,706
IT and website costs	80,063	-	80,063	50,231
Rent and service charges	66,208	-	66,208	16,033
Room hire	1,644	-	1,644	1,100
Repairs, maintenance and utilities	43,258	-	43,258	25,873
Advertising & promotion	3,662	-	3,662	1,909
Printing, postage and stationery	8,431	-	8,431	5,107
Telephone and internet	16,031	-	16,031	15,965
Bank Charges	1,594	-	1,594	2,992
Depreciation	11,098	-	11,098	8,912
Other support costs	7,996	-	7,996	10,834
	<u>490,543</u>	<u>-</u>	<u>490,543</u>	<u>283,031</u>
<i>Total 2022</i>	<i>280,534</i>	<i>2,497</i>	<i>283,031</i>	

6. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Audit fee	7,640	-	7,640	6,460
Accounts preparation, advice and other	3,820	-	3,820	3,314
Fees payable to auditor	11,460	-	11,460	9,774
Legal and professional fees	21,870	-	21,870	11,162
AGM & Trustees' expenses	-	-	-	-
	<u>33,330</u>	<u>-</u>	<u>33,330</u>	<u>20,936</u>
<i>Total 2022</i>	<i>20,936</i>	<i>-</i>	<i>20,936</i>	

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2023

7. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:	2023	2022
	£	£
Wages & salaries	1,560,789	1,130,577
Social security costs	119,936	82,181
Defined contribution pension costs	37,479	28,122
	<u>1,718,204</u>	<u>1,240,880</u>

Particulars of employees:

The average number of employees during the year (headcount) was 85 (2022: 70).

No employee received remuneration of more than £60,000 during the period.

Remuneration paid to key management personnel of the charitable company during the year totalled £67,238 (2022: £63,066).

During the year the charitable company made employer contributions of £37,479 (2022: £28,122) into defined contributions pension schemes on behalf of employees. These are recognised in the Statement of Financial Activities.

8. NET OUTGOING RESOURCES FOR THE YEAR

	2023	2022
	£	£
This is stated after charging:		
Depreciation	11,098	8,913

9. TRUSTEES' REMUNERATION

None of the Trustees were paid any remuneration by the charity during the period.

Trustees are reimbursed reasonable expenses incurred when acting on behalf of the company.

No expenses were reimbursed to Trustees during the current or prior year.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2023**

10. TANGIBLE FIXED ASSETS

	Freehold property £	Leasehold property & improvements £	Computer equipment £	Fixtures & fittings £	Total £
COST					
As at 1 April 2022	250,000	42,500	5,622	12,341	310,463
Additions	-	-	586	8,640	9,226
Disposal	-	-	-	-	-
At 31 March 2023	250,000	42,500	6,208	20,981	319,689
DEPRECIATION					
As at 1 April 2022	35,000	39,858	3,354	10,252	88,464
Charge for the period	5,000	2,642	537	2,920	11,098
Depreciation on disposals	-	-	-	-	-
At 31 March 2023	40,000	42,500	3,890	13,172	99,562
NET BOOK VALUE					
At 31 March 2023	210,000	-	2,318	7,809	220,127
As at 1 April 2022	215,000	2,642	2,268	2,089	221,999

11. DEBTORS

	2023 £	2022 £
Grant and contract debtors	165,032	303,206
Prepayments	31,180	31,236
Accrued income	98,971	38,184
	295,183	372,626

12. CREDITORS: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	16,524	82,227
Taxes and social security	54,900	21,204
Other creditors	136,802	96,407
Accruals	13,870	13,378
Deferred income	310,808	317,534
	532,904	530,750

Deferred income brought forward of £185,801 was released in the current year and income of £179,075 was deferred. Deferred income relates to receipts under service contracts for work not yet completed.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2023**

13. UNRESTRICTED FUNDS

Current year:

	Movement in resources:				
	Balance at 1 Apr 2022 £	Incoming £	Outgoing £	Transfers £	Balance at 31 Mar 2023 £
Designated funds					
a) Loss of major funding stream	35,000	-	-	(35,000)	-
b) Counselling Bursaries	9,585	-	(4,585)	-	5,000
c) UCH - Essential Building Works	8,561	10,181	(12,248)	15,000	21,494
d) Project development	127,529	-	(46,371)	10,415	91,573
e) New premises - Harlow	-	-	-	165,000	165,000
f) Fixed Assets	221,999	9,226	(11,098)	-	220,127
	402,674	19,407	(74,302)	155,415	503,194
General unrestricted funds	254,809	2,319,994	(2,169,269)	(155,415)	250,119
	657,483	2,339,401	(2,243,571)	-	753,313

Prior year:

	Movement in resources:				
	Balance at 1 Apr 2021 £	Incoming £	Outgoing £	Transfers £	Balance at 31 Mar 2022 £
Designated funds					
a) Loss of major funding stream	35,000	-	-	-	35,000
b) ECF Counselling Crisis Bursary	5,022	9,778	(10,215)	5,000	9,585
c) UCH - Building Service Charge	14,076	21,007	(26,522)	-	8,561
d) Project & Building Development	120,000	-	(15,869)	23,398	127,529
f) Fixed Assets	205,190	1,688	(8,912)	24,033	221,999
	379,288	32,473	(61,518)	52,431	402,674
General unrestricted funds	91,828	1,721,245	(1,505,833)	(52,431)	254,809
	471,116	1,753,718	(1,567,351)	-	657,483

- a) This fund was designated by the Trustees to support the charity in the event that a major source of income is lost, until an alternative source can be found. This is now covered within the reserves policy.
- b) This fund is to provide bursaries to cover counselling clients in crisis.
- c) This represents the fund used to maintain the building at UCH.
- d) Funds designated by the Trustees to cover project development and organisation development including community posts.
- e) Funds designated towards the purchase and renovation of a building to serve as our base in Harlow.
- f) This fund represents the fixed assets of the charity.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2023

14. RESTRICTED FUNDS

Current year:

	Movement in resources:				Balance at 31 Mar 2023 £
	Balance at 1 Apr 2022 £	Incoming £	Outgoing £	Transfers £	
a) Memorial gift	365	-	-	-	365
b) ECF: Counselling core grant	102	-	(102)	-	-
c) ECC online platform	31,999	-	-	-	31,999
e) Sun bursary for Counselling	710	-	(710)	-	-
g) Household Fund	-	9,932	-	-	9,932
k) Co-op: Community events	6,324	-	(6,324)	-	-
l) Ukrainian Refugees	-	2,400	(2,400)	-	-
m) Find Your Active	-	1,500	(1,500)	-	-
n) Crisis care	-	31,414	(31,414)	-	-
o) 18-25 Funding Research Project	-	27,000	(27,000)	-	-
	<u>39,500</u>	<u>72,246</u>	<u>(69,450)</u>	<u>-</u>	<u>42,296</u>

Prior year:

	Movement in resources:				Balance at 31 Mar 2022 £
	Balance at 1 Apr 2021 £	Incoming £	Outgoing £	Transfers £	
a) Memorial gift	365	-	-	-	365
b) ECF: Counselling core grant	102	6,245	(6,245)	-	102
c) ECC online platform	20,000	11,999	-	-	31,999
d) SACC grant for MHFA training	8,900	-	(8,900)	-	-
e) Sun bursary for Counselling	710	-	-	-	710
f) COVID-19 relief fund	5,000	95,559	(100,559)	-	-
g) Household Fund	-	5,500	(5,500)	-	-
h) Staff Hoodies Fund	-	980	(980)	-	-
i) ECC : VCS Workforce	-	2,000	(2,000)	-	-
j) Leadership programme	-	1,517	(1,517)	-	-
k) Co-op: Community events	-	6,324	-	-	6,324
	<u>35,077</u>	<u>130,124</u>	<u>(125,701)</u>	<u>-</u>	<u>39,500</u>

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2023

14 RESTRICTED FUNDS (continued)

- a) This represents a memorial gift from a Loughton family.
- b) A grant from the Essex Community Foundation to core fund the counselling service whilst it was remodelled.
- c) A grant from Essex County Council to support and improve the online volunteer platform.
- d) A grant from the Stansted Airport Chamber of Commerce for MHFA training courses.
- e) A bursary from Sun Readers for counselling services.
- f) A grant received from Uttlesford Council to support Mind In West Essex during the COVID pandemic.
- g) To help vulnerable people with the soaring cost of living.
- h) Branding, organisation promotion via staff.
- i) ECC Grant to deliver emotional wellbeing support to staff
- j) Funding to support Leadership training.
- k) Funding from Co-op was spent on wellbeing packs at community events.
- l) A grant received from Uttlesford Council to provide emotional support for Ukrainian refugees.
- m) ECC grant alongside Active Essex to help residents lead active and healthy lives.
- n) Funding from Hertfordshire Mind to support crisis care.
- o) Funding from EPU NHS Foundation Trust covered salary costs on a research project.

15. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

<i>Current year:</i>	Tangible fixed assets	Creditors due > 1 year	Other net assets	Total
	£	£	£	£
Restricted	-	-	42,296	42,296
Designated	220,127	-	283,067	503,194
Unrestricted	-	-	250,119	250,119
	<u>220,127</u>	<u>-</u>	<u>575,482</u>	<u>795,609</u>
<i>Prior year:</i>	Tangible fixed assets	Creditors due > 1 year	Other net assets	Total
	£	£	£	£
Restricted	-	-	39,500	39,500
Designated	221,999	-	180,675	402,674
Unrestricted	-	-	254,809	254,809
	<u>221,999</u>	<u>-</u>	<u>474,984</u>	<u>696,983</u>

16. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2023 the total of the charity's future minimum lease payments under non-cancellable operating leases was:

	2023	2022
	£	£
Within 1 year	18,214	16,905
Within 2 to 5 years	20,625	4,940
	<u>38,839</u>	<u>21,845</u>

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2023

17. RELATED PARTIES

Alison Wilson is on the Uttlesford Health and Wellbeing Board and is Co Chair of the Essex Alliance Steering Group. She is on the Uttlesford Health and Wellbeing Board, Harlow Health and Wellbeing Board, and Hertfordshire and West Essex ICS Transformation Board.

Lois Sparkes hosts the West Essex Mental Health Forum, and is on the Harlow Live Well and Work Well Board and Hertfordshire and West Essex ICS Transformation Board.

In line with point 13.1 of the Financial Regulation and Governance Policy the Trustees authorised payments totalling £400 in the year in respect of building services provided by the civil partner of the CEO (Charleston's Building & Home Improvements)

18. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASHFLOW FROM OPERATING ACTIVITIES

	Total 2023 £	Total 2022 £
Net movement in funds for the reporting period (as per the statement of financial activities)	98,626	190,790
<i>Adjustments for:</i>		
Depreciation charges	11,098	8,912
Dividends, interest and rent from investments	(5,124)	(203)
Add back mortgage interest payable	-	995
(Increase) / decrease in debtors	77,443	(287,536)
Increase / (decrease) in creditors	2,154	276,522
Net cash provided by / (used in) operating activities	<u>184,197</u>	<u>189,480</u>

19. COMPANY LIMITED BY GUARANTEE

Every member of the company undertakes to contribute to the assets of the Company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of the rights of the contributors among themselves such amount as may be required not exceeding one pound.

Accounts

COMPANY REGISTRATION NUMBER : 04369554

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR
YEAR ENDED 31 MARCH 2022**

Charity Number : 1091154

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

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**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
COMPANY INFORMATION
YEAR ENDED 31 MARCH 2022**

Charity Number	1091154	
Company Number	04369554	
Registered Office	The Wellbeing Centre 10 - 11 Corner House Bushfair, Harlow Essex, CM18 6NZ	
The Trustees	Richard Crone	Chairman
	Robin Strube	Vice Chairman
	Doug Mason	Treasurer
	Sylvia Hayes	
	Alan Wellbelove	
	Arzum Tuzci	Resigned 23.08.21
	Gary Hyams	Appointed 26.8.21
	David Haydon	Appointed 24.6.21 Resigned 12.11.21
	Georgina Leighton	Appointed 12.11.21
	Jackie Anslow	Appointed 12.11.21
Senior Management Team	Alison Wilson	Chief Executive
	Kelly Dorrington	Resources Manager
	Lois Sparkes	Training and Quality Manager
	Louisa Fry-Jones	MHST Manager
	Mike Ellen	CYP lead/MHST Manager
	Sarah Huggett	Digital Manager
	Natasha Pearson	Community Service Manager
	Emma Wardall	Online Training Manager
	Tony Pearson	Sanctuary Manager
	Craig McColl	Service Development and Lived Experience Manager
	Ann Creitzman	MHST Clinical Manager
	Vanessa Craft	Counselling Manager

Auditor

Edmund Carr LLP
146 New London Road
Chelmsford
Essex, CM2 0AW

Bankers

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Mailing
Kent, ME19 4JQ

Solicitors

Tees Law
42 High Street
Great Dunmow
Essex, CM6 1AH

The Trustees and senior management team also take advice on an ad hoc, as needed basis from:
Radar for HR advice - as part of our insurance policy.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2022**

OBJECTIVES AND ACTIVITIES

Our charity's purposes, as set out in the objects contained in the company's memorandum of association, are to:

- Promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental disorder or conditions of emotional or mental distress requiring advice or treatment in West Essex in association with Mind (the National Association for Mental Health) and in accordance with the aims and objects of Mind

Our **Vision** is for West Essex to be a place where people talk openly and positively about mental health, and where everyone gets the support and respect needed to live well.

Our **Mission** is to:

- Understand how we can best support people's mental health and wellbeing by engaging, listening, and being open to all feedback.
- Provide activities, services, support and information that reflect people's needs.
- Be immersed in people, communities, and organisations of West Essex and play our part in shaping a place that values everyone's contributions and eliminates stigma and discrimination.
- Reduce mental distress and suicide.

Ensuring that our work delivers our aims

We review our aims, objectives and activities in a structured way which involves all the trustees, staff, service users and stake holders. The review helps us to ensure our aims, objectives and activities remain focused on our stated purpose.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning future activity. In particular the trustees consider how planned activities contribute to the aims and objectives they have set.

The focus of our work

Our main objectives for the year continue to be the support of people of West Essex who are affected by mental ill health. Alongside this is the objective to promote emotional wellbeing. During this year we had the additional focus of supporting people who were affected by the pandemic as best we can.

Our services developed over time according to the needs of our community, the funding available through our partner agencies and funders, and our ability to deliver services. We engaged with the community to understand their situation and offer support wherever we could.

Our staff and volunteers continue to provide a committed and professional service to people in West Essex and beyond. We ensure they are trained and supported to deliver a high quality service to all service users.

Our main activities and who we help are described below, they all focus on either the support of people affected by mental ill health or on building emotional resilience and are undertaken to further our charitable purposes for public benefit.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2022

Community Services

Our community services, broadly speaking, work with people within their local community to address practical issues that are, for that person, a barrier to good mental health.

The specific services that we currently run in this area of our work are:

IAPT Coaches: This service is one we are sub contracted by Vita Health Group to deliver as part of a larger NHS IAPT contract. The aim of the service is to help people to access their talking therapy treatment by working with them to remove practical barriers. For example gaining or remaining in employment and supporting them towards achieving better mental health and wellbeing.

Futures in Mind: This service we deliver is part of an Essex wide partnership. The partnership is led by Phoenix Futures and Mid and North East Essex Mind are also in this partnership. This is a drug, alcohol and mental health recovery service. The focus of the service is peer support, mentoring and befriending. A significant element of this service is that it is co-designed with service users.

Essex Befriends (used to be known as Reducing Loneliness Befriending service): The focus of the service is to recruit and train Befrienders to work alongside people in our local community who are isolated and lonely and in doing so improve their mental health and quality of life. This project ended in March 2022.

Parent to Parent: This is a new project targeted towards parents. It enables peer support between parents through training, parent buddies and online Parent Pods.

Wellbeing Assistants: This is a fee paying service, to provide practical and emotional support to individuals to improve wellbeing.

Counselling Services: The Mind in West Essex Counselling service provides a comprehensive range of counselling interventions. It has an emphasis on helping people access the right counselling for them, with the right counsellor at the right time and in the right place. Our service provides counselling through the following routes:

Fee paying service: It is an unfortunate fact that not everyone who would benefit from counselling is able to access it free of charge. In response to this gap we provide a cost effective option. People accessing the service can be confident that they will be helped to access the right kind of intervention for them and that the service they receive will be reviewed by our clinical team to make sure it continues to be the right service for them. Feedback on this service is excellent.

Sub contracted counselling services: We also provide a small amount of counselling for organisations that choose to commission counselling from us. During this year we provided counselling on this basis as part of the West Essex IAPT service and for staff of a small Essex wide charity. We aim to expand this area of our work and provide counselling for other organisations.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2022

Training work: This aspect is crucial to our work around reducing stigma and creating awareness and more resilient communities. Our team of Mental Health First Aid Trainers continues to deliver excellent training both to local and national organisations and individuals, but also in partnership with National Mind and Provide. The team deliver Mental Health First Aid, Suicide Awareness, Suicide First Aid and also develop and deliver bespoke training.

Time to change/Let's Talk Essex: This is a campaign that remains close to our mission and that works to support both members of the public who want to share their own stories and employers who want to work towards reducing the stigma around mental health in their own workplaces.

Harlow and Epping Forest MHSTs: (previously known as Trailblazer team) This service is to support children and young people through schools and college. It's part of a national programme and is based on a whole school approach.

Online Training Academy: We have been developing free and paid for training courses for internal use and also for the general public. We have also been working to simplify the website to make it more user friendly and accessible. Users completed 1043 courses between July 21 and March 22 (data unavailable for April - June 21), which is 578 more than the previous year.

Care Navigation +: Mind in West Essex are leading a pilot project which delivers emotional support to residents of Essex, through a collaboration between all 5 local Minds in Essex via The Essex Wellbeing Service. The emotional support can range from online academy courses to counselling. This project ended in March 2022.

Mental Health Coaches: The Mental Health Coaches are an integral part of the Primary Care Networks. Coaches support patients, as part of a multi-disciplinary team through their mental health journey in order to ensure it is as person centred, streamlined and seamless as possible. This is currently running in each of the 6 PCN's across West Essex

Outreach Worker: During this year we delivered an outreach service as part of the winter pressures funding stream. We delivered this on behalf of and alongside EPUT and workers were supporting people in the community who have long term mental health needs and are under the care of the secondary mental health services. This work ended in June 21.

Sanctuary: This is part of the crisis transformation work and provides out of hours support to those who call NHS 111 option 2 for mental health support but who do not need hospital admission. Clients can either visit the centre at Bush Fair or receive support via zoom or over the phone.

How our activities deliver public benefit

Our main activities and who we help are described above. All of our activities focus on either the support of people affected by mental ill health or on building emotional resilience and are undertaken to further our charitable purposes for the public benefit. We are particularly committed to working to ensure that all of our services are focused as much as possible on the needs of the individual as we recognise that, just as everyone's needs are different, everyone's journey to recovery will also be different.

The Trustees have referred to the Charity Commission's guidance on public benefit. It is taken into account when undertaking decisions and we have not varied from the guidance during the past year.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2022

ACHIEVEMENTS AND PERFORMANCE

During this period we delivered 34 accredited Mental Health First Aid England training courses, 169 people attended our Suicide Prevention online training courses and 62 other training courses. The total number of people we provided training for was 782. This means that nearly 800 people were better informed to look after their own mental health and support those around them to look after theirs. The reach of this training in our local communities will have in turn impacted on many more people. Including, but not limited to participants' children, workers, customers, colleagues and young people's peers. This in turn will have led to improved mental health awareness.

Our MHST teams worked with 48 (Harlow) and 12 (Epping Forest) children and young people on a 1-2-1 basis and we worked with 17 (Harlow) and 14 (Epping Forest) parents. We delivered 10 (Harlow) and 4 (Epping Forest) groups, working with 135 children and young people and we delivered 18 (Harlow) and 4 (Epping Forest) groups, working with 143 parents. We also worked with class settings delivering 86 (Harlow) and 12 (Epping Forest) groups, resulting in 3856 interventions being delivered to children and young people.

Within our Community Services, during the reporting period we received the following numbers of referrals:

- IAPT COACH Service: 228 new referrals
- Befriending Service: 103 Befrienders working with 147 individuals
- Futures in Mind :90 new referrals received for West Essex and 80 For South Essex
- Clients with a regular Wellbeing Assistant: 12 receiving 1783.5 hours of support
- Sanctuary Team supported 617 clients
- Mental Health Coaches worked with 200 clients

During the reporting period, we had 155 volunteers working within our services, whose work will have the potential to improve the quality of life of both the volunteer and the people they are working with. Volunteering within these services is building up social capital and emotional resilience within our local communities.

During the reporting period approximately 2320 therapy sessions were delivered to the 386 people who began a course of counselling via our fee paying counselling service and approximately 1268 sessions of therapy were delivered to the 112 people who were referred to us via the service we provide on behalf of the NHS. This means that altogether 480 people had the opportunity, via Talking Therapies/Counselling, to learn new ways of thinking about their life and new strategies for coping with the issues that were causing them emotional difficulty.

We have used our growing social media presence to send out information about events and also more general emotional wellbeing information.

Our Twitter impressions have now reached 40,870; this is the number of our tweets that have been delivered to a twitter accounts timeline.

Our Facebook reach is 46,902. This is the number of unique people who saw our content and who therefore have read or who have access to our information. We have 3210 page visits, increasing by 37.5%.

We also had 24,986 unique hits on our website during this period and 1043 online courses were undertaken via our Academy training platform.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2022**

FINANCIAL REVIEW

Our strategy in recent years has been to diversify our income streams to minimise the risks of one strand not continuing. This has been successful, and the list of activities detailed earlier demonstrates the breadth of our services and income streams.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so that there are few funds for long term investment. Our Financial Policy sets out how we should apportion our funds to the various banks that we use.

We own the building from which we operate our counselling service and derive an income from letting rooms to other charities and organisations.

Risk Management

The trustees regularly review the major risks to which the charity is exposed. The risk register is updated as new risk is identified and is re visited at least annually. Where it is appropriate, systems or procedures have been established to mitigate the risks that the charity faces.

When external risks to funding are identified by the trustees the strategic plan is modified and enhanced to mitigate and manage these risks; they are covered financially within the reserves. Internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the various places of service provision. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Principal Funding Sources

The principal income streams for the charity are from training, counselling and contract income from the Essex County Council, West Essex CCG and Hertfordshire Partnership Foundation Trust/Vita Health Group and EPUT.

All these contracts support the key objectives of the charity as they provide mental health services and support to the local community.

Pension scheme

Our employees are all enrolled into an approved defined pension contribution scheme.

Reserves Policy

The Finance Sub Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby funds not restricted or designated for a specific purpose should be sufficient to cover 6 months of the charity's budgeted core expenditure. This equates to £162,346 for 22/23. The free unrestricted reserves at the year end amounted to £254,809 at 31 March 2022 (see note 16) which is in excess of the policy but will allow the charity to continue to expand its services.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2022**

PLANS FOR FUTURE PERIODS

At the time of signing the accounts the trustees are confident about the charity's ability to continue as a going concern over the coming year and into the future. Our main focus continues to be on maintaining a diverse range of income streams and delivering successfully on the contracts we currently have in place.

The Covid-19 pandemic brought about major change to the organisation, with the majority of staff from our office bases. We have now returned to our office bases and settled into a new hybrid way of working that we are continuing to monitor and develop.

Over the coming year we will continue to focus on developing our overall offer with a particular focus on consolidating some of our newer services including Crisis Alternatives, Peer Support, Epping MHST and Community Engagement.

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee under company registration number 4369554, incorporated on the 7th February 2002 and registered as a charity on the 15th March 2002 under charity registration number 1091154.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of new trustees

Mind in West Essex ensures that people who use, or have used, mental health services are given the opportunity to actively participate as Trustees of the Executive Board, and we encourage them to take part in the governance and the decision-making of the organisation.

The Trustees continually review their capabilities and set them against the strategic plan of the organisation. In this way we can determine the profile of new Trustees that are required to serve the Company best.

We promote the opportunity to join the board of trustees through the Mind in West Essex website and welcome applications from people who are passionate about our mission, vision and values.

Trustee Induction and Training

Prospective trustees are interviewed by two current trustees and, if their capabilities match our criteria, are invited to attend a trustee meeting where they meet the current trustees, who then take a vote on the candidate after the meeting.

The candidate will then be asked to confirm their willingness to act as a trustee and Director and a DBS check will be taken up. After receipt of a suitable DBS check, details of the new trustee will be entered into the company records at Companies House and the Charity Commission.

Trustee induction is undertaken via the Trustee Handbook course on our Online Training Academy.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2022**

Organisational Structure

The Executive Board is the governing body of the Company and is supported by sub committees as deemed necessary by the Executive Board. At the time of this annual report there is a Finance sub Committee and a Human Resources sub Committee.

The Executive Board shall have not less than six Trustees and not more than eighteen who are responsible for all decisions and actions of the Company:-

The Executive Board may delegate any of its powers to Sub-Committees consisting of such members of their body and other persons as they think fit; any Sub-Committee shall be made up in such a way that members of the Executive Board shall be in the majority.

The various sub committees are required to develop strategies within their field of operation, resolve concerns arising, and undertake specific pieces of work. When they have completed a piece of work they recommend it to the Board for review and approval.

Remuneration levels of key management personnel are set by the Trustees.

Related parties

Mind in West Essex is affiliated to the national mental health charity, Mind. We have signed up to a partnership agreement that outlines the expectations of both parties. This agreement guides us on issues such as area of benefit and our relationship with other Local Mind Associations as well as issues such as use of the Mind brand.

Fundraising Standard Information

The charity does not carry out significant fundraising activities to raise funds from members of the public. No professional fundraisers are used by the charity and no complaints have been received by the charity in respect of fundraising activities.

Trustees' responsibilities statement

The trustees (who are also directors of West Essex Mind for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)**

YEAR ENDED 31 MARCH 2022

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

Approved by the Trustees on 24 November 2022 and signed on their behalf by:

Richard Crone
.....

**R Crone
Chairman**

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2022**

Opinion

We have audited the financial statements of Mind In West Essex (the 'charitable company') for the year ended 31 March 2022, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law United Kingdom Accounting Standards, including Financial Reporting Standard 102, *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue. Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other Information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the trustees' annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2022

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' Annual Report; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on pages 8 and 9), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under 154 of that Act. Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows;

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations.
- We identified the laws and regulations applicable to the company through discussions with directors and other management, and from our commercial knowledge and experience of the charity sector.
- We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations for the company, including the Companies Act 2006, tax legislation and employment legislation.
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2022

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur by;

- Making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud.
- Considering the internal controls in place to mitigate the risks of fraud and non-compliance with laws and regulations.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to;

- Agreeing financial statement disclosures to underlying supporting documentation.
- Reading the minutes of meetings of those charged with governance.
- Enquiring of management as to actual and potential litigation and claims.

To address the risk of fraud through management bias and override of controls, we;

- Performed analytical procedures to identify any unusual or unexpected relationships.
- Tested journal entries to identify unusual transactions.
- Investigated the rationale behind significant or unusual transactions.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2022

- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Edmund Carr LLP

Edmund Carr LLP
Statutory Auditor

146 New London Road
Chelmsford
Essex
CM2 0AW

7 December 2022

Edmund Carr LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOME FROM					
Donations and Legacies					
- Donations		18,331	-	18,331	29,100
- Grants receivable		-	4,497	4,497	46,844
Other trading activities					
- Fundraising		8,371	6,324	14,695	6,565
Charitable activities					
- Community Services	2	1,676,620	119,303	1,795,923	1,194,393
- Rents receivable		46,805	-	46,805	54,791
Investments: bank interest		203	-	203	479
Other		3,388	-	3,388	5,189
TOTAL INCOME		<u>1,753,718</u>	<u>130,124</u>	<u>1,883,842</u>	<u>1,337,361</u>
EXPENDITURE ON					
Raising funds		5,524	-	5,524	5,386
Charitable activities	3	1,561,827	125,701	1,687,528	1,157,721
TOTAL EXPENDITURE		<u>1,567,351</u>	<u>125,701</u>	<u>1,693,052</u>	<u>1,163,107</u>
NET INCOME/(EXPENDITURE)		186,367	4,423	190,790	174,254
Transfers between funds		-	-	-	-
NET MOVEMENT IN FUNDS		186,367	4,423	190,790	174,254
RECONCILIATION OF FUNDS:					
Balances brought forward		471,116	35,077	506,193	331,939
Balances carried forward		<u>657,483</u>	<u>39,500</u>	<u>696,983</u>	<u>506,193</u>

The charity has no recognised gains or losses other than the results for the period as set out above.

The notes on pages 17 to 26 form part of these financial statements.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
AS AT 31 MARCH 2022**

		2022	2021
	Note	£	£
FIXED ASSETS			
Tangible assets	10	221,999	229,224
CURRENT ASSETS			
Debtors	11	372,626	85,090
Cash at bank		633,108	481,012
		<u>1,005,734</u>	<u>566,102</u>
CREDITORS: Amounts falling due within one year	12	<u>(530,750)</u>	<u>(265,099)</u>
NET CURRENT ASSETS		<u>474,984</u>	<u>301,003</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		696,983	530,227
CREDITORS: Amounts due in more than one year	13	-	(24,034)
NET ASSETS		<u>696,983</u>	<u>506,193</u>
FUNDS			
Unrestricted general funds	14	254,809	91,828
Designated funds	14	<u>402,674</u>	<u>379,288</u>
Total unrestricted funds		657,483	471,116
Restricted funds	15	39,500	35,077
TOTAL FUNDS		<u>696,983</u>	<u>506,193</u>

For the year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies but as this company is a charity, it is subject to audit under the Charities Act 2011.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the Trustees on 24 November 2022 and are signed on their behalf by:

Douglas Mason

Mr D Mason

Trustee

Company Registration Number: 04369554

The notes on pages 17 to 26 form part of these financial statements.

MIND IN WEST ESSEX**STATEMENT OF CASH FLOWS****YEAR ENDED 31 MARCH 2022**

	Notes	Total 2022 £	Total 2021 £
Cash flows from operating activities:			
Net cash provided by / (used in) operating activities	19	<u>189,480</u>	<u>312,602</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		203	479
Purchase of property, plant and equipment		<u>(1,688)</u>	<u>(3,510)</u>
Net cash provided by / (used in) investing activities		<u>(1,485)</u>	<u>(3,031)</u>
Cash flows from financing activities:			
Capital repayment of borrowings		(34,904)	(11,192)
Mortgage interest paid		<u>(995)</u>	<u>(1,138)</u>
Net cash provided by / (used in) investing activities		<u>(35,899)</u>	<u>(12,330)</u>
Change in cash and cash equivalents in the reporting period		152,096	297,241
Cash and cash equivalents brought forward		481,012	183,771
Cash and cash equivalents carried forward		<u><u>633,108</u></u>	<u><u>481,012</u></u>

The notes on pages 17 to 26 form part of these financial statements.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Mind In West Essex meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The financial statements are prepared in sterling, which is the functional currency of the charity, and rounded to the nearest £.

Going Concern

The trustees are of the opinion that the charity has sufficient resources to continue trading for the next 12 months from the date of signing these accounts.

Incoming Resources

Income in respect of contracts and service level agreements are accounted for on an accruals basis. All grants received have been treated as income irrespective of the source of the grant and the use to which the grant is put. Grants given specifically to fund expenditure in a future accounting period are treated as deferred income.

Resources Expended

All expenditure is accounted for on an accruals basis and includes VAT as the charity is not VAT registered. Governance costs are associated with the governance arrangements of the charity. Shared costs are apportioned between the funds based on budgeted expenditure at the start of the year.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Creditors

Trade creditors are recognised initially at the transaction price.

Fixed Assets

Capital items costing in excess of £1,000 are capitalised. Fixed assets are shown at historical cost.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset by the straight line method:

Freehold property	2% straight line
Leasehold improvements	Over the life of the lease
Computer equipment	33% straight line
Fixtures & fittings	25% straight line

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (continued)

Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

Leases

Assets held under finance leases and hire purchase contracts are capitalised in the balance sheet and depreciated over their expected useful lives. The interest element of leasing payments represents a constant proportion of the capital balance outstanding and is charged to the Statement of Financial Activities over the period of the lease.

All other leases are regarded as operating leases and the payments made under them are charged to the Statement of Financial Activities on a straight-line basis over the lease term.

Pension costs

The charity makes contributions to defined contribution schemes on behalf of eligible employees. The charge for the year represents contributions payable in the year.

2. INCOME FROM COMMUNITY SERVICES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Counselling	153,302	6,245	159,547	203,341
Training and resilience	77,880	-	77,880	86,704
Young people	586,180	-	586,180	355,315
Essex Befriends	74,847	-	74,847	71,002
Crisis Services	163,749	-	163,749	83,485
Phoenix Futures - Futures in Mind	101,658	-	101,658	99,538
Support time and recovery	152,641	-	152,641	131,820
Mental health coaches	153,761	-	153,761	88,275
Other contract and service income	212,602	113,058	325,660	74,913
	<u>1,676,620</u>	<u>119,303</u>	<u>1,795,923</u>	<u>1,194,393</u>
<i>Total 2021</i>	<i>1,152,868</i>	<i>41,525</i>	<i>1,194,393</i>	

The amount of income from community services relating to government organisations in the year totalled £1,319,796 (2021: £981,632).

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2022

3. COSTS OF CHARITABLE ACTIVITIES (BY FUND)

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Direct costs:				
Counselling	148,290	6,245	154,535	163,249
Training and resilience	86,839	8,900	95,739	38,229
Young people	447,224	-	447,224	309,459
Crisis services	110,453	-	110,453	-
Other Community services	467,551	108,059	575,610	356,643
Support costs (see note 5)	280,534	2,497	283,031	273,542
Governance costs (see note 6)	20,936	-	20,936	16,599
	<u>1,561,827</u>	<u>125,701</u>	<u>1,687,528</u>	<u>1,157,721</u>
<i>Total 2021</i>	<i>1,104,064</i>	<i>53,657</i>	<i>1,157,721</i>	

4. COSTS OF CHARITABLE ACTIVITIES (BY ACTIVITY)

	Direct costs £	Support and Governance costs £	Total 2022 £	Total 2021 £
Counselling costs	154,535	27,560	182,095	217,844
Training and resilience	95,739	17,074	112,813	51,013
Young people	447,224	136,980	584,204	412,950
Crisis services	110,453	19,698	130,151	-
Other Community services	575,610	102,655	678,265	475,914
	<u>1,383,561</u>	<u>303,967</u>	<u>1,687,528</u>	<u>1,157,721</u>
<i>Total 2021</i>	<i>867,580</i>	<i>290,141</i>	<i>1,157,721</i>	

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2022

5. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Support staff costs	92,746	-	92,746	113,111
Other staff and volunteer costs	17,623	-	17,623	6,433
Travel and subsistence	33,706	-	33,706	3,491
IT and website costs	50,231	-	50,231	56,581
Rent and service charges	16,033	-	16,033	15,545
Room hire	1,100	-	1,100	1,877
Repairs, maintenance and utilities	25,873	-	25,873	32,885
Advertising & promotion	1,909	-	1,909	2,237
Printing, postage and stationery	5,107	-	5,107	3,563
Telephone and internet	15,965	-	15,965	15,858
Bank Charges	2,992	-	2,992	2,706
Depreciation	8,912	-	8,912	8,813
Other support costs	8,337	2,497	10,834	10,442
	<u>280,534</u>	<u>2,497</u>	<u>283,031</u>	<u>273,542</u>
<i>Total 2021</i>	<i>261,023</i>	<i>12,519</i>	<i>273,542</i>	

6. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Audit fee	6,460	-	6,460	6,155
Accounts preparation, advice and other	3,314	-	3,314	2,935
Fees payable to auditor	9,774	-	9,774	9,090
Legal and professional fees	11,162	-	11,162	7,509
AGM & Trustees' expenses	-	-	-	-
	<u>20,936</u>	<u>-</u>	<u>20,936</u>	<u>16,599</u>
<i>Total 2021</i>	<i>16,599</i>	<i>-</i>	<i>16,599</i>	

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2022

7. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:	2022	2021
	£	£
Wages & salaries	1,130,577	765,106
Social security costs	82,181	44,686
Defined contribution pension costs	28,122	19,453
	<u>1,240,880</u>	<u>829,245</u>

Particulars of employees:

The average number of employees during the year (headcount) was 70 (2021: 55).

No employee received remuneration of more than £60,000 during the period.

Remuneration paid to key management personnel of the charitable company during the year totalled £63,066 (2021: £48,863).

During the year the charitable company made employer contributions of £28,118 (2021: £19,453) into defined contributions pension schemes on behalf of employees. These are recognised in the Statement of Financial Activities.

8. NET OUTGOING RESOURCES FOR THE YEAR

	2022	2021
	£	£
This is stated after charging:		
Depreciation	8,913	8,813

9. TRUSTEES' REMUNERATION

None of the Trustees were paid any remuneration by the charity during the period.

Trustees are reimbursed reasonable expenses incurred when acting on behalf of the company.

No expenses were reimbursed to Trustees during the current or prior year.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2022**

10. TANGIBLE FIXED ASSETS

	Freehold property £	Leasehold property & improvements £	Computer equipment £	Fixtures & fittings £	Total £
COST					
As at 1 April 2021	250,000	42,500	5,622	10,653	308,775
Additions	-	-	-	1,688	1,688
Disposal	-	-	-	-	-
At 31 March 2022	<u>250,000</u>	<u>42,500</u>	<u>5,622</u>	<u>12,341</u>	<u>310,463</u>
DEPRECIATION					
As at 1 April 2021	30,000	37,216	2,525	9,810	79,551
Charge for the period	5,000	2,642	829	442	8,913
Depreciation on disposals	-	-	-	-	-
At 31 March 2022	<u>35,000</u>	<u>39,858</u>	<u>3,354</u>	<u>10,252</u>	<u>88,464</u>
NET BOOK VALUE					
At 31 March 2022	<u>215,000</u>	<u>2,642</u>	<u>2,268</u>	<u>2,089</u>	<u>221,999</u>
As at 1 April 2021	<u>220,000</u>	<u>5,284</u>	<u>3,097</u>	<u>843</u>	<u>229,224</u>

11. DEBTORS

	2022 £	2021 £
Grant and contract debtors	303,206	77,733
Prepayments	31,236	3,337
Accrued income	38,184	4,020
	<u>372,626</u>	<u>85,090</u>

12. CREDITORS: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	82,227	30,501
Taxes and social security	21,204	13,047
Bank loans	-	10,871
Other creditors	96,407	71,585
Accruals	13,378	10,553
Deferred income	317,534	128,542
	<u>530,750</u>	<u>265,099</u>

Deferred income brought forward of £127,779 was released in the current year and income of £316,771 was deferred. Deferred income relates to receipts under service contracts for work not yet completed.

Bank loans above are secured by CAF Bank Ltd on the freehold property.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)**

YEAR ENDED 31 MARCH 2022

13. CREDITORS: Amounts falling due after more than one year

The following liabilities disclosed under creditors falling due after more than one year are secured by CAF Bank Ltd on the freehold property:

	2022	2021
	£	£
Bank loans	-	24,034

14. UNRESTRICTED FUNDS

Current year:

	Movement in resources:				
	Balance at 1 Apr 2021	Incoming	Outgoing	Transfers	Balance at 31 Mar 2022
	£	£	£	£	£
Designated funds					
a) Loss of major funding stream	35,000	-	-	-	35,000
b) Counselling Bursaries	5,022	9,778	(10,215)	5,000	9,585
c) UCH - Building Service Charge	14,076	21,007	(26,522)	-	8,561
d) Fixed Assets	205,190	1,688	(8,912)	24,033	221,999
e) Project & Building Development	120,000	-	(15,869)	23,398	127,529
	379,288	32,473	(61,518)	52,431	402,674
General unrestricted funds	91,828	1,721,245	(1,505,833)	(52,431)	254,809
	471,116	1,753,718	(1,567,351)	-	657,483

Prior year:

	Movement in resources:				
	Balance at 1 Apr 2020	Incoming	Outgoing	Transfers	Balance at 31 Mar 2021
	£	£	£	£	£
Designated funds					
a) Loss of major funding stream	35,000	-	-	-	35,000
b) ECF Counselling Crisis Bursary	2,461	2,561	-	-	5,022
c) UCH - Building Service Charge	2,273	23,505	(11,702)	-	14,076
d) Fixed Assets	199,377	3,510	(8,889)	11,192	205,190
e) Project & Building Development	-	-	-	120,000	120,000
	239,111	29,575	(20,591)	131,192	379,288
General unrestricted funds	58,687	1,219,417	(1,088,859)	(97,416)	91,828
	297,798	1,248,992	(1,109,450)	33,776	471,116

- This fund has been designated by the Trustees to support the charity in the event that a major source of income is lost, until an alternative source can be found.
- This fund is to provide bursaries to cover counselling clients in crisis.
- Represents service charges collected from tenants at the Uttlesford Community Hub and expenditure of running and maintaining the freehold.
- This fund represents the fixed assets of the charity less any long-term borrowings secured against them. The transfer from the fixed assets designated fund to general unrestricted funds represents the movement in the outstanding balance of the mortgage secured against the freehold land and building.
- Funds designated by the Trustees to cover project development, organisation development with a new manager post, plus building maintenance at UCH.

**MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2022**

15. RESTRICTED FUNDS

Current year:

	Movement in resources:				
	Balance at 1 Apr 2021	Incoming	Outgoing	Transfers	Balance at 31 Mar 2022
	£	£	£	£	£
a) Memorial gift	365	-	-	-	365
c) ECF: Counselling core grant	102	6,245	(6,245)	-	102
e) ECC online platform	20,000	11,999	-	-	31,999
h) SACC grant for MHFA training	8,900	-	(8,900)	-	-
i) Sun bursary for Counselling	710	-	-	-	710
k) COVID-19 relief fund	5,000	95,559	(100,559)	-	-
l) Household Fund	-	5,500	(5,500)	-	-
m) Staff Hoodies Fund	-	980	(980)	-	-
n) ECC : VCS Workforce	-	2,000	(2,000)	-	-
o) Leadership programme	-	1,517	(1,517)	-	-
p) Co-op: Community events	-	6,324	-	-	6,324
	<u>35,077</u>	<u>130,124</u>	<u>(125,701)</u>	<u>-</u>	<u>39,500</u>

Prior year:

	Movement in resources:				
	Balance at 1 Apr 2020	Incoming	Outgoing	Transfers	Balance at 31 Mar 2021
	£	£	£	£	£
a) Memorial gift	365	-	-	-	365
b) Essex Alliance	33,776	-	-	(33,776)	-
c) ECF: Counselling core grant	-	9,600	(9,498)	-	102
d) ECF Grant for IT equipment	-	2,612	(2,612)	-	-
e) ECC online platform	-	20,000	-	-	20,000
f) National lottery community fund	-	9,907	(9,907)	-	-
g) Covid-19 loneliness fund	-	15,425	(15,425)	-	-
h) SACC grant for MHFA training	-	12,500	(3,600)	-	8,900
i) Sun bursary for Counselling	-	4,000	(3,290)	-	710
j) Uttlesford citizens advice	-	4,325	(4,325)	-	-
k) COVID-19 relief fund	-	10,000	(5,000)	-	5,000
	<u>34,141</u>	<u>88,369</u>	<u>(53,657)</u>	<u>(33,776)</u>	<u>35,077</u>

- a) This represents a memorial gift from a Loughton family.
- b) This is for work we host on behalf of Essex Alliance and has now been reclassified as unrestricted following a review of the contract.
- c) A grant from the Essex Community Foundation to core fund the counselling service whilst it was remodelled.
- d) A grant from the Essex Community Foundation to core fund IT equipment.
- e) A grant from Essex County Council to support and improve the online volunteer platform.
- f) A grant from the National Lottery Community Fund for new IT equipment.
- g) A grant from MIND to support the Essex Befriends community services.

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2022

15. RESTRICTED FUNDS (continued)

- h) A grant from the Stansted Airport Chamber of Commerce for MHFA training courses.
- i) A bursary from Sun Readers for counselling services.
- j) A grant from Uttlesford Citizens Advice for improved debt support services.
- k) A grant received from Uttlesford Council to support West Essex Mind during the COVID-19 pandemic.
- l) To help vulnerable people with the soaring cost of living.
- m) Branding, organisation promotion via staff
- n) ECC Grant to deliver emotional wellbeing support to staff
- o) Funding to support Leadership training
- p) Co-op Events - for community engagement events

16. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

<i>Current year:</i>	Tangible fixed assets	Creditors due > 1 year	Other net assets	Total
	£	£	£	£
Restricted	-	-	39,500	39,500
Designated	221,999	-	180,675	402,674
Unrestricted	-	-	254,809	254,809
	<u>221,999</u>	<u>-</u>	<u>474,984</u>	<u>696,983</u>

<i>Prior year:</i>	Tangible fixed assets	Creditors due > 1 year	Other net assets	Total
	£	£	£	£
Restricted	-	-	35,077	35,077
Designated	229,224	(24,034)	174,098	379,288
Unrestricted	-	-	91,828	91,828
	<u>229,224</u>	<u>(24,034)</u>	<u>301,003</u>	<u>506,193</u>

17. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2022 the total of the charity's future minimum lease payments under non-cancellable operating leases was:

	2022	2021
	£	£
Within 1 year	16,905	15,500
Within 2 to 5 years	4,940	19,375
	<u>21,845</u>	<u>34,875</u>

MIND IN WEST ESSEX
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2022

18. RELATED PARTIES

Alison Wilson is on the Uttlesford Health and Wellbeing Group and is Co Chair of the Essex Alliance Steering Group. She is on the Uttlesford Health and Wellbeing Board, Harlow Health and Wellbeing Board, and Hertfordshire and West Essex ICS Transformation Board.

Lois Sparkes hosts the West Essex Mental Health Forum, and is on the Harlow Live Well and Work Well Board and Hertfordshire and West Essex ICS Transformation Board.

19. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASHFLOW FROM OPERATING ACTIVITIES

	Total 2022 £	Total 2021 £
Net movement in funds for the reporting period (as per the statement of financial activities)	190,790	174,254
<i>Adjustments for:</i>		
Depreciation charges	8,912	8,889
Dividends, interest and rent from investments	(203)	(479)
Add back mortgage interest payable	995	1,138
(Increase) / decrease in debtors	(287,536)	62,314
Increase / (decrease) in creditors	276,522	66,486
Net cash provided by / (used in) operating activities	189,480	312,602

20. COMPANY LIMITED BY GUARANTEE

Every member of the company undertakes to contribute to the assets of the Company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of the rights of the contributors among themselves such amount as may be required not exceeding one pound.

Accounts

COMPANY REGISTRATION NUMBER : 04369554

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR
YEAR ENDED 31 MARCH 2021**

Charity Number : 1091154

MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

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MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE
COMPANY INFORMATION
YEAR ENDED 31 MARCH 2021

Charity Number	1091154	
Company Number	04369554	
Registered Office	The Wellbeing Centre 10 - 11 Corner House Bushfair Harlow Essex CM18 6NZ	
The Trustees	Richard Crone Robin Strube Doug Mason Sylvia Hayes Alan Wellbelove Arzum Tuzci Gary Hyams David Haydon Georgina Leighton Jackie Anslow	Chairman Vice Chairman Treasurer Appointed 26 August 2021 Appointed 3 August 2021, Resigned 10 November 2021 Appointed 15 November 2021 Appointed 15 November 2021
Senior Management Team	Alison Wilson Kelly Dorrington Lois Sparkes Louisa Fry-Jones Mike Ellen Sarah Huggett Natasha Pearson Emma Wardall Tony Pearson	Chief Executive Resources Manager Training Manager Trailblazer Manager CYP Manager Digital Manager Community Services Manager Alliance and Academy Manager Sanctuary Manager
Auditor	Edmund Carr LLP 146 New London Road Chelmsford Essex, CM2 0AW	
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Mailing Kent, ME19 4JQ	
Solicitors	Tees Law 42 High Street Great Dunmow Essex, CM6 1AH	

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2021**

OBJECTIVES AND ACTIVITIES

Our charity's purposes, as set out in the objects contained in the company's memorandum of association, are to:

- Promote the preservation of good mental health in particular enabling and empowering people experiencing ill mental health to live with, manage and recover from their condition;
- Raise awareness of issues related to mental health, to promote understanding and to challenge stigma and discrimination; and
- Operate primarily in the region of West Essex, but also in other areas of the UK

Our **Vision** is for West Essex to be a place where people talk openly and positively about mental health, and where everyone gets the support and respect needed to live well.

Our **Mission** is to:

- Understand how we can best support people's mental health and wellbeing by, engaging, listening, and being open to all feedback.
- Provide activities, services, support and information that reflect people's needs.
- Be immersed in people, communities, and organisations of West Essex and play our part in shaping a place that values everyone's contributions and eliminates stigma and discrimination.
- Reduce mental distress and suicide.

Ensuring that our work delivers our aims

We review our aims, objectives and activities in a structured way which involves all the trustees, staff, service users and stake holders. The review helps us to ensure our aims, objectives and activities remain focused on our stated purpose.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning future activity. In particular the trustees consider how planned activities contribute to the aims and objectives they have set.

The focus of our work

Our main objectives for the year continued to be the support of people of West Essex who are affected by mental ill health. Alongside this is the objective to promote emotional wellbeing. During this year we had the additional focus of supporting people who were affected by the pandemic as best we could.

Our services develop over time according to the needs of our community, the funding available through our partner agencies and funders, and our ability to deliver services. We engage with the community to understand their situation and offer support wherever we can.

All of our staff and volunteers continue to provide a committed and professional service to everyone in West Essex. We ensure they are trained and supported to deliver a high quality service to all service users.

Our main activities and who we help are described below. Our activities fall into three main areas which all focus on either the support of people affected by mental ill health or on building emotional resilience and are undertaken to further our charitable purposes for public benefit.

Community Services

Our community services, broadly speaking, work with people within their local community to address practical issues that are, for that person, a barrier to good mental health. The specific services that we currently run in this area of our work are:

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

Support Time and Recovery: This service is one we are sub contracted to deliver as part of a larger NHS IAPT contract. The aim of the service is to help people to access their talking therapy treatment by working with them to remove practical barriers. For example gaining or remaining in employment and support them towards achieving better mental health and wellbeing.

Futures in Mind: This service we deliver is part of an Essex wide partnership. The focus of the service is around peer support, mentoring and befriending. A significant element of this service is that it is co-designed with service users.

Essex Befriends (used to be known as Reducing Loneliness Befriending service): The focus of the service is to recruit and train Befrienders to work alongside people in our local community who are isolated and lonely and in doing so improve their mental health and quality of life.

Parent to Parent: This is a new project targeted towards parents. It enables peer support between parents through training, parent buddies and online Parent Pods.

Wellbeing Assistants: This is a fee paying service, to provide practical and emotional support to individuals to improve wellbeing.

Counselling Services: The West Essex Mind Counselling service provides a comprehensive range of counselling interventions. It has an emphasis on helping people access the right counselling for them, with the right counsellor at the right time and in the right place. Our service provides counselling through the following routes:

Fee paying service: It is an unfortunate fact that not everyone who would benefit from counselling is able to access it free of charge. In response to this gap we provide a cost effective option. People accessing the service can be confident that they will be helped to access the right kind of intervention for them and that the service they receive will be reviewed by our clinical team to make sure it continues to be the right service for them. Feedback on this service is excellent.

Sub contracted counselling services: We also provide a small amount of counselling for organisations that choose to commission counselling from us. During this year we provided counselling on this basis as part of the West Essex IAPT service and for staff of a small Essex wide charity. We aim to expand this area of our work and provide counselling for other organisations.

Training and Resilience work: This aspect is crucial to our work around reducing stigma and creating awareness and more resilient communities. Our team of Mental Health First Aid trainers continues to deliver this excellent training both to local organisations and individuals, but also in partnership with national Mind and Provide. The team also develops bespoke training if required and have undertaken some work delivering awareness and resilience work to schools and other community groups. This is also an area that we plan to develop.

Time to change: This is a campaign that remains close to our mission and that works to support both members of the public who want to share their own stories and employers who want to work towards reducing the stigma around mental health in their own workplaces. During this period we became a Time to Change Hub.

Harlow MHST: (previously known as Trailblazer team) This service is to support children and young people through schools and college. It's part of a national programme and is based on a whole school approach.

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

Academy Online Training Platform: We have been developing free and paid for training courses for internal use and also for the general public.

Care Navigation +: Mind in West Essex are leading a pilot project which delivers emotional support to residents of Essex, through a collaboration between all 5 local Minds in Essex via The Essex Wellbeing Service. The emotional support can range from online academy courses to counselling.

Mental Health Coaches: The Mental Health Coaches are part of the new Primary Care Networks that are being setup. Coaches support patients, as part of a multi-disciplinary team through their mental health journey in order to ensure it is as person centred, streamlined and seamless as possible. This is currently running as a pilot in South Uttlesford, Harlow South and Epping Forest North.

Outreach Worker: During this year we delivered an outreach service as part of the winter pressures funding stream. We delivered this on behalf of and alongside EPUT and workers were supporting people in the community who have long term mental health needs and are under the care of the secondary mental health services.

Sanctuary: This is part of the crisis transformation work and is to provide an out of hours support to those who call NHS 111 option 2 for mental health support but who do not need hospital admission. Clients can either visit the centre at Bush Fair or receive support via zoom or over the phone.

How our activities deliver public benefit

Our main activities and who we help are described above. All of our activities focus on either the support of people affected by mental ill health or on building emotional resilience and are undertaken to further our charitable purposes for the public benefit. We are particularly committed to working to ensure that all of our services are focused as much as possible on the needs of the individual as we recognise that, just as everyone's needs are different, everyone's journey to recovery will also be different.

The Trustees have referred to the Charity Commission's guidance on public benefit. It is taken into account when undertaking decisions and we have not varied from the guidance during the past year.

ACHIEVEMENTS AND PERFORMANCE

During this period we delivered 30 accredited Mental Health First Aid England training courses and 23 other training courses. The total number of people we provided training for was 741. This means that 741 people were better informed to look after their own mental health and support those around them to look after theirs. The reach of this training in our local communities will have in turn impacted on many more people. Including, but not limited to participants' children, workers, customers, colleagues and young people's peers. This in turn will have led to improved mental health awareness.

Within our Community Services, during the reporting period we received the following numbers of referrals:

- STaR Service: 200 new referrals
- Befriending Service: 220 Befrienders working with 346 individuals
- Futures in Mind : 65 new referrals received for West Essex and 88 For South Essex
- Clients with a regular Wellbeing Assistant: 9 receiving 1269.5 hours of support
- Sanctuary Team supported 100 clients
- Mental Health Coaches worked with 204 clients

MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2021

This means that 798 people within West Essex have accessed our support in the their local community and, as a result, have been able to live a better quality of life.

During the reporting period, we had 167 volunteers working within our services, whose work will have the potential to improve the quality of life of both the volunteer and the people they are working with. Volunteering within these services is building up social capital and emotional resilience within our local communities.

During the reporting period approximately 2,763 therapy sessions were delivered to the 456 people who began a course of counselling via our fee paying counselling service and approximately 1,776 sessions of therapy were delivered to the 296 people who were referred to us via the service we provide on behalf of the NHS. This means that altogether 752 people had the opportunity, via Talking Therapies, to learn new ways of thinking about their life and new strategies for coping with the issues that were causing them emotional difficulty.

We have used our growing social media presence to send out information about events and also more general emotional wellbeing information.

Our Twitter impressions have now reached 70,006; this is the number of our tweets that have been delivered to a twitter accounts timeline.

Our Facebook reach is 65,335. This is the number of unique people who saw our content and who therefore have read or who have access to our information.

We also had 18,697 unique hits on our website during this period

FINANCIAL REVIEW

After a number of years where the majority of our income was derived from one single contract, our strategy in recent years has been to diversify our income streams to minimise the risks of one strand not continuing. This has been successful, and the list of activities detailed earlier demonstrates the breadth of our services. The result of the COVID 19 pandemic has enhanced our performance, as it has pushed us to work in a more efficient and effective way.

National Mind use us as a provider of mental health training throughout the country, this has been a key factor in improving our financial position

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so that there are few funds for long term investment. Our Financial Policy sets out how we should apportion our funds to the various banks that we use.

We own the building from which we operate our counselling service and derive an income from letting rooms to other charities and organisations.

Risk Management

The trustees regularly reviews the major risks to which the charity is exposed. The risk register is updated as new risk is identified and is revisited at least annually. Where it is appropriate, systems or procedures have been established to mitigate the risks that the charity faces.

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

When external risks to funding are identified by the Trustee the strategic plan is modified and enhanced to mitigate and manage these risks; they are covered financially within the reserves. Internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the various places of service provision. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Principal Funding Sources

The principal income streams for the charity are from training, private counselling and contract income from the Essex County Council, West Essex CCG and Hertfordshire Partnership Foundation Trust.

All these contracts support the key objectives of the charity as they provide mental health services and support to the local community.

Pension Scheme

Our employees are all enrolled in an approved defined contribution pension scheme.

Reserves Policy

The Finance Sub Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the funds not committed should be sufficient to maintain our premises and equipment rentals for three months and to provide redundancy payments for the associated staff. The current reserves level is set at £75,000 which could be funded from our Designated Funds if necessary. The free unrestricted reserves at the year end amounted to £91,828 (see note 14).

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

PLANS FOR FUTURE PERIODS

At the time of signing the accounts the trustees are confident about the charity's ability to continue as a going concern over the coming year and into the future. Our main focus continues to be on diversifying income streams and delivering successfully on the contracts we currently have in place.

The Covid-19 pandemic has already brought about major change to the organisation, with the majority of staff no longer working from our office bases. At the time of writing we simply do not know how much it will affect us in the long-term. The majority of our contracts continue to operate, but we have seen significant reductions in training and counselling income.

Over the coming year we will continue to focus on developing our training and counselling services, including development of an online training platform. We will have a focus on community fundraising in order to increase community engagement and increase our unrestricted income. There are plans in place to be expanding the Mental Health Coach Team in the coming financial year.

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee under company registration number 4369554, incorporated on the 7th February 2002 and registered as a charity on the 15th March 2002 under charity registration number 1091154.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its Articles of Association. The objects of the charity were updated in November 2021 and the charity's name changed from 'West Essex Mind' to 'Mind in West Essex'. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of new trustees

West Essex Mind ensures that people who use, or have used, mental health services are given the opportunity to actively participate as Trustees of the Executive Board, and we encourage them to take part in the governance and the decision-making of the organisation.

The Trustees continually review their capabilities and set them against the strategic plan of the organisation. In this way we can determine the profile of new Trustees that are required to serve the Company best.

We promote the opportunity to join the board of trustees through the Mind in West Essex website and welcome applications from people who are passionate about our mission, vision and values.

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)**

YEAR ENDED 31 MARCH 2021

Trustee Induction and Training

Prospective trustees receive a copy of our brochure 'Introduction to Trusteeship' which sets out all the obligations and requirements of being a trustee. Prospective trustees are interviewed by two current trustees and, if their capabilities match our criteria, are invited to attend a trustee meeting where they meet the current trustees, who then take a vote on the candidate after the meeting.

The candidate will then be asked to confirm their willingness to act as a trustee and Director and a DBS check will be taken up. After receipt of a suitable DBS check, details of the new trustee will be entered into the company records at Companies House and the Charity Commission.

Trustee induction is undertaken via the trustee training module on our new online training platform.

Organisational Structure

The Executive Board is the governing body of the Company and is supported by sub committees as deemed necessary by the Executive Board. At the time of this annual report there is a Finance sub Committee and a Human Resources sub Committee.

The Executive Board shall have not less than six Trustees and not more than eighteen who are responsible for all decisions and actions of the Company:-

The Executive Board may delegate any of its powers to Sub-Committees consisting of such members of their body and other persons as they think fit; any Sub-Committee shall be made up in such a way that members of the Executive Board shall be in the majority.

The various sub committees are required to develop strategies within their field of operation, resolve concerns arising, and undertake specific pieces of work. When they have completed a piece of work they recommend it to the Board for review and approval.

Remuneration levels of key management personnel are set by the Trustees. We are moving toward aligning our pay scales with other local minds using NHS Agenda for Change pay bands as a benchmark.

Related parties

West Essex Mind is affiliated to the national mental health charity, Mind. We have signed up to a partnership agreement that outlines the expectations of both parties. This agreement guides us on issues such as area of benefit and our relationship with other Local Mind Associations as well as issues such as use of the Mind brand.

Fundraising Standard Information

The charity does not carry out significant fundraising activities to raise funds from members of the public. No professional fundraisers are used by the charity and no complaints have been received by the charity in respect of fundraising activities.

Trustees' responsibilities statement

The trustees (who are also directors of West Essex Mind for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

Approved by the Trustees on 16 December 2021 and signed on their behalf by:

Richard Crone

R Crone
Chairman

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WEST ESSEX MIND
YEAR ENDED 31 MARCH 2021**

Opinion

We have audited the financial statements of Mind In West Essex (the 'charitable company') for the year ended 31 March 2021, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law United Kingdom Accounting Standards, including Financial Reporting Standard 102, *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue. Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other Information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the trustees' annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WEST ESSEX MIND
YEAR ENDED 31 MARCH 2021**

Other Matter

The financial statements of the charitable company for the year ended 31 March 2020 were unaudited as the gross income of the charitable company for that year was below the audit threshold.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' Annual Report; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on pages 8 and 9), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under 154 of that Act. Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows;

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations.
- We identified the laws and regulations applicable to the company through discussions with directors and other management, and from our commercial knowledge and experience of the charity sector.
- We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations for the company, including the Companies Act 2006, tax legislation and employment legislation.
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management.

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WEST ESSEX MIND
YEAR ENDED 31 MARCH 2021**

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur by;

- Making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud.
- Considering the internal controls in place to mitigate the risks of fraud and non-compliance with laws and regulations.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- Agreeing financial statement disclosures to underlying supporting documentation.
- Reading the minutes of meetings of those charged with governance.
- Enquiring of management as to actual and potential litigation and claims.

To address the risk of fraud through management bias and override of controls, we;

- Performed analytical procedures to identify any unusual or unexpected relationships.
- Tested journal entries to identify unusual transactions.
- Investigated the rationale behind significant or unusual transactions.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WEST ESSEX MIND
YEAR ENDED 31 MARCH 2021**

- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Edmund Carr LLP

Edmund Carr LLP
Statutory Auditor

146 New London Road
Chelmsford
Essex
CM2 0AW

16 December 2021

Edmund Carr LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOME FROM					
Donations and Legacies					
- Donations		29,100	-	29,100	31,159
- Grants receivable		-	46,844	46,844	12,000
Other trading activities					
- Fundraising		6,565	-	6,565	19,363
Charitable activities					
- Community Services	2	1,152,868	41,525	1,194,393	853,730
- Rents receivable		54,791	-	54,791	63,919
Investments: bank interest		479	-	479	564
Other		5,189	-	5,189	9,482
TOTAL INCOME		1,248,992	88,369	1,337,361	990,217
EXPENDITURE ON					
Raising funds		5,386	-	5,386	6,864
Charitable activities	3	1,104,064	53,657	1,157,721	888,757
TOTAL EXPENDITURE		1,109,450	53,657	1,163,107	895,621
NET INCOME/(EXPENDITURE)		139,542	34,712	174,254	94,596
Transfers between funds		33,776	(33,776)	-	-
NET MOVEMENT IN FUNDS		173,318	936	174,254	94,596
RECONCILIATION OF FUNDS:					
Balances brought forward		297,798	34,141	331,939	237,343
Balances carried forward		471,116	35,077	506,193	331,939

The charity has no recognised gains or losses other than the results for the period as set out above.

The notes on pages 17 to 26 form part of these financial statements.

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
AS AT 31 MARCH 2021**

		2021		2020	
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	10		229,224		234,604
CURRENT ASSETS					
Debtors	11	85,090		147,404	
Cash at bank		<u>481,012</u>		<u>183,771</u>	
		566,102		331,175	
CREDITORS: Amounts falling due within one year	12	<u>(265,099)</u>		<u>(198,613)</u>	
NET CURRENT ASSETS			<u>301,003</u>		<u>132,562</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			530,227		367,166
CREDITORS: Amounts due in more than one year	13		(24,034)		(35,227)
NET ASSETS			<u>506,193</u>		<u>331,939</u>
FUNDS					
Unrestricted general funds	14	91,828		58,687	
Designated funds	14	<u>379,288</u>		<u>239,111</u>	
Total unrestricted funds			471,116		297,798
Restricted funds	15		35,077		34,141
TOTAL FUNDS			<u>506,193</u>		<u>331,939</u>

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies but as this company is a charity, it is subject to audit under the Charities Act 2011.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the Trustees on 16 December 2021 and are signed on their behalf by:

Douglas Mason

Mr D Mason

Trustee

Company Registration Number: 04369554

The notes on pages 17 to 26 form part of these financial statements.

MIND IN WEST ESSEX (formerly WEST ESSEX MIND)**STATEMENT OF CASH FLOWS****YEAR ENDED 31 MARCH 2021**

	Notes	Total 2021 £	Total 2020 £
Cash flows from operating activities:			
Net cash provided by / (used in) operating activities	19	<u>312,602</u>	<u>110,263</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		479	564
Purchase of property, plant and equipment		<u>(3,510)</u>	<u>(1,350)</u>
Net cash provided by / (used in) investing activities		<u>(3,031)</u>	<u>(786)</u>
Cash flows from financing activities:			
Capital repayment of borrowings		(11,192)	(10,233)
Mortgage interest paid		<u>(1,138)</u>	<u>(2,234)</u>
Net cash provided by / (used in) investing activities		<u>(12,330)</u>	<u>(12,467)</u>
Change in cash and cash equivalents in the reporting period		297,241	97,010
Cash and cash equivalents brought forward		183,771	86,761
Cash and cash equivalents carried forward		<u><u>481,012</u></u>	<u><u>183,771</u></u>

The notes on pages 17 to 26 form part of these financial statements.

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Mind In West Essex meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The financial statements are prepared in sterling, which is the functional currency of the charity, and rounded to the nearest £.

Going Concern

The Trustees have considered the impact of the Covid-19 pandemic in their assessment of the charity's ability to prepare accounts as a going concern. Because of the uncertainties surrounding the effects of the economic slowdown it is difficult to predict the impact on the charity and its funders, but having taken all the factors into account, the trustees are of the opinion that the charity has sufficient resources to continue trading for the next 12 months from the date of signing these accounts.

Incoming Resources

Income in respect of contracts and service level agreements are accounted for on an accruals basis. All grants received have been treated as income irrespective of the source of the grant and the use to which the grant is put. Grants given specifically to fund expenditure in a future accounting period are treated as deferred income.

Resources Expended

All expenditure is accounted for on an accruals basis and includes VAT as the charity is not VAT registered. Governance costs are associated with the governance arrangements of the charity. Shared costs are apportioned between the funds based on budgeted expenditure at the start of the year.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Creditors

Trade creditors are recognised initially at the transaction price.

Fixed Assets

Capital items costing in excess of £1,000 are capitalised. Fixed assets are shown at historical cost.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset by the straight line method:

Leasehold improvements	Over the life of the lease
Computer equipment	33% straight line
Fixtures & fittings	25% straight line

MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES (continued)

Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

Leases

Assets held under finance leases and hire purchase contracts are capitalised in the balance sheet and depreciated over their expected useful lives. The interest element of leasing payments represents a constant proportion of the capital balance outstanding and is charged to the Statement of Financial Activities over the period of the lease.

All other leases are regarded as operating leases and the payments made under them are charged to the Statement of Financial Activities on a straight-line basis over the lease term.

Pension costs

The charity makes contributions to defined contribution schemes on behalf of eligible employees. The charge for the year represents contributions payable in the year.

2. INCOME FROM COMMUNITY SERVICES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Counselling	189,741	13,600	203,341	184,296
Training	74,204	12,500	86,704	90,010
Young people (Trailblazer)	355,315	-	355,315	178,059
Essex Befriends	55,577	15,425	71,002	49,318
Sanctuary	83,485	-	83,485	58,482
Phoenix Futures - Futures in Mind	99,538	-	99,538	93,473
Support time and recovery	131,820	-	131,820	130,000
Mental health coaches	88,275	-	88,275	-
Other contract and service income	74,913	-	74,913	70,092
	<u>1,152,868</u>	<u>41,525</u>	<u>1,194,393</u>	<u>853,730</u>
<i>Total 2020</i>	<i>828,567</i>	<i>25,163</i>	<i>853,730</i>	

The amount of income from community services relating to government organisations in the year totalled £981,632 (2020: £638,997).

MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
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NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2021

3. COSTS OF CHARITABLE ACTIVITIES (BY FUND)

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Counselling	150,461	12,788	163,249	221,480
Training and resilience	34,629	3,600	38,229	52,134
Young people (Trailblazer)	309,459	-	309,459	133,373
Other Community services	331,893	24,750	356,643	222,536
Support costs (see note 5)	261,023	12,519	273,542	251,025
Governance costs (see note 6)	16,599	-	16,599	8,209
	<u>1,104,064</u>	<u>53,657</u>	<u>1,157,721</u>	<u>888,757</u>

Total 2020 876,424 12,333 888,757

4. COSTS OF CHARITABLE ACTIVITIES (BY ACTIVITY)

	Direct costs	Support and Governance costs	Total 2021	Total 2020
	£	£	£	£
Counselling costs	163,249	54,595	217,844	312,685
Training and resilience	38,229	12,785	51,013	73,603
Young people (Trailblazer)	309,459	103,491	412,950	188,295
Other Community services	356,643	119,270	475,913	314,174
	<u>867,580</u>	<u>290,141</u>	<u>1,157,721</u>	<u>888,757</u>

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2021

5. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Support staff costs	113,111	-	113,111	93,288
Other staff and volunteer costs	6,433	-	6,433	5,772
Travel and subsistence	3,491	-	3,491	16,864
IT and website costs	44,062	12,519	56,581	42,328
Rent and service charges	15,545	-	15,545	16,141
Room hire	1,877	-	1,877	9,856
Repairs, maintenance and utilities	32,885	-	32,885	34,302
Advertising & promotion	2,237	-	2,237	1,295
Printing, postage and stationery	3,563	-	3,563	3,244
Telephone and internet	15,858	-	15,858	6,963
Bank Charges	2,706	-	2,706	3,527
Depreciation	8,813	-	8,813	8,335
Other support costs	10,442	-	10,442	9,110
	<u>261,023</u>	<u>12,519</u>	<u>273,542</u>	<u>251,025</u>
<i>Total 2020</i>	250,692	333	251,025	

6. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Audit /independent examination fee	6,155	-	6,155	1,165
Accounts preparation, advice and other	2,935	-	2,935	2,795
Fees payable to auditor/independent examiner	9,090	-	9,090	3,960
Legal and professional fees	7,509	-	7,509	4,205
AGM & Trustees' expenses	-	-	-	44
	<u>16,599</u>	<u>-</u>	<u>16,599</u>	<u>8,209</u>
<i>Total 2020</i>	8,209	-	8,209	

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2021

7. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:	2021	2020
	£	£
Wages & salaries	765,106	580,563
Social security costs	44,686	29,843
Defined contribution pension costs	19,453	13,354
	<u>829,245</u>	<u>623,760</u>

Particulars of employees:

The average number of employees during the year (headcount) was 55 (2020: 47).

No employee received remuneration of more than £60,000 during the period.

Remuneration paid to key management personnel of the charitable company during the year totalled £48,863 (2020: £47,619).

During the year the charitable company made employer contributions of £19,453 (2020: £13,354) into defined contributions pension schemes on behalf of employees. These are recognised in the Statement of Financial Activities.

8. NET OUTGOING RESOURCES FOR THE YEAR

	2021	2020
This is stated after charging:	£	£
Depreciation	8,813	8,335

9. TRUSTEES' REMUNERATION

None of the Trustees were paid any remuneration by the charity during the period.

Trustees are reimbursed reasonable expenses incurred when acting on behalf of the company.

No expenses were reimbursed to Trustees during the current or prior year.

MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2021

10. TANGIBLE FIXED ASSETS

	Freehold property £	Leasehold property & improvements £	Computer equipment £	Fixtures & fittings £	Total £
COST					
As at 1 April 2020	250,000	42,500	8,412	15,351	316,263
Additions	-	-	3,510	-	3,510
Disposal	-	-	(6,300)	(4,698)	(10,998)
At 31 March 2021	250,000	42,500	5,622	10,653	308,775
DEPRECIATION					
As at 1 April 2020	25,000	34,352	8,337	13,970	81,659
Charge for the period	5,000	2,863	488	462	8,813
Depreciation on disposals	-	-	(6,300)	(4,622)	(10,922)
At 31 March 2021	30,000	37,216	2,525	9,810	79,551
NET BOOK VALUE					
At 31 March 2021	220,000	5,284	3,097	843	229,224
As at 1 April 2020	225,000	8,148	75	1,381	234,604

11. DEBTORS

	2021 £	2020 £
Grant and contract debtors	77,733	143,570
Prepayments	3,337	3,834
Accrued income	4,020	-
	85,090	147,404

12. CREDITORS: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	30,501	9,289
Taxes and social security	13,047	7,839
Bank loans	10,871	10,472
Other creditors	71,585	60,724
Accruals	10,553	3,960
Deferred income	128,542	106,329
	265,099	198,613

Deferred income brought forward of £49,590 was released in the current year and income of £71,803 was deferred. Deferred income relates to receipts under service contracts for work not yet completed.

Bank loans above are secured by CAF Bank Ltd on the freehold.

MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
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NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2021

13. CREDITORS: Amounts falling due after more than one year

The following liabilities disclosed under creditors falling due after more than one year are secured by CAF Bank Ltd on the freehold property:

	2021	2020
	£	£
Bank loans	<u>24,034</u>	<u>35,227</u>

14. UNRESTRICTED FUNDS

Current year:

	Movement in resources:			
	Balance at	Incoming	Outgoing	Balance at
	1 Apr 2020			31 Mar 2021
	£	£	£	£
Designated funds				
a) Loss of major funding stream	35,000	-	-	35,000
b) Suicide prevention bursary fund	2,461	2,561	-	5,022
c) UCH - Building Service Charge	2,273	23,505	(11,702)	14,076
d) Fixed Assets	199,377	3,510	(8,889)	205,190
e) Project & Building Development	-	-	-	120,000
	<u>239,111</u>	<u>29,575</u>	<u>(20,591)</u>	<u>379,288</u>
General unrestricted funds	58,687	1,219,417	(1,088,859)	91,828
	<u>297,798</u>	<u>1,248,992</u>	<u>(1,109,450)</u>	<u>471,116</u>

Prior year:

	Movement in resources:			
	Balance at	Incoming	Outgoing	Balance at
	1 Apr 2019			31 Mar 2020
	£	£	£	£
Designated funds				
a) Loss of major funding stream	35,000	-	-	35,000
b) Suicide prevention bursary fund	2,461	-	-	2,461
c) UCH - Building Service Charge	4,190	28,083	(30,000)	2,273
d) Fixed Assets	186,047	-	(8,335)	199,377
	<u>227,698</u>	<u>28,083</u>	<u>(38,335)</u>	<u>239,111</u>
General unrestricted funds	334	924,971	(844,953)	58,687
	<u>228,032</u>	<u>953,054</u>	<u>(883,288)</u>	<u>297,798</u>

- This fund has been designated by the Trustees to support the charity in the event that a major source of income is lost, until an alternative source can be found.
- Raised by fundraisers for Suicide Prevention bursaries.
- Represents service charges collected from tenants at the Uttlesford Community Hub and expenditure of running and maintaining the freehold.
- This fund represents the fixed assets of the charity less any long-term borrowings secured against them. The transfer from the fixed assets designated fund to general unrestricted funds represents the movement in the outstanding balance of the mortgage secured against the freehold land and building.
- Spending for financial year ending 31 March 2022 agreed by the Trustees, to include project development with a new manager post, plus building maintenance at UCH.

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2021

15. RESTRICTED FUNDS

Current year:

	Movement in resources:				
	Balance at 1 Apr 2020	Incoming	Outgoing	Transfers	Balance at 31 Mar 2021
	£	£	£	£	£
a) Memorial gift	365	-	-	-	365
b) Essex Alliance	33,776	-	-	(33,776)	-
c) ECF: Counselling core grant	-	9,600	(9,498)	-	102
d) ECF Grant for IT equipment	-	2,612	(2,612)	-	-
e) ECC online platform	-	20,000	-	-	20,000
f) National lottery community fund	-	9,907	(9,907)	-	-
g) Covid-19 loneliness fund	-	15,425	(15,425)	-	-
h) SACC grant for MHFA training	-	12,500	(3,600)	-	8,900
i) Sun bursary for Counselling	-	4,000	(3,290)	-	710
j) Uttlesford citizens advice	-	4,325	(4,325)	-	-
k) COVID-19 relief fund	-	10,000	(5,000)	-	5,000
	<u>34,141</u>	<u>88,369</u>	<u>(53,657)</u>	<u>(33,776)</u>	<u>35,077</u>

Prior year:

	Movement in resources:				
	Balance at 1 Apr 2019	Incoming	Outgoing	Transfers	Balance at 31 Mar 2020
	£	£	£	£	£
a) Memorial gift	365	-	-	-	365
b) Essex Alliance	8,946	25,163	(333)	-	33,776
c) ECF: Counselling core grant	-	12,000	(12,000)	-	-
	<u>9,311</u>	<u>37,163</u>	<u>(12,333)</u>	<u>-</u>	<u>34,141</u>

- a) This represents a memorial gift from a Loughton family.
- b) This is for work we host on behalf of Essex Alliance and has now been reclassified as unrestricted following a review of the contract.
- c) A grant from the Essex Community Foundation to core fund the counselling service whilst it was remodelled.
- d) A grant from the Essex Community Foundation to core fund IT equipment.
- e) A grant from Essex County Council to support and improve the online volunteer platform.
- f) A grant from the National Lottery Community Fund for new IT equipment.
- g) A grant from MIND to support the Essex Befriends community services.
- h) A grant from the Stansted Airport Chamber of Commerce for MHFA training courses.
- i) A bursary from Sun Readers for counselling services.
- j) A grant from Uttlesford Citizens Advice for improved debt support services.
- k) A grant received from Uttlesford Council to support West Essex Mind during the COVID-19 pandemic.

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2021

16. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

<i>Current year:</i>	Tangible fixed assets	Creditors due > 1 year	Other net assets	Total
	£	£	£	£
Restricted	-	-	35,077	35,077
Designated	229,224	(24,034)	174,098	379,288
Unrestricted	-	-	91,828	91,828
	<u>229,224</u>	<u>(24,034)</u>	<u>301,003</u>	<u>506,193</u>

<i>Prior year:</i>	Tangible fixed assets	Creditors due > 1 year	Other net assets	Total
	£	£	£	£
Restricted	-	-	34,141	34,141
Designated	234,604	(35,227)	39,734	239,111
Unrestricted	-	-	58,687	58,687
	<u>234,604</u>	<u>(35,227)</u>	<u>132,562</u>	<u>331,939</u>

17. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2021 the total of the charity's future minimum lease payments under non-cancellable operating leases was:

	2021	2020
	£	£
Within 1 year	15,500	15,500
Within 2 to 5 years	19,375	34,875
	<u>34,875</u>	<u>50,375</u>

18. RELATED PARTIES

Alison Wilson is on the Uttlesford Health and Wellbeing Group and is Co Chair of the Essex Alliance Steering Group. She is on the Uttlesford Health and Wellbeing Board, Harlow Health and Wellbeing Board, and Hertfordshire and West Essex ICS Transformation Board.

Lois Sparkes hosts the West Essex Mental Health Forum, and is on the Harlow Live Well and Work Well Board and Hertfordshire and West Essex ICS Transformation Board.

Following a bidding process in line with point 13.1 of the Finance Regulation and Governance Policy the Trustees authorised payments totalling £5,520 in the year in respect of building services provided by the civil partner of the CEO (Charleston's Building & Home Improvements).

**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2021

**19 RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASHFLOW FROM
OPERATING ACTIVITIES**

	Total 2021 £	Total 2020 £
Net movement in funds for the reporting period (as per the statement of financial activities)	174,254	94,596
<i>Adjustments for:</i>		
Depreciation charges	8,889	8,335
Dividends, interest and rent from investments	(479)	(564)
Add back mortgage interest payable	1,138	2,234
(Increase) / decrease in debtors	62,314	(45,456)
Increase / (decrease) in creditors	66,486	51,118
Net cash provided by / (used in) operating activities	312,602	110,263

20. COMPANY LIMITED BY GUARANTEE

Every member of the company undertakes to contribute to the assets of the Company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of the rights of the contributors among themselves such amount as may be required not exceeding one pound.