

**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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**COMPANY LIMITED BY GUARANTEE**  
**COMPANY INFORMATION**  
**YEAR ENDED 31 MARCH 2021**

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<b>Charity Number</b>	1091154	
<b>Company Number</b>	04369554	
<b>Registered Office</b>	The Wellbeing Centre 10 - 11 Corner House Bushfair Harlow Essex CM18 6NZ	
<b>The Trustees</b>	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
<b>Senior Management Team</b>	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
<b>Auditor</b>	Edmund Carr LLP 146 New London Road Chelmsford Essex, CM2 0AW	
<b>Bankers</b>	CAF Bank 25 Kings Hill Avenue Kings Hill West Mailing Kent, ME19 4JQ	
<b>Solicitors</b>	Tees Law 42 High Street Great Dunmow Essex, CM6 1AH	

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COMPANY LIMITED BY GUARANTEE**

**TRUSTEES' ANNUAL REPORT  
YEAR ENDED 31 MARCH 2021**

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**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:

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**TRUSTEES' ANNUAL REPORT (continued)**

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**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.

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**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

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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.

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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).



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**TRUSTEES' ANNUAL REPORT (continued)**

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**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 7<sup>th</sup> February 2002 and registered as a charity on the 15<sup>th</sup> 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.

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**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.

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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**

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**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WEST ESSEX MIND  
YEAR ENDED 31 MARCH 2021**

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**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.

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**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WEST ESSEX MIND  
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**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.

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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.

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- 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**

	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
<b>INCOME FROM</b>					
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	<b>2</b>	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
<b>TOTAL INCOME</b>		<b>1,248,992</b>	<b>88,369</b>	<b>1,337,361</b>	<b>990,217</b>
<b>EXPENDITURE ON</b>					
Raising funds		5,386	-	5,386	6,864
Charitable activities	<b>3</b>	1,104,064	53,657	1,157,721	888,757
<b>TOTAL EXPENDITURE</b>		<b>1,109,450</b>	<b>53,657</b>	<b>1,163,107</b>	<b>895,621</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>139,542</b>	<b>34,712</b>	<b>174,254</b>	<b>94,596</b>
Transfers between funds		33,776	(33,776)	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>173,318</b>	<b>936</b>	<b>174,254</b>	<b>94,596</b>
<b>RECONCILIATION OF FUNDS:</b>					
Balances brought forward		297,798	34,141	331,939	237,343
<b>Balances carried forward</b>		<b>471,116</b>	<b>35,077</b>	<b>506,193</b>	<b>331,939</b>

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	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	10		229,224		234,604
<b>CURRENT ASSETS</b>					
Debtors	11	85,090		147,404	
Cash at bank		<u>481,012</u>		<u>183,771</u>	
		566,102		331,175	
<b>CREDITORS: Amounts falling due within one year</b>	12	<u>(265,099)</u>		<u>(198,613)</u>	
<b>NET CURRENT ASSETS</b>			<u>301,003</u>		<u>132,562</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			530,227		367,166
<b>CREDITORS: Amounts due in more than one year</b>	13		(24,034)		(35,227)
<b>NET ASSETS</b>			<u>506,193</u>		<u>331,939</u>
<b>FUNDS</b>					
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
<b>TOTAL FUNDS</b>			<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**

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	Notes	Total 2021 £	Total 2020 £
<b>Cash flows from operating activities:</b>			
Net cash provided by / (used in) operating activities	19	<u>312,602</u>	<u>110,263</u>
<b>Cash flows from investing activities:</b>			
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>
<b>Cash flows from financing activities:</b>			
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**

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**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**

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**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**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
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).

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**MIND IN WEST ESSEX (formerly WEST ESSEX MIND)**  
**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**YEAR ENDED 31 MARCH 2021**

**3. COSTS OF CHARITABLE ACTIVITIES (BY FUND)**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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)**

	<b>Direct costs</b>	<b>Support and Governance costs</b>	<b>Total 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
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**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
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**

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**7. STAFF COSTS AND EMOLUMENTS**

<b>Total staff costs were as follows:</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
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**

	<b>2021</b>	<b>2020</b>
This is stated after charging:	<b>£</b>	<b>£</b>
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 £
<b>COST</b>					
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)
<b>At 31 March 2021</b>	<b>250,000</b>	<b>42,500</b>	<b>5,622</b>	<b>10,653</b>	<b>308,775</b>
<b>DEPRECIATION</b>					
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)
<b>At 31 March 2021</b>	<b>30,000</b>	<b>37,216</b>	<b>2,525</b>	<b>9,810</b>	<b>79,551</b>
<b>NET BOOK VALUE</b>					
<b>At 31 March 2021</b>	<b>220,000</b>	<b>5,284</b>	<b>3,097</b>	<b>843</b>	<b>229,224</b>
As at 1 April 2020	225,000	8,148	75	1,381	234,604

**11. DEBTORS**

	<b>2021</b> £	<b>2020</b> £
Grant and contract debtors	77,733	143,570
Prepayments	3,337	3,834
Accrued income	4,020	-
	<b>85,090</b>	<b>147,404</b>

**12. CREDITORS: Amounts falling due within one year**

	<b>2021</b> £	<b>2020</b> £
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
	<b>265,099</b>	<b>198,613</b>

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)**  
**COMPANY LIMITED BY GUARANTEE**  
**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:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Bank loans	<u>24,034</u>	<u>35,227</u>

**14. UNRESTRICTED FUNDS**

*Current year:*

	<b>Movement in resources:</b>			
	<b>Balance at</b>			<b>Balance at</b>
	<b>1 Apr 2020</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>31 Mar 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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:*

	<b>Movement in resources:</b>			
	<b>Balance at</b>			<b>Balance at</b>
	<b>1 Apr 2019</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>31 Mar 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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>

- a) 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.
- b) Raised by fundraisers for Suicide Prevention bursaries.
- c) Represents service charges collected from tenants at the Uttlesford Community Hub and expenditure of running and maintaining the freehold.
- d) 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.
- e) 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	Balance at 31 Mar 2021
	£	£	£	£
a) Memorial gift	365	-	-	365
b) Essex Alliance	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>35,077</u>

*Prior year:*

	Movement in resources:			
	Balance at 1 Apr 2019	Incoming	Outgoing	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>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>	<b>Tangible fixed assets</b>	<b>Creditors due &gt; 1 year</b>	<b>Other net assets</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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>	<b>Tangible fixed assets</b>	<b>Creditors due &gt; 1 year</b>	<b>Other net assets</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
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**

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

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
<b>Net movement in funds for the reporting period (as per the statement of financial activities)</b>	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
<b>Net cash provided by / (used in) operating activities</b>	<u><u>312,602</u></u>	<u><u>110,263</u></u>

**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.