

SOUTH STAFFORDSHIRE NETWORK FOR MENTAL HEALTH

(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT & FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2021

Registered Charity no: 1097461

Company no: 4693666

SOUTH STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2021

CONTENTS

	Page
Reference and Administration details	1
Trustees' Report	2-3
Independent Examiners Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7-9

SOUTH STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2021

REFERENCE AND ADMINISTRATION DETAILS

South Staffordshire Network for Mental Health is a company limited by guarantee and a registered charity governed by its memorandum and articles of association which were last amended in 2020.

Company Number

4693666

Charity Number

1097461

Trustees

The trustees who served during the year were:

John McKiernan (Chair)
Shelagh McKiernan
Ian William Scott
Christopher Wardle
Robert J Rankin
Joanne Craig

Registered Office

49 Hillside
Lichfield
Staffs
WS14 9DH

Bankers

CAF BANK Ltd
25 Kings Hill Avenue
West Mallong
Kent
ME19 4JQ

Independent Examiner

Debbie Wellecome FMAAT,
ACIE (Affiliated)
Support Staffordshire

SOUTH STAFFORDSHIRE NETWORK FOR MENTAL HEALTH

YEAR ENDED 31ST MARCH 2021

TRUSTEE'S REPORT

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31st March 2021.

Trustees

Shelagh McKiernan, Christopher Wardle, John McKiernan (Chair), Ian William Scott, Robert Rankin, Joanne Craig

Structure Governance and Management

Nature of governing document

The company is limited by guarantee and does not have share capital. It is a non-profit making organisation and a registered charity governed by its Memorandum and Articles of Association dated January 2020.

Recruitment, Appointment and Induction of Trustees

The Board of trustees contains a broad mix of skills thereby enhancing its effectiveness. When further trustees' recruitment is necessary the criteria for new members are decided using a skills audit to ensure the board retains its efficacy.

Public Benefit

The trustees confirm that they have complied with the requirements of Section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Aims and Objectives

The objectives of the charity are:

To improve the quality of life for individuals in the six Districts of South Staffordshire who have personal experience of mental distress; by enabling user involvement, active representation and a campaigning voice

Its Aims are:

- 1: To promote the interests and rights of people who use mental health services in the area.
- 2: To ensure the involvement of mental health service users in improving existing services and developing new ones.
- 3: Act as an advocate for improvements in local services to reflect the needs and interests of local communities.
- 4: Increase accessibility of information relating to local and national services relevant to mental health.
- 5: To promote service user potential and recovery through supporting access to self-development opportunities.
- 6: To actively increase general awareness of mental health, and to challenge stigma and discrimination of people experiencing mental illness

SOUTH STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2021

TRUSTEE'S REPORT (CONTINUED)

SSNMH has made many achievements which work towards the organisation's aims and objectives, which are outlined in our full annual report. The charity has fulfilled its core contractual obligations but in addition to this achieved many other outcomes as due to other funding streams.

Risk Management

SSNMH reviews and assesses the risks it faces in all areas of its work and plans for the management of those risks. The implementation of effective risk management is a key part of ensuring that the charity is fit for purpose. SSNMH recognises the identification of risks is best done by involving those with a detailed knowledge of the way SSNMH operates.

SSNMH recognises effective risk management will result in:

- Trustees make informed decisions and take timely action
- The Network makes the most of opportunities
- Strategic planning is improved
- The Network's charity aims and objectives are achieved more successfully

The Board of Trustees of SSNMH have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks.

Reserves Policy

SSNMH recognises two types of reserve as outlined below:

Restricted Reserves

Reserves held in accordance with any restrictions required by the original funder

Unrestricted Reserves

Reserves that are not legally restricted or designated for specific future use.

The trustee board consider it prudent to retain unrestricted funds equivalent to 3 to 6 months core operating expenditure to cover potential short term changes in funding and winding up costs as necessary. At 31st March 2021, the trustees believe that the unrestricted reserves are sufficient to meet this policy.

At 31 March 2021, SSNMH held £34,992 in restricted reserves and £34,783 in unrestricted reserves.

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

The annual report was approved by the trustees of the Charity on 12 November 2021 and signed on its behalf by:

John McKiernan

John McKiernan, Chair

SOUTH STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts for the year ended 31 March 2021 set out on the following pages

Respective responsibilities of Trustees and Examiner

The Trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an Independent Examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for Independent examination, it is my responsibility to:

- (1) Examine the accounts under section 145 of the Charities Act;
- (2) To follow the procedures laid down in the general directions given by the Charity Commission under section 145 (5) (b) of the Charities Act, and
- (3) To state whether particular matters have come to my attention.

Basis of Independent Examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(a) which gives me reasonable cause to believe that in any material respect the requirements:

- (i) to keep accounting records in accordance with section 130 of the Charities Act; and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the account requirements of the Charities Act
- have not been met: or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Deborah Wellecomme - BA (Hons), MAAT, ACIE (Affiliated Member)

Date: 26/11/2021

SOUTH STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2021

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted Funds General £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOMING RESOURCES					
Incoming Resources from Generated Funds					
Voluntary Income					
Grants and Donations	2	0	98,009	98,009	100,295
Investment Income (Bank Interest)		22	0	22	94
Incoming Resources from Charitable Activities		3,888	0	3,888	2,856
Total Incoming Resources		3,910	98,009	101,919	103,245
Resources Expended					
Charitable Activities	3	6,047	109,106	115,154	111,699
Governance Costs	4	139	0	139	0
Total Resources Expended		6,186	109,106	115,293	111,699
Net Incoming/(Outing) Resources before transfers		-2,276	-11,097	-13,374	-8,454
Transfers Between Funds		0	0	0	0
Net Movement in Funds for the year		-2,276	-11,097	-13,374	-8,454
Total Funds Brought Forward		37,268	45,880	83,148	91,602
Total Funds Carried Forward		34,992	34,783	69,774	83,148

SOUTH STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
AS AT 31ST MARCH 2021

BALANCE SHEET

	Note	2021 £	2020 £
Current Assets			
Cash at Bank and in hand	5	70,162	83,166
Debtors and Prepayments	6	1,015	677
		71,177	83,843
Less :- Creditors, amounts falling due within one year	7	1,403	695
Net Current Assets		69,774	83,148
Represented by			
Funds			
Restricted Funds	8	34,783	45,880
Unrestricted Funds - General		34,992	37,268
		69,774	83,148

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.

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 accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The annual report was approved by the trustees of the Charity on 12 November 2021 and signed on its behalf by:

John McKiernan

John McKiernan, Chair

SOUTH STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2021

NOTES TO THE FINANCIAL STATEMENTS

1. Accounting Policies

(a) Basis of Accounts Preparation

The financial statements are prepared under the Historic Cost Convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005) and Accounting Standards and the Charities Act 2011

(b) Incoming Resources

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Contractual income and performance related grants

This is only included in the SoFA once the related goods or services have been delivered.

Investment income

This is included in the accounts when receivable.

(c) Expenditure and Liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Support Costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Fund accounting

This differentiates between restricted and unrestricted funds. General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are those which are to be used in accordance with the specific restrictions imposed by the donors. Expenditure that meets these criteria is charged to the relevant fund.

(d) Assets

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost. Depreciation is provided at rates calculated to write off the cost less estimated residual value, over their expected useful lives.

SOUTH STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2021

NOTES TO THE FINANCIAL STATEMENTS

	2021	2020
2. Incoming Resources		
Unrestricted Funds		
Other Income	0 3,887	0 2,856
Restricted Funds		
Big Lottery Fund	66,693	93,606
Social Prescribing	31,316	0
Total Grant Income	101,896	96,462

3. Total Resources Expended

Charitable activities	2021	2020
Direct Costs	Unrestricted Restricted Total	Total
Salary Costs	0 97463 97463	97463
Rent & Room Hire	169 4261 4430	4261
Subscriptions	0 42 42	42
Staff and Volunteers Travel	54 731 785	731
Insurance	1776 0 1776	0
Allocated Support costs(as detailed below)	4048 6609 10657	6609
Total	6047 109106 115154	109106

Support Costs

Telephone, Internet & Postage	1948	3998	5946	3998
Printing, Stationery & Computer Supplies	0	42	42	42
Office Equipment	246	950	1196	950
Legal Fees	0	1108	1108	1108
Sundries	694	493	1187	493
Staff Training & Recruitment	0	0	0	0
Bank Charges	51	18	69	18
Adjustment	1109	0		
Total	4048	6609	9548	6609

4. Governance costs

	2021	2020
Salary Costs	0	0
Trustee Expenses	139	0
Committee meetings and AGM	0	0
Total	139	0

SOUTH STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2021

NOTES TO THE FINANCIAL STATEMENTS

5. Staff Costs	2021	2020
Salaries	97,463	78,384
Social Security	-2,381	-1,224
Pension	2,322	3,239
	<u>97,404</u>	<u>80,399</u>

Employees

The average number of full time equivalent employees	4.0	2.4
The average number of employees	8.3	5.6

No remuneration was paid to trustees during the year. Trustees reimbursed expenses amounted to £0 (2019-20 - £0)

5. Bank and Cash	2021	2020
Petty Cash	153	153
Bank Accounts	70,009	83,012
	<u>70,162</u>	<u>83,165</u>

6. Debtors	2021	2020
Prepayments	1,015	677

7. Current Liabilities	2021	2020
Accruals	1,403	695
Creditors due in 1 year	<u>1,535</u>	<u>1,535</u>

8. Restricted Funds Movement

	Balance bought forward	Income	Spend	Transfer	Balance carried forward
Big Lottery Fund	45,880	66,693	-90,529	0	22,044
Social Prescribing	0	31,316	-18,577	0	12,739
	<u>45,880</u>	<u>98,009</u>	<u>-109,106</u>	<u>0</u>	<u>34,783</u>