

STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
(A COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT & FINANCIAL STATEMENTS
YEAR ENDED 31ST MARCH 2023

Registered Charity no: 1097461

Company no: 4693666

STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2023

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STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2023

REFERENCE AND ADMINISTRATION DETAILS

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:

Ian William Scott (Chair)
Joanne Craig (Vice Chair)
John McKiernan (resigned August 2022)
Donna Teresa Cope (from December 2022)
Christopher Wardle (resigned May 2022)
Robert J Rankin (resigned August 2022)
Darren Smallman (from December 2022)
Jamie McKain
Paul Everett
Reena Kenth-Kalia (from November 2022)
Nicola Louise Foley (from November 2022)

Registered Office

49 Hillside
Lichfield
Staffs
WS14 9DH

Bankers

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

Independent Examiner

Debbie Wellecome BA (Hons), FMAAT
Support Staffordshire

STAFFORDSHIRE NETWORK FOR MENTAL HEALTH (SNMH)
YEAR ENDED 31ST MARCH 2023

TRUSTEES' REPORT

The trustees, who are directors for the purposes of company law, present the annual report and financial statement of Staffordshire for Mental Health (SNMH) for the year ended 31st March 2023

Trustees

Ian William Scott (Chair), Joanne Craig (Vice-Chair), Paul Everett, Jamie McKain, Robert Rankin (resigned August 2022), John McKiernan (resigned August 2022), Christopher Wardle (resigned May 2022), Donna Cope (from December 2022), Darren Smallman (from December 2022), Nicola Foley (from November 2022), Reena Kenth_Kalia (from November 2022)

Structure, Governance and Management

Nature of governing document

SNMH is a company limited by guarantee and does not have share capital; and is a non-profit making organisation and a registered charity governed by its Memorandum and Articles of Association which were last amended 10 September 2021

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 across 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

STAFFORDSHIRE NETWORK FOR MENTAL HEALTH (SNMH)
YEAR ENDED 31ST MARCH 2023

TRUSTEES' REPORT (CONTINUED)

The charity 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

SNMH 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. SNMH recognises the identification of risks is best done by involving those with a detailed knowledge of the way SNMH operates.

SNMH recognises that 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 SNMH 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

SNMH 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 2023, the trustees believe that the unrestricted reserves are sufficient to meet this policy.

At 31 March 2023, SNMH held £17,406 in restricted reserves and £108,925 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.

STAFFORDSHIRE NETWORK FOR MENTAL HEALTH (SNMH)
YEAR ENDED 31ST MARCH 2023

TRUSTEES' REPORT (CONTINUED)

KEY ACHIEVEMENTS / EVENTS IN THE YEAR

New and future funding basis

As a result of employing a full time professional fundraiser, significant funding was won from MPFT for the delivery of a series of workshops aimed at military veterans; and from NHS Charities Together for community based wellbeing workshops.

The National Lottery Community Fund continued its support via the year 2 grant being received along with the year 2 grant from Lloyds Banking Foundation.

A number of winning bids allowed the charity to conduct a 'Warmth for Wellness' series of events during the winter months - something that is planned for winter 2023/24.

The year saw the ending of the Social Prescribing contract through St Giles, with surplus funds being retained in reserves.

SNMH exhibited at Business shows at Uttoxeter racecourse (Oct) and Stoke City FC (Feb) and more shows are booked. Though many contacts were made - follow ups are proving hard to book.

Premises change

In November 2022, the charity took an office lease in new 'incubator spaces' developed by Lichfield District Council in their underused building in central Lichfield.

Governance and Operations

The year saw several changes in the trustee board. Chris Wardle resigned due to ill health; John McKiernan and Robert Rankin resigned to pursue their other activities. With assistance from Lloyds Banking Foundation and Reach Volunteering 4 new trustees were appointed, bringing business development, commercial planning, relationship management and accounting skills.

The charity moved all operations to the cloud, adopting Google Workspace, decommissioning the Microsoft server and some associated systems - and reducing overheads accordingly.

PLANNED ACTIVITIES IN THE NEXT YEAR

Project extensions

With appropriate funding the charity will recruit and manage the delivery of Toolbox and wellbeing workshops in North Staffordshire and Stoke on Trent. Several bids have been submitted to extend both major projects.

Commercial operation

The charity will attend several business shows in the early part of the year - and then assess the likelihood of revenue generation from this channel. Membership will be taken with the Staffordshire Chambers of Commerce and the Federation of Small Businesses - as these 2 organisations focus on the ideal target market for training and workshops. A nominated trustees will be the prime point of contact in engaging with these organisations.

Additional capability in workshop delivery will be acquired and retained; historical training material will be reviewed and remastered for corporate audiences.

The annual report was approved by the trustees of the charity on 4 December 2023 and signed on its behalf by:

I W Scott

Ian W Scott, Chair

STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2023

Independent examiner's report to the trustees of Staffordshire Network for Mental Health - Charitable Company ('the Company')

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

Responsibilities and basis of report

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

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

Independent Examiner's Statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirements that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Signed: *D Wellecomme*

05/12/2023

Name: Deborah Wellecomme

BA (Hons), FMAAT, AATQB

Address: Support Staffordshire, Stafford Civic Centre, Riverside, Stafford Staffordshire ST16 3AQ

STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2023

STATEMENT OF FINANCIAL ACTIVITIES

	Note	Unrestricted Funds General £	Restricted Funds £	Total Funds 2023 £	Unrestricted Funds General £	Restricted Funds £	Total Funds 2022 £
INCOMING RESOURCES							
Income from Generated Funds							
Voluntary Income							
Grants and Donations	2	70,226	96,212	166,438	20,915	102,000	122,915
Investment Income (Bank Interest)		450	-	450	6	-	6
Income from Charitable Activities		2,976	-	2,976	36,329	-	36,329
Total Income		73,652	96,212	169,864	57,250	102,000	159,250
Expenditure							
Charitable Activities	3	67,668	103,323	170,991	35,293	107,764	143,057
Governance Costs	4	451	-	451	270	-	270
Total Expenditure		68,119	103,323	171,442	35,563	107,764	143,327
Net income/expenditure before transfers		5,533	(7,111)	(1,578)	21,687	(5,764)	15,923
Transfers Between Funds		29,502	(29,502)	-	-	-	-
Net Movement in Funds		35,035	(36,613)	(1,578)	21,687	(5,764)	15,923
Total Funds Brought Forward		73,890	54,019	127,909	34,992	34,783	69,775
Total Funds Carried Forward		108,925	17,406	126,331	56,679	29,019	85,698

This statement of financial activities includes all gains and losses recognised in the year and complies with the requirements for the income and expenditure account under the Companies Act 2006.

All income and expenditure derive from continuing activities

The notes on pages 8 to 10 form an integral part of these financial statements

STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
AS AT 31ST MARCH 2022

BALANCE SHEET

	Note	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Unrestricted Funds £	Restricted Funds £	Total 2022 £
Current Assets							
Cash at Bank and in hand	5	108,925	17,525	126,450	56,679	28,844	85,523
Debtors and Prepayments	6	-	968	968	-	1,275	1,275
		108,925	18,493	127,418	56,679	30,119	86,798
Less :- Creditors, amounts falling due within one year	7	-	1,088	1,088	-	1,100	1,100
Net Current Assets		56,679	29,019	126,330	34,992	34,782	85,698

Represented by

Funds

Restricted Funds	8		17,406			29,019
Unrestricted Funds - General			108,925			56,679
			126,331			85,698

The Trustees (who are also the Directors of SNMH for the purposes of company law) confirm that:
477 of the Companies Act 2006 relating to small companies.

- SNMH was entitled to exemption from audit under section 477 of the Companies Act 2006 ("the Act"), and
- Members have not required SNMH to obtain an audit of its financial statements in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the financial statements have been examined by an Independent Examiner, whose report appears on page 4.

The Trustees acknowledge their responsibilities for ensuring that SNMH keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of SNMH's state of affairs as at the end of the financial year and of its income and expenditure for the financial year, in accordance with the requirements of sections 394, 395 and 396 and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to SNMH.

The notes on pages 8 to 10 form an integral part of these financial statements.

These financial statements, which have been prepared in accordance with the provisions in the Act relating to small companies, were approved by the Trustees on 4 December 2023 and signed on their behalf by:

I W Scott

Ian W Scott, Chair

STAFFORDSHIRE NETWORK FOR MENTAL HEALTH

YEAR ENDED 31ST MARCH 2023

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

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.

STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2023

NOTES TO THE FINANCIAL STATEMENTS

	2023	2022
2. Income		
Unrestricted Funds		
Grants / donations	70,226	20,915
Other Income	2,976	36,329
Restricted Funds		
Big Lottery Fund	75,450	75,000
Social Prescribing	20,762	27,000
Total Grant Income	169,414	159,244

3. Expenditure

Charitable activities	2023			2022
Direct Costs	Unrestricted	Restricted	Total	Total
Salary Costs (Note 5)	51,491	90,642	142,133	115,851
Rent & Room Hire	484	4,651	5,135	2,644
Subscriptions	67	1,803	1,870	1,418
Staff and Volunteers Travel	1,582	1,550	3,132	698
Insurance	1,818	-	1,818	2,107
Allocated Support costs(as detailed below)	12,226	4,677	16,903	18,790
Total	67,668	103,323	170,991	141,508
Support Costs				
Telephone, Internet & Postage	(233)	1,554	1,321	7,718
Printing, Stationery & Computer Supplies	111	346	457	126
Office Equipment	-	-	-	-
Legal Fees	199	933	1,132	1,259
Sundries	12,053	1,844	13,897	9,440
Staff Training & Recruitment	-	-	-	-
Bank Charges	72	-	72	97
Adjustment	24	-	150	150
Total	12,226	4,677	17,029	18,790

4. Governance costs

	2023	2022
Trustee Expenses	181	0
Independent Examination fee	300	270
Total	481	270

STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2023

NOTES TO THE FINANCIAL STATEMENTS

5. Staff Costs	2023	2022
Salaries	142,133	86,957
Social Security	(14,155)	(5,182)
Pension	5,792	5,212
	<u>133,770</u>	<u>86,987</u>

Employees

The average number of full time equivalent employees	5.9	4.0
The average number of employees	11.0	11.0

No remuneration was paid to trustees during the year. Trustees reimbursed expenses amounted to £181 (2021-22 -£0)

5. Bank and Cash	2023	2022
Petty Cash	0	153
Bank Accounts	126,450	85,369
	<u>126,450</u>	<u>85,522</u>

6. Debtors	2023	2022
Prepayments	968	1,275

7. Creditors	2023	2022
Accruals	1,128	1,100
Creditors due in 1 year	<u>1,128</u>	<u>1,100</u>

8. Restricted Funds Movement

	Balance bought forward	Income	Spend	Transfer	Balance carried forward
Big Lottery Fund	32,664	75,450	(90,734)	0	17,380
Social Prescribing	21,355	20,761	(12,614)	(29,502)	0
	<u>54,019</u>	<u>96,211</u>	<u>(103,348)</u>	<u>(29,502)</u>	<u>17,380</u>