

STAFFORDSHIRE NETWORK FOR MENTAL HEALTH

(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT & FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2024

Registered Charity no: 1097461

Company no: 4693666

STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2024

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STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2024

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)
Donna Teresa Cope (resigned July 2023)
Darren Smallman (from December 2022)
Jamie McKain (from December 2021)
Paul Everett (resigned October 2023)
Reena Kenth-Kalia (from November 2022)
Nicola Louise Foley (resigned August 2023)
Tracey Nixon (from August 2023)
Cheryl Pamela Turner (from August 2023)
David Jonathan Hardy (from March 2024)

Registered Office

Unit GF05
District Council House
Lichfield
Staffs
WS13 6YU

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 2024

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 2024

Trustees

Ian William Scott (Chair), Joanne Craig (Vice-Chair), Paul Everett (resigned October 2023), Donna Cope (resigned July 2023), Darren Smallman, Jamie McKain, Tracey Nixon (from August 2023), Nicola Foley (resigned August 2023), Reena Kenth_Kalia, Cheryl Turner (from August 2023), David Hardy (from March 2024).

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 2024

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 2024, the trustees believe that the unrestricted reserves are sufficient to meet this policy.

At 31 March 2024, SNMH held £116,210 in restricted reserves and £87,794 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 2024

TRUSTEES' REPORT (CONTINUED)

KEY ACHIEVEMENTS / EVENTS IN THE YEAR

New and future funding basis

Additional funding was won from the Veterans Foundation to extend the military veterans wellbeing workshops; and from NHS Charities Together to extend the community based wellbeing workshops. The National Lottery Community Fund (NLCF) continued its support via the year 3 grant being received. New funding was won from NLCF to deliver a scheme to enable mental health impacted users to return to the workforce known internally as "mental health ambassadors".

The fundraiser resigned in July 2023 and replacement recruitment proved quite time consuming but a new person was appointed from January 2024.

The sustainability plan included in the July 2021 bid to NLCF struggled to deliver much revenue - the environment of lockdowns and cost of living pressures proved too much of a hurdle.

This increased the pressure on costs as the planned reduction in NLCF grant payments approaches in July 2024. A cost review resulted in adopting cloud based accounting systems, the cancellation of several non-core contracts, trimming of insurance from reduced IT risks and reducing non-NLCF funded headcount (through fixed term contract termination).

The charity, having had no success with business shows, embraced business networking in earnest - which did start to generate some income.

The memberships of the FSB and Staffordshire Chambers have been useful in raising the business training and workshop offerings. The FSB membership has brought a move to free banking with the Co-operative Bank.

Governance and Operations

The year saw several changes in the trustee board. Donna Cope, Paul Everett and Nicola Foley all resigned due to promotion and new pressures of work in their day jobs. Business networking brought 3 new trustees with finance (Tracy), social media (Cheryl) and IT skills (David).

PLANNED ACTIVITIES IN THE NEXT YEAR

Project extensions

Though it is likely that the military project will not be extended further, the charity will, through careful budgeting, be able to extend the "mental health ambassadors" and community workshops projects.

Commercial operation

The charity will refocus on business revenue generation by fully exploiting the networking approach - through BNI and Sterling International, whilst keeping our presence in the Staffs Chamber and FSB.

An application will be made to register for Gift Aid with HMRC, understanding the admin overhead that will bring. The transition to the Co-op Bank will be completed.

A spring ball will be held to raise revenue and awareness the first quarter of the FY.

The annual report was approved by the trustees of the charity on 17 December 2024 and signed on its behalf by:

I W Scott

Ian W Scott, Chair

STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2024

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 2024

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*

18/12/2024

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 2024

STATEMENT OF FINANCIAL ACTIVITIES

	Note	Unrestricted Funds General £	Restricted Funds £	Total Funds 2024 £	Unrestricted Funds General £	Restricted Funds £	Total Funds 2023 £
INCOMING RESOURCES							
Income from Generated Funds							
Voluntary Income							
Grants and Donations	2	6,999	179,871	186,870	70,226	96,212	166,438
Investment Income (Bank Interest)		2,433	-	2,433	450	-	450
Income from Charitable Activities		798	-	798	2,976	-	2,976
Total Income		10,230	179,871	190,101	73,652	96,212	169,864
Expenditure							
Charitable Activities	3	29,443	147,532	176,975	67,668	103,323	170,991
Governance Costs	4	1,918	-	1,918	451	-	451
Total Expenditure		31,361	147,532	178,893	68,119	103,323	171,442
Net income/expenditure before transfers		-21,131	32,339	11,208	5,533	(7,111)	-1,578
Transfers Between Funds				-	29,502	-	29,502
Net Movement in Funds		-21,131	32,339	11,208	35,035	(36,613)	(1,578)
Total Funds Brought Forward		108,925	83,871	192,796	73,890	54,019	127,909
Total Funds Carried Forward		87,794	116,210	204,004	108,925	17,406	126,331

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 2024

BALANCE SHEET

	Note	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Unrestricted Funds £	Restricted Funds £	Total 2023 £
Current Assets							
Cash at Bank and in hand	5	171,698	33,978	205,676	108,925	17,525	126,450
Debtors and Prepayments	6	-	530	530	-	968	968
		171,698	34,508	206,206	108,925	18,493	127,418
Less :- Creditors, amounts falling due within one year	7	-	2,203	2,203	-	1,088	1,088
Net Current Assets		171,698	32,305	204,003	108,925	17,405	126,330

Represented by

Funds

Restricted Funds	8		116,210			17,406
Unrestricted Funds - General			87,794			108,925
			<u>204,004</u>			<u>126,331</u>

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 17 December 2024 and signed on their behalf by:

I W Scott

Ian W Scott, Chair

STAFFORDSHIRE NETWORK FOR MENTAL HEALTH

YEAR ENDED 31ST MARCH 2024

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 2024

NOTES TO THE FINANCIAL STATEMENTS

	2024	2023		
2. Income				
Unrestricted Funds				
Grants / donations	6,999	70,226		
Other Income	798	2,976		
Restricted Funds				
Big Lottery Fund	100,000	75,450		
Social Prescribing		20,762		
Mental Health Ambassadors	40,083			
Military Mindset	29,788			
Reach Out	10,000			
Total Grant Income	187,668	169,414		
3. Expenditure				
Charitable activities	2024	2023		
Direct Costs	Unrestricted	Restricted	Total	Total
Salary Costs (Note 5)	19,982	104,914	124,896	142,133
Rent & Room Hire		6,160	6,160	5,135
Subscriptions	976	628	1,604	1,870
Staff and Volunteers Travel	1,954	5,957	7,911	3,132
Insurance		1,810	1,810	1,818
Allocated Support costs(as detailed below)			-	16,903
Total	22,912	119,469	142,381	170,991
Support Costs				
Telephone, Internet & Postage	105	366	471	1,321
Printing, Stationery & Computer Supplies	3,521	10,507	14,028	457
Office Equipment			-	-
Legal Fees	656	802	1,458	1,132
Sundries	2,189	1,386	3,575	13,897
Staff Training & Recruitment		15,002	15,002	-
Bank Charges	60		60	72
Adjustment				150
Total	6,531	28,063	34,594	17,029
4. Governance costs			2024	2023
Trustees expenses			298	151
Accountancy fee			1320	
Independent Examination fee			300	300
Total			1918	451

STAFFORDSHIRE NETWORK FOR MENTAL HEALTH
YEAR ENDED 31ST MARCH 2024

NOTES TO THE FINANCIAL STATEMENTS

5. Staff Costs	2024	2023
Salaries	122,388	142,133
Social Security	(10,618)	(14,155)
Pension	6,253	5,792
	<u>118,023</u>	<u>133,770</u>

Employees

The average number of full time equivalent employees 4.8 5.9

The average number of employees 9.0 11.0

No remuneration was paid to trustees during the year. Trustees reimbursed expenses amounted to £297.90 (2022-23 -£181)

6. Bank and Cash	2024	2023
Petty Cash	0	0
Bank Accounts	205,676	126,450
	<u>205,676</u>	<u>126,450</u>

7. Debtors	2024	2023
Prepayments	530	968

8. Creditors	2024	2023
Accruals	2,203	1,128
Creditors due in 1 year	<u>0</u>	<u>0</u>

9. Restricted Funds Movement

	Balance bought forward	Income	Spend	Transfer	Balance carried forward
Big Lottery Fund	17,380	100,000	(85,335)		32,045
Social Prescribing	0				0
Mental Health Ambassadors	0	40,083	(20,332)		19,751
Military Mindset	0	29,788	(21,728)		8,060
Reach Out	0	10,000	(14,354)		-4,354
Lloyds Bank Foundation	0	0	(5,817)		-5,817
	<u>17,380</u>	<u>179,871</u>	<u>(147,566)</u>	<u>0</u>	<u>49,685</u>