

**Company Number: 04727353**  
**Charity Number: 1099082**

**Waltham Forest Black People's Mental Health Association**

**Financial Statements**

**For the Year Ended**

**31 March 2023**

**Augustus & Co**  
**Chartered Certified Accountants**

## **Waltham Forest Black People's Mental Health Association**

### **Index**

<b><u>Page</u></b>	<b><u>Contents</u></b>
1	Legal and Administrative Details
2-6	Directors' Report
7-8	Independent Examiner's Report
9	Statement of Financial Activities
10	Balance Sheet
11-16	Notes to Accounts

## **Waltham Forest Black People's Mental Health Association**

### **Legal and Administrative Details**

Status	The Company was incorporated as a company limited by guarantee on 8 April 2003 and registered as a charity on the same date. The Company took over the assets and liabilities of a previously unincorporated charity, Waltham Forest Black People's Mental Health Association with charity number 1027227 on incorporation.
Directors	Kathleen Wilson (Chair) Veline Green (Treasurer) John Barzey (Secretary)
Bankers	Co-Operative Bank
Independent Examiner	A. A Boafo Brewu FCCA. MBA Augustus & Co Chartered Certified Accountant 374 Ley Street Ilford Essex IG1 4AE
Charity Offices	2 Priory Avenue Walthamstow London E17 7QP
Charity Number:	1099082
Company Number:	04727353

## **Waltham Forest Black People's Mental Health Association**

### **Directors Report**

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 31 March 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 (FRS 102) (effective 1 January 2015).

### **Aims and Objects of the Company**

Waltham Forest Black People's Mental Health Association is a voluntary sector organisation. The Association is funded by Waltham Forest Social Services and managed by a committee made up of volunteers and service users. It was incorporated on 8 April 2003 as a charitable company limited by guarantee. On that date, it took over the assets and liabilities of an existing unincorporated charity with the same name.

The Association is established:

1. To promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental disorder or conditions of emotional or mental distress requiring advice or treatment in the London Borough of Waltham Forest particularly persons of African, Caribbean or Asian descent or of other ethnic or national groups in the said area of benefit.
2. To assist such persons to realise their full potential to lead fulfilling lives in particular by the provision of services to:
  - Assist such a person to obtain his or her full rights and privileges as a citizen and
  - Provide advice to such persons.

### **How Our Activities Deliver Public Benefit**

Our main activities and who we try to help are as described in objectives and activities. All our charitable activities focus on these objectives to further our charitable purposes for the public benefit.

### **Financial Review**

The financial position of the charity at the end of the financial year is as detailed in the attached financial statements. The charity's income for the year was £191,016.

### **Activities During the Year**

As reported, last year we continued to provide a comprehensive range of services to our users and carers to the best of our ability.

We have many activities, which includes, book club, quizzes, fun days, health watch is an integral programme, whereby relevant topics are explored in depth i.e. Mental Health and its effects and causes upon the individual. Dementia, diabetes, cancer, heart, hypertension, medication, healthy living, medication, just to name a few.

## **Waltham Forest Black People's Mental Health Association**

### **Attendance**

The total attendance of service users for the year 2022-2023 is 2997. The Monthly figures for attendance are as follows:

	April–June 22	July – Sept 22	Oct – Dec 22	Jan– March 23	Yearly Total
Service User Attendance	736	740	764	757	2997
Lunch Attendances	621	590	636	699	2546

### **Lunch**

For the year 2022/23, 2546 meals were prepared in house.

### **Regular Activities**

The activities which BPMHA have been able to provide the following activities as part of its engagement with service user development and work to support positive outcomes for service users. Please see the list of activities below

- Women's Group
- Arts & Crafts
- Bible Study
- English Life Skills
- Men's Group
- Video Club
- Games
- Knitting/Calm Art
- Basic Computers (Mixed)
- Health & Fitness
- Centre Meetings (monthly)
- Diabetes Support Group
- Music Therapy

## **Waltham Forest Black People's Mental Health Association**

### **Other Activities and Events:**

Waltham Forest Black Peoples Mental Health Association will continue to provide comprehensive day opportunities, support and advocacy services to adults with mental health problems living in Waltham Forest and the surrounding London Boroughs, at a cost to the service user per day.

- Focus on the individual with some real choice, tailored support where necessary
- A wider range of activities which are meaningful
- A focus on inclusive activities based in the community
- A full service covering at least five days of the week: occasional evening and weekends.
- A service that meets the needs of both the individual and their carers
- Accessible services that meet the needs of diverse groups
- Based on partnerships between Adult Social Care and local agencies
- User involvement and user led services
- Recovery, rehabilitation for health
- Reducing social isolation
- personal skill development

In addition to the regular activities, the Association also organised a number of one-off activities and in-house events for service users. These included celebrating our Cultural Evening, Poetry writing sessions, socials, Black History Month and World Mental Health Day.

Along with these, BPMHA services users and carers also engaged in events, groups activities such as in-house fun days and quizzes were also staged for the enjoyment of service users.

### **Carers:**

Unfortunately, due to a lack of funding our carers support group no longer meets. We continue however to offer support on a one to one basis as needed.

### **Conclusion:**

This year WFBPMHA supported its service users and carers referred from teams across the borough, throughout covid-19 restrictions through the delivery of food and services to regular attendees homes, who have not been able to get out due to isolating or shielding. We monitor and evaluate our services through a Bi-annual review of activities as well as 6-12 weekly individual care reviews with users.

### **Future Plans**

BPMHA continues to develop and implement a self-sustaining service model that will deliver high quality care whilst meeting a range of needs. WFBPMHA will endeavour to continue providing services to our members and the wider community.

## **Waltham Forest Black People's Mental Health Association**

### **Directors**

The following served as directors and on the committee during the year covered by these accounts:

Kathleen Wilson (chair)  
Veline Green (Treasurer)  
John Barzey (Secretary)  
Gerda Cooper (Ordinary Member)  
William Bailey (Ordinary Member)  
Tensie Gordon (Ordinary Member)

The directors and committee members at the time the financial statement were approved are as follows:

Kathleen Wilson (Chair)  
Veline Green (Treasurer)  
John Barzey (Secretary)  
Gerda Cooper (Ordinary Member)  
William Bailey (Ordinary Member)  
Tensie Gordon (Ordinary Member)

### **Directors' Responsibilities**

The charity trustees (who are also the directors for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial period. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors 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 company and of the surplus or deficit of the company for that period.

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

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent;
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the company will continue to provide services.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the Financial Statements comply with the Company Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for prevention and detection of fraud and other irregularities.

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.

## **Waltham Forest Black People's Mental Health Association**

### **Directors Selection Method**

The directors are elected at each annual general meeting for a term of two years.

Officers within the directors are nominated and voted on by all the directors.

### **Reserves Policy**

At 31 March 2023, there were free unrestricted reserves of £11,250 which will be used to support the organisation's activities.

The directors consider this amount not adequate to meet 3 to 6 months expenditure. We are actively seeking to raise more to increase the amount of free reserves.

A designated reserve of £50,000 has been set up to enable the orderly closure of the charity should this be necessary. If in the unlikely eventuality that the organisation had to close, 3 months salaries and running costs are sometimes used by charities as a reasonable figure to provide an orderly closure.

### **Risk Review**

The major external risk to which the organisation is exposed is lack of funding. The committee is constantly reviewing this area to ensure the continuity of the organisation. Internal risks are minimised by the implementation of procedures for authorisation/approval of all transactions.

### **Decision Making**

The directors meet about once every month to review the progress of the organisation and to make any decisions that are needed to keep it in pursuit of its objectives.

### **Contribution of Volunteers**

During the year the Association relied on the services of volunteers in the areas of administration, reception and working with users.

### **Independent Examination.**

The directors propose to re appoint the current accountant to undertake the independent examination in the following year.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

This report was approved by the board on 13 December 2023 and signed on their behalf by:



**Veline Green**  
**(Treasurer)**



## **Waltham Forest Black People's Mental Health Association**

### **Independent Examiner's Report to the Directors of Waltham Forest Black People's Mental Health Association**

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Waltham Forest Black People's Mental Health Association ('the charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

#### **Responsibilities and basis of report**

As the trustees of charitable company you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 ('the 2011 Act') and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

#### **Independent examiner's statement**

If the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. The income was below this threshold. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

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

- accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view which is not a matter considered as part of an independent examination; or

## **Waltham Forest Black People's Mental Health Association**

- the financial statements 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 (FRS 102).

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 financial statements to be reached.

A

A A Boafo-Brewu (FCCA MBA)

Augustus & Co

Dated: / 4 December 2023

374 Ley Street  
Ilford  
Essex IG1 4AE

**Waltham Forest Black People's Mental Health Association**  
**Statement Of Financial Activities (Including Income and Expenditure Account)**  
**Year Ended 31 March 2023**

	Note	Unrestricted £	Designated	Restricted £	2023 Total £	2022 Total £
<b>Incoming Resources</b>	2					
<b>Incoming resources from charitable activities:</b>						
Donations	2.4			5,714	5,714	20629
Earned income	2.2			168,957	168,957	158691
Other incoming resources	2.3			16,216	16,216	10033
Investment income				129	129	617
<b>Total Incoming Resources</b>		0	0	191,016	191,016	189,970
<b>Expenditure</b>						
<b>Charitable activities</b>	3			168,131	168,131	183,985
<b>Total Expenditure</b>		0	0	168,131	168,131	183,985
<b>Net income/(expenditure) and net movements in funds for the year</b>		0	0	22,885	22,885	5,985
<b>Reconciliation of funds</b>						
Total funds brought forward 1 April 2022		303,942	50,000	127,801	481,743	475,758
Prior Year Adjustment				19,912	19,912	
<b>Total Funds Carried Forward at 31/03/2023</b>		303,942	50,000	170,598	524,540	481,743

The notes on pages 11 to 16 form part of these financial statements.

**Waltham Forest Black People's Mental Health Association**  
**Balance Sheet**  
**Year Ended 31 March 2023**

	Note	2023 £	2022 £
<b>Fixed Assets</b>			
Tangible Assets	9	<u>323,375</u>	<u>323,375</u>
		<u>323,375</u>	<u>323,375</u>
<b>Current Assets</b>			
Debtors	10	38,172	26,024
Cash at Bank and in Hand		<u>165,493</u>	<u>144,574</u>
		<u>203,665</u>	<u>170,598</u>
<b>Creditors:</b>			
Amounts falling due within one year	11	<u>2,500</u>	<u>12,230</u>
		<u>2,500</u>	<u>12,230</u>
<b>Net Current Assets</b>		<u>201,165</u>	<u>158,368</u>
<b>Total Assets Less Current Liabilities</b>		<u>524,540</u>	<u>481,743</u>
<b>Net Assets</b>		<u>524,540</u>	<u>481,743</u>
<b>Represented By:</b>			
Restricted Funds	12	170,598	127,801
Designated Funds	13	50,000	50,000
Unrestricted Funds	13	<u>303,942</u>	<u>303,942</u>
		<u>524,540</u>	<u>481,743</u>

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors/trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP

The financial statements were approved by the trustees on 13 December 2023 and signed on its behalf by



**Kathleen Wilson**  
(Chair)



**Veline Green**  
(Treasurer)

**Registration number: 04727353**

The notes on pages 11 to 16 form part of these financial statements.

**Waltham Forest Black People's Mental Health Association**  
**Notes To Accounts**  
**Year Ended 31 March 2023**

**1. Accounting Policies**

**1.1 Accounting Convention**

The financial statements have been prepared in accordance with 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 (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

**1.2 Incoming Resources**

Income are the amounts due for the year whether or not actually received in the year.

Donations and other incoming resources are the actual amounts received in the year.

**1.3 Depreciation**

Depreciation is provided at rates calculated to write off the cost or valuation, less estimated residual value of each asset over the expected useful life as follows:

Furniture, Fixtures & Equipment - 20% on cost.

Kitchen Equipment - 10% on cost.

Freehold Property - nil.

Items of expenditure are capitalised when purchase price exceeds £500.

The trustees have reviewed freehold land and building and consider the carrying value of the building is equal to or below its residual value. They have therefore not provided depreciation on the building in the current financial year.

**Waltham Forest Black People's Mental Health Association**  
**Notes To Accounts**  
**Year Ended 31 March 2023**

**1.4 Capital Grants**

Capital grants are treated in accordance with the SORP, they are recognised as incoming resources on receipt.

**1.5 Restricted Funds**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criteria is charged to the fund.

**1.6 Unrestricted Funds**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds.

**1.7 Pension**

The pension costs charged in the financial statements represent the contributions payable by the organisation.

**2 Incoming resources**

**2.1 Incoming resources from activities to further the charity's objects**

	Unrestricted	Restricted	2023 Total	2022 Total
	£	£	£	£
<b>2.2 Earned Income</b>				
Direct payments		168,957	168,957	158,691
	0	168,957	168,957	158,691

**Waltham Forest Black People's Mental Health Association**

**Notes To Accounts**

**Year Ended 31 March 2023**

**2.3 Other Incoming Resources**

	Unrestricted	Restricted	2023 Total	2022 Total
	£	£	£	£
Contribution Towards Activities				
Membership				
Other Income				
Luncheon Club		16,216	16,216	10,033
		16,216	16,216	10,033

**2.4 Donations**

	Unrestricted	Restricted	2023 Total	2022 Total
	£	£	£	£
Fund raising		989	989	1,433
Sustainability Grant		4,000	4,000	7,600
HMRC - Furlough Grant			-	11,237
Other Income		725	725	59
Membership			-	300
		5,714	5,714	20,629

**3. Charitable activities**

	Unrestricted	Restricted	2023 Total	2022 Total
	£	£	£	£
Activities (Before Contributions)		522	522	22
Clients' Welfare		549	549	173
Luncheon Club		5,775	5,775	5,627
Salaries		105,726	105,726	122,253
Employers' National Insurance		9,934	9,934	9,491
Staff Pension Costs		12,440	12,440	16,124
Volunteers Expenses		300	300	60
Insurance		9,749	9,749	9,936
Light & Heat		2,977	2,977	2,914
Cleaning		1,705	1,705	2,492
Repairs and Maintenance		5,494	5,494	4,089
Printing, Postage and Stationery		287	287	234
Support Worker - Cook		3,214	3,214	2,840
Telephone		4,356	4,356	3,025
Computer Running Expenses		313	313	1175
Hire of Equipment		845	845	328
Management Expenses			0	200
Staff training and welfare		49	49	
Materials and Consumables		447	447	357
Travelling Expenses		519	519	63
TV Licence		159	159	159
General Expenses		39	39	337
Governance costs (see note 4)		2,076	2,076	2086
Subscriptions		656	656	0
	0	168,131	168,131	183,985

Of the £183,985 expenditure in 2022, all of it was charged to unrestricted funds.

**Waltham Forest Black People's Mental Health Association**  
**Notes To Accounts**  
**Year Ended 31 March 2023**

	Unrestricted £	Restricted £	2023 £	2022 £
<b>4 Governance costs</b>				
Legal & Professional		576	576	576
Accountancy		1,500	1,500	1,500
Bank Charges			0	10
	<u>0</u>	<u>2,076</u>	<u>2,076</u>	<u>2,086</u>

**5 Net income/(expenditure) for the year**

	2023	2022
<b>This is stated after charging</b>		
Accountancy services	<u>1,500</u>	<u>1,500</u>

**6 Staff Costs**

	2023 £	2022 £
Salaries	105,726	122,253
Employer's National Insurance	9,934	9,491
Employer's Pension Costs	<u>12,440</u>	<u>16,124</u>
	<u>128,100</u>	<u>147,868</u>

No employee earned in excess of £60,000.

The average number of employees was	<u>4</u>	<u>7</u>
	<u>4</u>	<u>7</u>

The amount paid to key management personnel included in salaries was £37,762. The trustees are considered as key management personnel but none of them receives a salary.

**7 Directors**

The directors received no remuneration for their services and are not reimbursed for their expenses.

**8 Pension Costs**

The charity operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the charity and amounted to £12,440 (2022 - £16,124).



**Waltham Forest Black People's Mental Health Association**  
**Notes To Accounts**  
**Year Ended 31 March 2023**

**9 Fixed Assets**

	Furniture Fixtures & Equipment £	Freehold Property £	Kitchen Equipment £	Total £
<b>Cost</b>				
At 1 April 2022	60,301	351,495	46,282	458,078
Addition				
At 31 March 2023	60,301	351,495	46,282	458,078
<b>Depreciation</b>				
At 1 April 2022	60,301	28,120	46,282	134,703
Charge for the year				0
At 31 March 2023	60,301	28,120	46,282	134,703
<b>Net Book Value</b>				
At 31 March 2023	0	323,375	0	323,375
At 31 March 2022	0	323,375	0	323,375

The freehold property is subject to a charge from Waltham Forest Health Authority.

	2023 £	2022 £
<b>10 Debtors</b>		
Trade debtors	30,931	25,999
Prepayments	7,216	
Income Tax Recoverable	25	25
	<u>38,172</u>	<u>26,024</u>

**Notes To Accounts**  
**Year Ended 31 March 2023**

**11. Creditors: Amounts falling due within one year**

	2023	2022
	£	£
Trade Creditors		10730
Accruals	2,500	1500
	<u>2,500</u>	<u>12,230</u>

**12. Restricted Funds**

	Balance at 1 April 2022 £	In Resources Incoming £	Outgoing £	Prior Year Adjustment	Balance at 31 March 2023 £
General Funding	70,329	191,016	168,131	19,912	113,126
Respite Home	3,604				3,604
Clients' Holidays	16,895				16,895
Equipment Purchase and Property Repairs	6,290				6,290
Fixed Assets	30,683				30,683
	<u>127,801</u>	<u>191,016</u>	<u>168,131</u>	<u>19,912</u>	<u>170,598</u>

Restricted funds represent funds received for specific purposes. Any balance at the year end is committed and will be used for the same purpose in the following year. As shown in note 13, at 31 March 2022, there were sufficient cash resources to meet the requirements of the fund.

**13. Analysis of Net Assets Between Funds**

	Restricted £	Unrestricted £	Designated £	Total £
Current Assets	139,915	11,250	50,000	201,165
Fixed Assets	30,683	292,692		323,375
	<u>170,598</u>	<u>303,942</u>	<u>50,000</u>	<u>524,540</u>

**Designated Fund**

This is a fund set up to cover the cost of closing the charity if it ever becomes necessary.

**14. Related Party Disclosures**

There are no related party transactions for the year ended 31 March 2023

**15. Legal status of the charity**

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity

**16. Corporation Tax**

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable activities.