

Charity Registration No. 1103172

Company Registration No. 4657718 (England and Wales)

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Colin Griffin (Chair) Paula Bell Dr Ian Cunliffe Thomas Feury Dr Michael Wheatley Dr Syed Zaidi Linda Warner
Charity number	1103172
Company number	4657718
Registered office	2 Hilgay Close Guildford Surrey GU1 2EN
Independent examiner	Frances Wilde FCCA DChA Warner Wilde Chartered Certified Accountants 4 Marigold Drive Bisley Surrey GU24 9SF
Bankers	HSBC - Guildford 12A North Street Guildford Surrey GU1 4AF

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

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SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 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 2019)".

Objectives and activities

The objectives of the Association are to promote mental health in South West Surrey and to assist in relieving and rehabilitating people suffering from mental health problems or conditions of emotional or mental distress requiring advice and support.

The principal activity of the Association during the year was running a drop-in centre (The Canterbury Care Centre in Guildford) for people with any mental health problems, providing social contact, organised activities and advice.

The Directors confirm that they have complied with their duty in of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on Public Benefit.

The beneficiaries of the Association are those who are suffering from mental health problems or conditions of emotional or mental distress. The charity supports people in the local community through provision of a drop-in facility which is not otherwise considered to be available from other local establishments and which is a valuable preventative measure in reducing our members' needs for more complex mental health support and treatment.

The Canterbury Care Centre is open 9.30am – 15.00 on Monday and 9.30am – 13.00 on Thursday and Friday (excluding public holidays). As from July 2021, the centre is also open on Tuesday afternoons from 1.30 – 4.30pm. In addition a number of special activities take place (Christmas Party, Summer picnic, barbecue and seaside trip, etc.). These activities are paid for through donations and fund raising activities rather than by using grant money. The number of members attending varies. There is an up to date website, Facebook page and Instagram account.

Achievements and performance

The Centre has had a successful year, meeting all its objectives, yet also adhering to covid regulations and guidance. The main aim of the Centre is to provide a drop in facility for members with emotional problems, enduring mental illness and social isolation. It is managed by a part-time paid Coordinator and a part-time paid Assistant Coordinator, and they are assisted by a team of dedicated volunteers.

Thanks to the dedication and hard work of staff and volunteers, a range of activities has been provided throughout the pandemic. This includes individual mindfulness art, music, social groups, discussion, quizzes, gentle exercise, mindfulness, poetry and, more recently, the re-introduction of head massage. We also have a very active outreach programme including film nights, Sunday lunches and evening meals in Guildford.

Members' views are monitored 6 monthly and their feedback and comments, together with photographs on the website help provide evidence to funders of the benefits of the activities offered.

Financial review

The Association has had a good performance again this year. The Association has achieved a surplus of £4,713 which compares with last year's surplus of £6,820. This result has been due primarily to grants of £20,000 from Guildford Borough Council, £6,078 from Surrey County Council (via Catalyst/Welcome Project) and £5,679 from Guildford Poyle Charities together with fundraising / donations of £3,519. The Association aims to maintain funds in the region of 9 months running costs in the belief that this level provides a reasonable buffer against the sudden loss of one or more major sources of income or failure in fundraising.

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The Directors have the power to invest money subject to the approval of the Executive Committee and to the terms of any specific trust or obligation.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The Association's activities were reviewed periodically in the light of the association's 'Policies' which are updated frequently to ensure that best practice is observed in all its undertakings. The Association also reviews and makes any required revisions to the Policies from time to time as new legislation is enacted. The Association is compliant with GDPR requirements.

Plans for the future

The Centre is now in its 40th year and has seen many changes over that time. Looking forward and recognizing the need to adequately respond to current trends and the increasing need for Mental Health support services, the Management Committee have decided to continue with the plan set out last year as follows:

1. To continue to improve consultation with funding bodies to identify priority needs reflecting the ever tightening financial position.
2. To continue to engage with and attend regular meetings of the Guildford & Waverley Mental Health Forum in order to develop, maintain and strengthen links with other local mental health providers.
3. To re-evaluate and where appropriate, to change, vary and expand the current range of activities in order to meet members' needs and keep in line with current trends.
4. To encourage and, where appropriate, to signpost members towards voluntary or paid employment and to provide support and activities which encourage and develop greater self-confidence and feeling of well-being.
5. To provide and encourage training of staff and volunteers, including the increasing emphasis on Safeguarding and Inclusion.
6. To continue to engage with our partners in Community Connections and The Welcome Project and regularly attend meetings of The Mental Health Forum at Guildford Borough Council

Summary

The regular audit which is conducted at the Centre clearly confirms that members who attend feel they get an excellent service which is delivered in a non judgemental way. While finance is never enough for what could be done, we feel that it is spent wisely and prudently. We are very grateful to those who fund us and who take an active interest in the Centre, and we will continue to work with those funders in providing regular monitoring reports in order that the valuable work and activities of the Centre can continue and thrive.

Structure, governance and management

The charity is a company limited by guarantee. It is governed by its Memorandum and Articles of Association and is controlled by the Board of Directors who are also the Trustees.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Colin Griffin (Chair)
Paula Bell
Dr Ian Cunliffe
Thomas Feury
Dr Michael Wheatley
Dr Syed Zaidi
Linda Warner

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

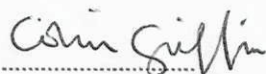
FOR THE YEAR ENDED 31 MARCH 2021

The business of the Association (also known as the Canterbury Care Centre) is managed by the Executive Committee. The day-to-day management of the Canterbury Care Centre is delegated to the Centre Coordinator.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Trustee applications are invited from interested parties and references are taken. An applicant is provided with an induction pack (code of conduct and sample programme) and access to the previous minutes of Trustee meetings and the constitution. To gain an understanding of the Centre's activities and operations, the applicant meets with the Chair and is invited to visit the Centre prior to attending a Board meeting as an observer. If the Trustees and the applicant mutually agree, the applicant's election is recorded at the subsequent AGM.

The trustees' report was approved by the Board of Trustees.



Colin Griffin (Chair)

Trustee

Dated: 1st November 2021

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

I report to the trustees on my examination of the financial statements of South West Surrey Association for Mental Health Limited (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) 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 charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). 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 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 explanations from the 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

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 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.



Frances Wilde FCCA DChA

Warner Wilde
Chartered Certified Accountants
4 Marigold Drive
Bisley
Surrey
GU24 9SF

Dated: 6 December 2021

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
<u>Income from:</u>							
Donations and legacies	3	23,519	11,757	35,276	26,893	14,572	41,465
Income from charitable activities	4	-	-	-	3,955	-	3,955
Total income		<u>23,519</u>	<u>11,757</u>	<u>35,276</u>	<u>30,848</u>	<u>14,572</u>	<u>45,420</u>
<u>Expenditure on:</u>							
Charitable activities	5	<u>18,806</u>	<u>11,757</u>	<u>30,563</u>	<u>24,028</u>	<u>14,572</u>	<u>38,600</u>
Net income for the year/ Net movement in funds		4,713	-	4,713	6,820	-	6,820
Fund balances at 1 April 2020		<u>47,669</u>	<u>-</u>	<u>47,669</u>	<u>40,849</u>	<u>-</u>	<u>40,849</u>
Fund balances at 31 March 2021		<u><u>52,382</u></u>	<u><u>-</u></u>	<u><u>52,382</u></u>	<u><u>47,669</u></u>	<u><u>-</u></u>	<u><u>47,669</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Current assets					
Debtors	9	50		10,091	
Cash at bank and in hand		59,255		43,835	
		<u>59,305</u>		<u>53,926</u>	
Creditors: amounts falling due within one year	10	(6,923)		(6,257)	
Net current assets			52,382		47,669
Income funds					
Unrestricted funds			52,382		47,669
			<u>52,382</u>		<u>47,669</u>

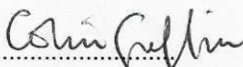
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 1st November 2021


Colin Griffin (Chair)
Trustee

Company Registration No. 4657718

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

South West Surrey Association for Mental Health Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 2 Hilgay Close, Guildford, Surrey, GU1 2EN.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 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 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at recoverable amount.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price and are subsequently carried at their settlement amount.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at their settlement amount.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.10 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021 £	2021 £	2021 £	2020 £	2020 £	2020 £
Donations and gifts	3,519	-	3,519	3,683	-	3,683
Grants receivable	20,000	11,757	31,757	23,210	14,572	37,782
	<u>23,519</u>	<u>11,757</u>	<u>35,276</u>	<u>26,893</u>	<u>14,572</u>	<u>41,465</u>
Grants receivable for core activities						
Guildford Poyle Charities	-	5,679	5,679	-	6,468	6,468
Guildford Borough Council	20,000	-	20,000	20,000	-	20,000
Catalyst	-	6,078	6,078	-	8,104	8,104
Community Foundation for Surrey	-	-	-	1,477	-	1,477
Allen Lane	-	-	-	1,733	-	1,733
	<u>20,000</u>	<u>11,757</u>	<u>31,757</u>	<u>23,210</u>	<u>14,572</u>	<u>37,782</u>

4 Income from charitable activities

	2020 £
	2020 £
Canterbury Care Centre receipts	<u>3,955</u>

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

5 Charitable activities

	2021	2020
	£	£
Staff costs	20,714	20,305
Food for lunches	-	3,527
Rent	6,071	7,238
Travelling	-	462
Outings	435	854
Massage Therapy	-	1,520
Art Therapy	172	1,733
Music Therapy	-	10
Equipment	186	-
	<u>27,578</u>	<u>35,649</u>
Share of support costs (see note 6)	2,013	2,003
Share of governance costs (see note 6)	972	948
	<u>30,563</u>	<u>38,600</u>
Analysis by fund		
Unrestricted funds	18,806	24,028
Restricted funds	11,757	14,572
	<u>30,563</u>	<u>38,600</u>

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

6 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Bank charges	45	-	45	45	-	45
Staff training	48	-	48	176	-	176
Miscellaneous	489	-	489	686	-	686
Other support costs	1,167	-	1,167	832	-	832
Payroll preparation costs	264	-	264	264	-	264
Independent Examiners fees	-	972	972	-	948	948
	<u>2,013</u>	<u>972</u>	<u>2,985</u>	<u>2,003</u>	<u>948</u>	<u>2,951</u>
Analysed between Charitable activities	<u>2,013</u>	<u>972</u>	<u>2,985</u>	<u>2,003</u>	<u>948</u>	<u>2,951</u>

These costs are attributable to the Canterbury Care Centre.

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or reimbursed expenses during the year.

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	<u>2</u>	<u>2</u>
Employment costs	2021 £	2020 £
Wages and salaries	20,487	20,088
Other pension costs	227	217
	<u>20,714</u>	<u>20,305</u>

The full time equivalent staff numbers are comprised of two part time staff.

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

9 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Prepayments and accrued income	50	10,091
	<u>50</u>	<u>10,091</u>

10 Creditors: amounts falling due within one year

	Notes	2021 £	2020 £
Other taxation and social security		-	131
Deferred income	11	3,351	4,030
Trade creditors		2,556	508
Accruals		1,016	1,588
		<u>6,923</u>	<u>6,257</u>

11 Deferred income

	2021 £	2020 £
Other deferred income	3,351	4,030
	<u>3,351</u>	<u>4,030</u>

12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds		
	Incoming resources £	Resources expended £	Balance at 1 April 2020 £	Incoming resources £	Resources expended 31 March 2021 £	Balance at 31 March 2021 £
Catalyst	8,104	(8,104)	-	6,078	(6,078)	-
Guildford Poyle Charities	6,468	(6,468)	-	5,679	(5,679)	-
	<u>14,572</u>	<u>(14,572)</u>	<u>-</u>	<u>11,757</u>	<u>(11,757)</u>	<u>-</u>

The Guildford Poyle Charities grant is to assist with the costs of employing an assistant manager at the Canterbury Care Centre.

The Catalyst grant is to assist with the costs of providing services at the Canterbury Care Centre.

13 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).