

**Charity Number 1116380**

**COMPANY REGISTRATION NUMBER 5727839**

**HEALTH PSYCHOLOGY MANAGEMENT**  
**ORGANISATION SERVICES**

**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT & FINANCIAL**  
**STATEMENTS**

**31 MARCH 2021**

**Charity Number 1116380**

**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

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**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2021**

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity 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 Charities Act 2011, and the Statement of Recommended Practice: Accounting and Reporting by Charities published in 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Registered charity name</b>	Health Psychology Management Organisation Services
<b>Charity registration number</b>	1116380
<b>Company registration number</b>	5727839
<b>Principal office</b>	Knowledge Dock Business Centre University of East London Docklands Campus 4-6 University Way London E16 2RD
<b>Registered office</b>	7 Blacksmiths Lane Rainham, Essex RM13 7AD

**THE TRUSTEES**

The trustees who served the company during the period were as follows:

Edmund K. Ampadu  
Miss Princess Asare-Boafo  
Miss Ernestina Commodore

<b>Company Secretary &amp; CEO</b>	Mrs. Mercy Maclean
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<b>Bankers</b>	Unity Trust Bank 9 Brindley place 4 Oozells Square Birmingham, B1 2HB
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# **HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**

## **COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES ANNUAL REPORT (continued)**

**YEAR ENDED 31 MARCH 2021**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governance**

##### **Organisational Structure**

The Organisation operates as a company limited by guarantee, under the terms of its Memorandum and Articles of Association dated 2nd March 2006. In the event of the company, being wound up every member (including members who ceased to be members within one year prior to such winding up) would be required to contribute to the company's assets an amount not exceeding £10. Governance of the Organisation is the responsibility of a Board of Trustees (the "Board") comprising 3 individuals, each of whom is a trustee and member of Council. This Board has full legal responsibility for the actions of the organisation and its members, who are appointed for a renewable term of three years, are the directors of the company for purposes of the Companies Act 2006. The Board meets three times a year with extraordinary general meeting when necessary.

The Chief Executive Officer, to whom management of the activities of the Organisation is delegated, organises and attends all these meetings. The Board may and does appoint members and others to a range of committees and sub-committees to which it delegates specific responsibilities. The sub-committee comprises up to 6 members appointed for their proven abilities in many fields. Its role is primarily advisory. By calling on sub-committee members' particular expertise, it is expected that the Organisation will make better-informed and therefore sounder decisions and thus fulfil its charitable objectives more effectively. Sub-committee Members are provided with relevant documentation concerning the organisational structure, aims and activities of the Organisation, together with the opportunity to receive comprehensive individual briefings from the C.E.O and to contribute individually to the activities of the Organisation as may be appropriate.

The Charity recognises the responsibilities placed by law on a charity trustee and provides a programme of training, which includes induction training in all compliance, for all new trustees, as well as bi-annual refresher training for existing trustees in order to keep them up to date with current legislation. The company is established under a Memorandum of Association, which identifies its objects and powers and is governed under its Articles of Association. In the event of the company, being wound up every member (including members who ceased to be members within one year prior to such winding up) would be required to contribute to the company's assets an amount not exceeding £10.



## **Risk Management:**

### **Internal control: Managing risk**

The trustees actively review the major risks, which the charity faces on a regular basis and believes maintaining reserves of fewer than 12 months, combined with a regular review over key financial systems, will provide sufficient resources in the event of any adverse conditions arising. The trustees have also examined other operational and business risks faced by the charity in accordance with the requirements of the Statement of Recommended Practice (SORP). Each risk is classified into one of the following four categories:

- **Business or operational:** relates to the activities carried out within our organisation, arising from structure, systems, people, products or processes. Business or operational risks include business interruption, errors or omissions by employees, product failure, health and safety, failure of IT systems, fraud, loss of key people, litigation, loss of suppliers, etc. These are generally within the control of the organisation through risk assessment and risk management practices, including internal control and insurance.
- **Financial risk:** This relates to the financial operation of our organisation, such as co-operate card risk, credit risk, funding risk, currency conversion risk, interest rate risk and cash flow risk. Some of these risks arise from lack of cutbacks of funding. While these are typically outside the organisation's control, our organisation continues to take action to mitigate those risks, for example, by credit control procedures.
- **Environmental risk:** This relates to changes in the political, economic, social and financial environment over which our organisation has little influence. Environmental risks include legislative change, regulations, climate change, natural disasters, and loss of business, competition and economic slowdown. These are outside the organisations control but can be mitigated to some extent through environmental scanning and contingency planning.
- **Reputation risk:** This relates to the failure to address some other risk that is within the organisation's control that requires the organisation to take a wider view of its impact on society. The trustees have asserted that there is no one widely accepted set of reputation risk; they will vary according to the nature of the business and its implementation. What is important is that this risk is classified in some way that is relevant to the needs of the business.

### **Reasons for classifying the risk management strategies are as follows:**

- The list of individual risks facing our organisation is potentially endless. By grouping them into categories, the trustees can manage these in common with the use of similar controls.
- The identification of risks begins at a senior level within the organisation. Categorisation enables managers to be more pro-active in their attitude to risk management. The trustees do consider the 'big picture' risks rather than the detail.
- Once a risk has been identified, the trustees think of tools that may be used to measure and control them. Categorisation helps trustees to identify how they can use their experience to manage it.
- Risk categorisation provides a framework that can be used by trustees to define who is responsible, design appropriate internal controls and assist in simplified risk reporting.
- The development of a sound risk management system has made it possible to group risks into categories. Such a systematic approach helps the organisation identify related risks in the same category.

In the course of this review, the trustees have determined the major risks to which the Organisation is exposed, the potential impact if an individual risk materialises, and what mitigating action is to be taken by whom in order to reduce each risk to a level which the trustees considers to be acceptable. This position is recorded in a risk register, which is used by management and will continue to be reviewed annually.



**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT (continued)**

**YEAR ENDED 31 MARCH 2021**

**Key Performance Indicators**

On behalf of the Board of Trustees, the Organisation's management monitors a variety of Key Performance Indicators (KPIs) to check achievement of our organisation's strategic and operational objectives and reports upon them monthly, quarterly or annually as appropriate. These KPIs have been recently revised and include measures to track funding applications and awards, the public awareness and effectiveness of our programmes, progress towards achievement of our work placements and volunteering targets, internal staff issues and financial measures such as fundraising achievements, and other net income generated for charitable activities.

**Employees, Contractors and Volunteers**

The Organisation aims to maintain high standards in its employment practices to ensure the fair and efficient use of its most valuable asset, its staff, professional contractors and volunteers. All employees and potential employees (whether full-time, part-time, professional contractors, permanent or temporary) are treated fairly, regardless of gender, sexual orientation, race, ethnic origin, disability, religious beliefs or age. The sole criterion for selection of employment, contracting or volunteering is the suitability of an applicant for the position. Training is provided and available to all permanent or temporary staff, who are encouraged to develop their potential and the contribution they can make to the Organisation's work. Permanent and temporary Staff members are both kept well informed of meetings, team briefings and personal briefings. In line with best practice and current law, staffs are also consulted about Organisation developments and proposed changes, which may affect them, including matters affecting their employment and benefits.

**Clients, Community and the Environment**

The trustees commit considerable time, effort and resources into understanding and responding to the needs of our clients, which are reflected in the services we provide. Additionally, the charity recognises the importance of its environmental responsibilities and has measures in place to monitor and control its impact on the local environment and its compliance with any regulatory environmental standards. The charity seeks to implement policies aimed at reducing any potential detrimental environmental impact of its activities.

**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT (continued)**

**YEAR ENDED 31 MARCH 2021**

**OBJECTIVES AND ACTIVITIES**

**Our Mission statement is:**

To effectively and efficiently facilitate the development of sustainable and community based self-management care pathways for adults, children and young people with mental and physical Long Term Health Conditions to improve their quality of life and outcomes, now and for generations to come. Thus recognising the interdependence of partnership working in education, service delivery and to provide professional infrastructure support to Frontline organisations.

**OBJECTIVES AND ACTIVITIES**

The objects of the charity are:

- (1) To assist in the relief of poverty and sickness for all racial/ethnic groups with long term conditions in the community.
- (2) To assist and support in the treatment and care of people.
- (3) To facilitate in the provision of psychological structured support.

**WHO WE ARE AND WHAT WE DO**

Health Psychology Management Organisation Services (HP-MOS) operates as a not for profit Organisation and is a first and second Tier Organisation that has been in operation since 2006. The Organisation is a registered charity and a registered company limited by guarantee in the UK. As a 1st Tier organisation, we offer a range of psychological and social wellbeing training strategies, mental and physical health training services, one to one and group counselling, using different therapeutic approaches. We further provide informal adult and professional psychological training services to facilitate continuous learning for both professionals and adult learners with implications for social change and as part of continuous professional development (CPD). We identify all our target groups directly through public and private statutory sectors, and within different community settings with an outcome of improving quality of life.

Operating as a 2nd Tier Organisation allows us to focus on Workforce/Professional and Infrastructure Development with the aims of improving health, work and wellbeing outcomes in organisational training strategies. Our training strategies include the provision of Business and psychological support services and organisational Human Resource Infrastructure support to entrepreneurs. We identify our clients through the voluntary, community, public, private and statutory sectors. Our Infrastructure support services focuses on, people, culture, systems and processes to enrich experiences, deepen knowledge, expand networks and reduce workplace Stress and Anxiety. We engage in empirical research with our European partnership projects with proven quantitative and qualitative methodologies with policy implications. Our International work aim to focus on developing countries to improve their mental, physical, social, educational, environmental and economic wellbeing with many diverse projects



## **HOW WE WORK**

### **In the UK**

We work in partnership through contractual funding agreements with local and national trust funding bodies, through corporate funders, funding from local authorities, partnership engagements with community and voluntary groups and beneficiaries as key stakeholders.

### **Across Europe**

Our partnerships through European projects contractual agreements with European partners across Europe have been halted to date. This is due to anticipated events which led to the UK's exit from the European Union (2020): EU single market and customs union.

### **Our International Partnerships**

The Covid-19 pandemic has led to an inevitable surge in the use of digital technologies for our International work that focuses on developing countries to improve mental and wellbeing.

## **OUR SERVICES**

### **Our current services include:**

- Mental and physical Self-management psychological support services.
- Psychological support services for families, children and young people.
- Services for Workforce / Professional Development Strategies addressing health, work and well-being.
- Work Placements/Volunteer Opportunities for Psychology and Social Care Graduates and Undergraduate.
- Engage in psychology, health and social care research using both qualitative and quantitative methods both in the UK and across Europe.
- Our International work also focuses on developing countries to improve mental, physical, social, educational, environmental and economic well being with many diverse projects.

### **Public Benefit**

The trustees confirm they have referred to the information contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives of the charity and in planning activities and setting policies and priorities for the year ahead. Our charitable objects are to promote any charitable purpose for the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress. In carrying out its objects and in all aspects of its work, our charity is committed to promoting equality and diversity, preventing prejudice and discrimination, ensuring equal access and promoting good relations between all sections of the community. The main activities undertaken to further our charitable purposes for public benefit are to provide the therapeutic support people need for the problems that they face and to improve the policies and practices that affect people's lives.

**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT (continued)**

**YEAR ENDED 31 MARCH 2021**

**We currently operate in the following London Boroughs**

- Barking and Dagenham
- Newham
- Redbridge
- Havering
- London- wide

**BENEFITS OF OUR SERVICES**

- Facilitate effective and sustainable community-based self-management care pathways.
- Improve quality of life, hence the relief of suffering, hardship and deprivation.
- Promote opportunities for volunteering to sustainable employment for marginalised and disadvantaged groups.
- Advance psychology, health and social care education on mental health promotion/social skills training and physical health awareness programmes.
- Assist in the relief of sickness and preserve the physical and mental well being of poorer communities.
- Focus on building stronger communities by overcoming isolation and fragmentation and encouraging inclusion, connection and integration for poorer communities.
- Address complex and multi-stranded self-management care pathways often-difficult problems in unusual and imaginative ways.
- Optimise healthier lifestyles for "hard-to-reach" communities with personalised health prevention and education.
- Build organisational Human Resource infrastructure in staff training and development to improve the ability of organisations to develop its structures, systems, people and skills in order to deliver effective business strategies.

Most of our services are through funding bodies, and the criteria used to select beneficiaries are, in the primary, set by a need's assessment of communities. However, we ensure the most comprehensive access to our services, with beneficiaries being able to refer themselves directly to benefit from our funded services, including formal referral by other services.



**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT (continued)**

**YEAR ENDED 31 MARCH 2021**

**ACHIEVEMENTS AND PERFORMANCE**

**DURING 2020 -2021**

**ACHIEVEMENTS**

•Winners in the category of: "Outstanding contribution to improving health and wellbeing." At the East London Community Heroes Awards 2021

•Runner up with recognition in the category for "Positive Mental Health and Wellbeing" at the Newham Chamber of Commerce business awards in 2021

**Charitable activities and public benefit**

**The impact of Covid-19 pandemic and how we have responded**

Our charity is proactive in supporting vulnerable and disadvantaged communities while providing training for our contract workers, staff, volunteers and interns. During the year (2020 to 2021), the ongoing threat of the Coronavirus Disease (COVID-19) pandemic was stressful for people which were characterised by fear and anxiety about the ongoing new disease. The ongoing pandemic is overwhelming and caused strong emotions in vulnerable people across different communities. There is much yet to learn about the impact of the pandemic on vulnerable and marginalised communities and on our finances, our ways of working, and the broader economic and social context in which we operate. However, the unmistakable lesson of the past year is that our organisation is resilient and integral to the healthy functioning of communities. Our clients have relied on us to thrive during these difficult times. Therefore, as well as remaining vigilant on our financial position, we played our part in the long-term management and recovery from the crisis. Our organisation shared collective responsibility and ensured that we were committed to and mitigated the mental wellbeing of different communities affected by the pandemic's ongoing threat. Our commitment run like a thread through all our work during the past year, as it does through our plans for the year ahead. A key priority over the last year was to operate, ensuring all our key stakeholders received easy-to-access, efficient and high-quality online psychological support services. The online services we provided were uninterrupted throughout the pandemic, which helped marginalised and vulnerable communities access emotional interventions for coping with stress, anxiety and other mental health vulnerabilities. Our charity provided significant psychological interventions in response to the coronavirus and rapidly adjusted to the changing needs of vulnerable and disadvantaged communities while navigating the financial and operational challenges.

**The operational impact of the (COVID-19) pandemic**

This year the world has seen much loss, uncertainty, turmoil, and change. However, at our charity, we are familiar with these types of challenges. Our assertion is to make a significant difference every day and not stop until every client has access to the mental health support they need. With this in mind and knowing how essential consistency is for our clients, we had already rapidly responded to the country's first lockdown by moving our services to remote working by the first quarter of 2020. The Covid-19 Pandemic has resulted in our charity's rapid adoption of digital technology. There was an 80% surge in the uptake of our online psychological support services for vulnerable communities in need of unparalleled levels of support. Before the Pandemic, we delivered our services face-to-face; however, we had to change our practices to digital means of providing services, as it became unsafe to provide



face-to-face services. Therefore, we quickly adapted and transitioned all of our services to digital. But despite the undeniable progress made, it was essential to proceed with caution. Especially when changes happen at such a pace, there are possible risks and downsides. Through robust evaluation and research, we needed to understand what the impact of the rapid shift towards digital technology would be on our services. In addition, we examined the effect on communities' online access to and quality of our psychological support and the experiences of our team and staff. We supported 1,900 clients within the year with underlining mental health problems due to the COVID-19 Pandemic. All our teams refocused their work in dealing with the impact of Covid-19 and worked quickly to adapt to the Government's initial response. All the staff were well-positioned to adapt to the crisis and technology systems that are cloud-based and accessible remotely. Like our local services, we maintained business continuity following the rapid shift from office to home working. We must continue to act as a voice for our clients and show there is a place for the third sector to be influential and our charity to present itself as knowledgeable and thoughtful leaders in the industry. We have acquired a deeper understanding of what is needed to help more people improve their quality of life and gain self-management skills. To embed the positive work that has been done during the ongoing Pandemic and ensure that it is sustainable in the future, it needs to be underpinned by adequate funding, infrastructure and the necessary workforce. The effects of Covid-19 are going to continue for a long time. Therefore, understanding how digital technology can help and add the most value is more important than ever.

We have successfully implemented our new and robust service user involvement strategies.

This means that service users:

- Are always placed at the heart of the organisation;
- Will influence decision making;
- Are always involved in service reviews, changes, developments etc.
- Will always be part of setting essential qualities and attributes for staff and will be involved in evaluation processes;
- Will be at the forefront of the organisation-wider service user events
- Will always be part of developing service user-led quality standards.

**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT (continued)**

**YEAR ENDED 31 MARCH 2021**

**DURING 2020-2021**

**PERFORMANCE**

In total, we supported 1,900 people with all our project activities and support interventions with behaviour change techniques.

We offered online support to 650 adults with mental health problems with our Covid19 Wellbeing Programme associated with anxiety, depression, and cognitive through digital means (e.g., traditional phone calls, messaging/WhatsApp, video calls, e-mail and instant messenger).

We supported 250 older people in relation to social isolation and loneliness due to the ongoing COVID-19 by providing emotional and psychological support via telephone and video conference calls.

We supported 450 clients through our Capacity Building programme in times of COVID-19 to sustain mental health services with a person-centred approach to address high levels of stress and anxiety.

We offered online training to 60 healthcare professionals to support communities with breast cancer through telephone support with challenges of stress and anxiety due to the ongoing COVID-19 pandemic

We offered telephone support advice and information to 490 people to have a free, anonymous and confidential conversation about mental health through issues related to the ongoing COVID-19 pandemic until they felt calm and agreed on a plan of action.

We recruited and supported 6 volunteers from marginalised and disadvantaged communities with our WELLNESS programme to improve their quality of lives, hence improve employability prospects.

Our intervention/therapeutic strategies include:

- Cognitive behavioural therapy (CBT) Intervention
- Guided self-help as group intervention
- Behavioural activation as a talking therapy
- Interpersonal therapy (IPT) Intervention
- Mindfulness-based therapies
- Recovery and Inclusion to work Intervention

We monitored and evaluated all our interventions as a continuous function that employed the systematic collection of data on specified indicators of the extent of progress and achievement of our activities and progress in all the interventions.



**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT (continued)**

**YEAR ENDED 31 MARCH 2021**

**FINANCIAL REVIEW**

Financial planning and reviews are key in supporting our charity through the ongoing Coronavirus (COVID-19) crisis and our charity as a whole. Hence, we have been urgently working through our funding efforts to prioritise actions we may need to take in delivering our services. We realise these are stressful times which have no precedent. However, we will continue to evolve our financial planning and reviews based on feedback from our services. This financial year has been all about responsiveness and resilience. Although we managed to secure funding given the circumstances, this is no time for complacency.

Our financial review focuses on financial management in relation to dealing with the Coronavirus pandemic and the charity as a whole, which requires a holistic response and careful prioritisation. Adding unnecessary tasks and complexity to overwhelming financial circumstances will not be helpful. Therefore, our financial management actions and process changes is designed to support our charity to prevent it from being under pressure.

Against the backdrop of financial cuts from public and private organisations and in light of the COVID-19 Pandemic, we succeeded in engaging funders and successfully secured funding in response to the pandemic and charitable objectives. We were additionally very successful in forming strategic partnerships with mental health providers in local communities. While there is, a wealth of experience to draw on from looking back, our focus is firmly fixed on the future. The charity will remain dynamic for the near future, as we have carved a platform that allows us to be even more effective at what we do.

**PLANS FOR FUTURE PERIODS**

It is acknowledged that we are reliant upon funding and donations for our projects from different trusts, however, the trustees are focussed on retaining and attracting contracts, by reconfiguring services to meet current needs and by applying to new funders. Obtaining project funding from additional sources, will allow the charity to broaden and progress further with the various mental health services it provides to Northeast London and the London boroughs as a whole.

The charity will continue to rely upon contract and voluntary staff, who assist significantly in the day-to-day running of our organisation. It is very important that we continue to invest in the training and support for both volunteers and contract staff alike. We will continue to strengthen our commitment to our central Business Continuity/Disaster Recovery Plan.

**RESERVES POLICY**

The trustee's reserves policy is to maintain an appropriate level of unrestricted funds not committed or invested in tangible fixed assets as a key element of the organisation's strategic plan. The policy acts as a benchmark to ensure that we use our funds to good effect. The reserves policy also helps to demonstrate that the charity's fund is being used to good effect. Funders, beneficiaries, members and the wider public are entitled to know this. The charity's current assessment of the level of free reserves is under 12 months running cost. This is based upon the sums needed, should all funding be withdrawn and to wind up the charity's current services. Hence, the actual free reserve of under 12 months running cost is considered acceptable, due to the nature of the charity's activities and additionally considered financially prudent.



**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT (continued)**

**YEAR ENDED 31 MARCH 2021**

**RESPONSIBILITIES OF THE TRUSTEES**

The trustees (who are also the directors of Health Psychology Management Organisation Services for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

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

- select suitable accounting policies and apply them consistently
- observe the methods and principles in the charities' statement of recommended practice (SORP)
- make reasonable and prudent judgements and estimates
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it's inappropriate to presume that the charitable company will continue in business

The trustees are responsible for ensuring proper accounting records are kept. The records must disclose with reasonable accuracy, at any time, the financial position of the charitable company and the trustees must make sure the financial statements comply with the Companies Act 2006. The trustees are also responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Trustees must safeguard the assets of the charitable company and the group and take reasonable steps to prevent and detect fraud and other irregularities. As far as the trustees are aware, there is no relevant audit information of which the charitable company's accountant/independent examiner is unaware, and Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the accountant/independent examiner is aware of that information.

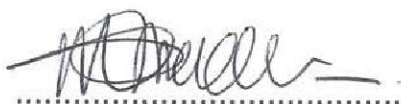
**ACCOUNTANTS/INDEPENDENT EXAMINER**

A resolution to appoint an accountant/independent examiner for the ensuing year was proposed on the 1st April (2020) at the Annual General Meeting.

Registered office:  
7 Blacksmiths Lane  
Rainham,  
Essex  
RM13 7AD

Signed by order of the trustees

MERCY MACLEAN  
Company Secretary & CEO



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**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2021**

**Independent examiner and Accountant**

A resolution was made to use the services of Kennoy & Co Accountants (*Chartered Certified Accountants & Business Advisors*)

Independent examiner's report to the trustees of Health Psychology Management Organisation Services for the year ended 31 March 2021

I report on the accounts of the charity, which are set out on pages 16-24

**Respective responsibilities of trustees and examiner**

The company is exempt from the requirements for companies Act Audit. The directors have requested that an independent examination be carried out under section 43(3)(a) of the Act 1993; consequently.

It is my responsibility to:

- examine the accounts under section 43(3)(a) of the 1993 Act;
- follow the procedures laid down in the general Directions given by the Charity Commissioners under section 43(7)(b) of the 1993 Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the accounts.

**Independent examiner's statement**

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

1. which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:-

- proper accounting records are kept (in accordance with section 41 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 1993 Act. Or

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

Signed



Date

Kennedy Agyeman FCCA  
Kennoy & Co Accountants  
9 Marsh Farm Road,  
Chelmsford  
Essex  
CM3 5WP

Kennoy & Co Accountants  
9 Marsh Farm Road  
Chelmsford, Essex  
CM3 5WP



**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	20,000	88,000	108,000	81,500
Activities for generating funds	3	2,500		2,500	2,000
<b>TOTAL INCOMING RESOURCES</b>		<b>22,500</b>	<b>88,000</b>	<b>110,500</b>	<b>83,500</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities	4/5	(30,849)	(37,351)	(68,200)	(63,800)
Exceptional costs of charitable activities	4/5				
Governance costs	6	(10,300)	(9,000)	(19,300)	(11,700)
<b>TOTAL RESOURCES EXPENDED</b>		<b>(41,149)</b>	<b>(46,351)</b>	<b>(87,500)</b>	<b>(75,500)</b>
<b>NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR</b>					
<b>RECONCILIATION OF FUNDS</b>	7	<b>(18,649)</b>	<b>41,649</b>	<b>23,000</b>	<b>8,000</b>
Expenditure from Reserve		13,649	(21,649)	(8,000)	(20,750)
Total funds brought forward		8,000		8,000	20,750
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>3,000</b>	<b>20,000</b>	<b>23,000</b>	<b>8,000</b>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.



**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**INCOME AND EXPENDITURE ACCOUNT**

**YEAR ENDED 31 MARCH 2021**

	Note	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
INCOME		108,000	81,500
TOTAL EXPENDITURE		(85,000)	(73,500)
		<hr/>	<hr/>
OPERATING SURPLUS/(DEFICIENCY)	7	23,000	8,000
 Expenditure from Reserve		 -	 -
Fund Brought Forward from 2019/20:-			
Restricted		20,000	-
Unrestricted		3,000	8,000
		<hr/>	<hr/>
(DEFICIT)/SURPLUS FOR THE FINANCIAL YEAR		<b>23,000</b>	<b>8,000</b>
		<hr/> <hr/>	<hr/> <hr/>

The Income and Expenditure Account includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

**31 MARCH 2021**

	Note	2021	2020
		£	£
<b>FIXED ASSETS</b>	<b>9</b>		
Tangible assets		1,333	2,667
<b>CURRENT ASSETS</b>			
Cash at bank		23,335	8,000
<b>CREDITORS: Amounts falling due within one year</b>	<b>11</b>	<b>(1,668)</b>	<b>(2,667)</b>
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		<b>23,000</b>	<b>8,000</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>23,000</b>	<b>8,000</b>
<b>NET ASSETS</b>		<b>23,000</b>	<b>8,000</b>
<b>FUNDS</b>			
Restricted income funds	<b>12</b>	20,000	-
Unrestricted income funds	<b>13</b>	3,000	8,000
<b>TOTAL FUNDS</b>		<b>23,000</b>	<b>8,000</b>

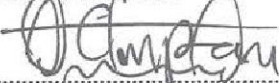
The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with section 221 of the Act, and
- (ii) 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 surplus or deficit for the financial year in accordance with the requirements of section 476, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements were approved by the members of the committee on the 31<sup>st</sup> March 2021 and are signed on their behalf by:

Edmund K. Ampadu

  
.....  
Director

Company Registration Number: 5727839

The notes on pages 19 to 24 form part of these financial statements.

**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

**1. ACCOUNTING POLICIES**

**BASIS OF PREPARING THE FINANCIAL STATEMENTS**

**ACCOUNTING CONVENTION**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**CASH FLOW STATEMENT**

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

**INCOMING RESOURCES**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

**RESOURCES EXPENDED**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT, which cannot be fully recovered, and is reported as part of the expenditure to which it relates. Costs of generating funds comprise costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees and costs linked to the strategic management of the charity.

All costs are allocated between expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis. The value of services provided by volunteers is not incorporated into these financial statements.

**TANGIBLE FIXED ASSETS**

Depreciation is provided at the following annual rates in order to write off each asset

- Equipment Straight Line 33 1/3%



**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

**TAXATION**

The company is a registered charity and therefore is not liable for income tax on income

derived from its charitable activities, as it falls within the various exemptions available to registered charities.

**FUND ACCOUNTING**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. VOLUNTARY INCOME**

	Unrestricted Funds	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
	£	£	£	£
<b>Donations</b>				
Donations - Fundraising	10,000	-	10,000	10,000
<b>Grants receivable</b>				
Covid Mental Health Fund		25,000	25,000	16,500
National Lottery Comm Fund		38,000	38,000	10,000
Covid Comm Support Fund		15,000	15,000	35,000
Awards for All - National Lottery	-	10,000	10,000	10,000
Grants receivable - Co-operate funding	10,000	-	10,000	-
	<b>20,000</b>	<b>88,000</b>	<b>108,000</b>	<b>81,500</b>

**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

**3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Fundraising events	2,500	-	2,500	2,000

**4. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Exceptional costs of charitable activities				
Charitable activity	30,849	37,351	68,200	63,800
Support costs, Rents, & Insurance	10,300	9,000	19,300	11,700
	<u>41,149</u>	<u>46,351</u>	<u>87,500</u>	<u>75,500</u>

**5. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE**

	Activities undertaken directly £	Grant funding activities £	Support costs £	Total Funds 2021 £	Total Funds 2020 £
Exceptional costs of charitable activities	-	-	-	-	-
Charitable activity	30,849	37,351	19,300	87,500	75,500
	<u>30,849</u>	<u>37,351</u>	<u>19,300</u>	<u>87,500</u>	<u>75,500</u>

**6. GOVERNANCE COSTS**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Staff Training	5,300	-	5,300	1,250
Accountancy fees, HR & Payroll	-	1,000	1,000	450
Costs of trustees' meetings	2,000	-	2,000	550
Other financial costs	3,000	-	3,000	950
Rent and Rates		8,000	8,000	8,500
	<u>10,300</u>	<u>9,000</u>	<u>19,300</u>	<u>11,700</u>

**7. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR**

This is stated after charging:

	2021 £	2020 £
Depreciation	<u>1,333</u>	<u>1,333</u>



**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

The Charity subscribes to an insurance scheme, for trustees and officers.

**TRUSTEES' EXPENSES**

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020

**9. STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>25,000</b>	NIL
Employers' NI	<b>4,335</b>	NIL
Pension	<b>1,313</b>	NIL
	<hr/> <b>30,648</b> <hr/>	<hr/> NIL <hr/>

**Particulars of employees:**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Contract Workers	<b>37,351</b>	45,000
	<hr/> <b>37,351</b> <hr/>	<hr/> 45,000 <hr/>

No employee received emoluments of more than £60,000 during the year (2020 - Nil).

**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

**10. TANGIBLE FIXED ASSETS**

	Equipment £
<b>COST</b>	
At 1 April 2020	10,000
Additions	4,000
<b>At 31 March 2021</b>	<b>14,000</b>
<b>DEPRECIATION</b>	
At 1 April 2020	10,000
Charge for the year	1,333
<b>At 31 March 2021</b>	<b>11,333</b>
<b>NET BOOK VALUE</b>	
<b>At 31 March 2021</b>	<b>2,667</b>
At 31 March 2020	NIL

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

	2021 £	2020 £
Accruals	1,668	2,667

**12. RESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2020 £	Incoming resources £	Outgoing Resources	Balance at 31 Mar 2021 £
Restricted Fund	-	88,000	(68,000)	20,000



**HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES**  
**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

**13. UNRESTRICTED INCOME FUNDS**

	<b>Balance at 1 Apr 2020 £</b>	<b>Incoming resources £</b>	<b>Outgoing Resources</b>	<b>Balance at 31 Mar 2021 £</b>
General Funds	8,000	20,000	(25,000)	3,000
	<u>8,000</u>	<u>20,000</u>	<u>(25,000)</u>	<u>3,000</u>

**14. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Net current assets/ (liabilitie s) £</b>	<b>2020 Total £</b>
<b>Restricted Income Funds:</b>		
Restricted Fund	20,000	-
<b>Unrestricted Income Funds</b>	3,000	8,000
<b>Total Funds</b>	<u>23,000</u>	<u>8,000</u>

**15. COMPANY LIMITED BY GUARANTEE**

The Company is limited by Guarantee.