

Charity Number 1116380

COMPANY REGISTRATION NUMBER 5727839

HEALTH PSYCHOLOGY MANAGEMENT
ORGANISATION SERVICES

COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT & FINANCIAL
STATEMENTS

31 MARCH 2022

Charity Number 1116380

HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES
COMPANY LIMITED BY GUARANTEE

TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

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HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES
COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

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 ending 31 March 2022. The financial statements have been prepared following 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

Registered charity name	Health Psychology Management Organisation Services
Charity registration number	1116380
Company registration number	5727839
Principal office	Knowledge Dock Business Centre University of East London Docklands Campus 4-6 University Way London E16 2RD
Registered office	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

Company Secretary & CEO	Mrs. Mercy Maclean
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Bankers	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 2022

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. If the company is wound up, every member (including members who ceased to be members within one year before 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 three individuals, each of whom is a trustee and member of the Council. This Board has full legal responsibility for the actions of the organisation, and its members, appointed for a renewable term of three years, are the company's directors for purposes of the Companies Act 2006. The Board meets three times yearly, with extraordinary general meetings when necessary.

The Chief Executive Officer, to whom the 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' 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 organisation's organisational structure, aims and activities and 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 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. If the company is wound up, every member (including members who ceased to be members within one year before such winding up) would be required to contribute to the company's assets an amount not exceeding £10.

Our charity is committed to providing high-quality mental health care within a safe environment by appropriately qualified and competent staff. We aim to ensure that all staff act in a fair and consistent manner. All employees will be encouraged to develop their skills, fulfil their potential, and take advantage of training, development and progression opportunities in the charity. Selection for employment, promotion, training or any other benefit will be based on aptitude and ability. The charity is committed to a policy of treating all its employees and job applicants equally and recruiting the best person for each vacancy. No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the ground of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part-time status or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

We will continue to strive for low energy costs in buildings we rent and seek alternative ways

of powering the buildings we occupy. This will involve reviewing heating systems to ensure that we use energy efficiently, glassing is of the correct standard, and that air conditioning units are adequately maintained. We will also review our office rentals to ensure it uses solar so that we can become a greener organisation.

Risk Management:

Internal control: Managing risk

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

- **Business or operational risk:** 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 organisation's control 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 a lack of cutbacks of funding. While these are typically outside the organisation's control, our organisation continues to act 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, loss of business, competition and economic slowdown. These are outside the organisation's 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 more comprehensive view of its impact on society. The trustees have asserted that there is no one widely accepted set of reputation risks; 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.

The 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 using similar controls.
- The identification of risks begins at a senior level within the organisation. Categorisation enables managers to be more proactive in their attitude to risk management. Trustees 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.

- Developing 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 significant 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 to reduce each risk to a level which the trustees consider to be acceptable. This position is recorded in a risk register 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 2022

Key Performance Indicators

On behalf of the Board of Trustees, the Organisation's management monitors various Key Performance Indicators (KPIs) to check the 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 selecting employment, contracting or volunteering is an applicant's suitability for the position. Training is provided and available to all permanent or temporary staff, who are encouraged to develop their potential and contribute to the Organisation's work. Permanent and temporary Staff members are kept well informed of meetings, team briefings and personal briefings. In line with best practice and current law, staff 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 to reduce its activities' potential detrimental environmental impact.

HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES
COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2022

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 providing professional infrastructure support to Frontline organisations.

OBJECTIVES AND ACTIVITIES

The objects of the charity are:

- (1) To assist in relieving 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 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 the 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 well-being training strategies, mental and physical health training services, and 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 to improve health, work and well-being 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 focus on people, culture, systems and processes to enrich experiences, deepen knowledge, expand networks and reduce workplace Stress and Anxiety. We engage in empirical research projects with proven quantitative and qualitative methodologies with policy implications. We focus on developing countries to improve their mental, physical, social, educational, environmental and economic well-being 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, corporate funders, funding from local authorities, and partnership engagements with the community, voluntary groups, and beneficiaries as critical stakeholders.

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 Undergraduates.
- Engage in psychology, health and social care research using qualitative and quantitative methods in the UK and across Europe.
- Our International work also focuses on developing countries to improve the 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 charity's aims and objectives and 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 objectives 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 their problems 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 2022

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 the quality of life, hence relieving suffering, hardship and deprivation.
- Promote opportunities for volunteering to sustainable employment for marginalised and disadvantaged groups.
- Advanced psychology, health and social care education on mental health promotion/social skills training and physical health awareness programmes.
- Assist in relieving sickness and preserving 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 their structures, systems, people and skills to deliver effective business strategies.

Most of our services are contracted by the statutory sector, and funding bodies and the criteria used to select beneficiaries are, in the main, set by the commissioning agency. However, we ensure the most comprehensive access to our services, with beneficiaries being able to apply or refer themselves directly to benefit from our services rather than formally being referred by a third party.

HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES
COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2022

ACHIEVEMENTS AND PERFORMANCE

DURING 2021 -2022

ACHIEVEMENTS

AWARDS

Newham business awards 2022: Our charity was selected as one of three shortlisted for the Newham business awards 2022 for the category of positive mental health and well-being. We were runner-up and were highly recommended for our outstanding contributions to positive mental health in different communities.

East London Community Heroes Awards 2022: Our charity was shortlisted in the East London Community Heroes Awards 2022 for its exemplary work in Outstanding Initiatives for Health & well-being in different communities. We were runner-up and were highly recommended for our outstanding contributions.

Charitable activities and public benefit

The impact of POST COVID-19 pandemic and how we have responded

After two years of living with COVID-19, the mental health toll of the pandemic is evident in terms of mental health impacts. Vulnerable and disadvantaged communities have been disproportionately hit hardest, with no one escaping the mental health impact of the pandemic. Our charity has been proactive in supporting vulnerable and underprivileged communities while providing training and support for our contract staff, volunteers and interns about "Positive mental health and well-being". Many experiences of stress and anxiety are characterised by fear, people feeling isolated and lonely, which causes unintended consequences of a mental health breakdown. Our data provided a complete understanding of how individuals were not coping with the psychological and social impacts Post COVID-19. This was followed by a more consistent demand for psychological and emotional interventions, which our charity provided in response to POST COVID-19 to allow individuals to adjust rapidly to the changing needs. In contrast, our charity at the same time navigated the financial and operational challenges that we faced. The COVID-19 pandemic has reminded us how interdependent we are: what happens to one person can soon affect many others in different community settings. Additionally, the pandemic also reminds us of what impacts different communities have to be addressed by all of us. As with many other mental health problems, the solution rests on collective efforts. Ultimately, if communities are to thrive, we must remember that we are one. The pandemic has merely reinforced fundamental challenges we have as a charity, but at the same time, we have embraced new ideas for strengthening communities and the wider society.

The operational impact POST COVID-19

The COVID-19 Pandemic changed how we delivered our services two years after the pandemic and in the year (2021 to 2022) for marginalised and disadvantaged communities. The impact of the POST COVID-19 pandemic two years on meant that our charity was facing and still is facing increased demand for our services from vulnerable communities in need of unparalleled support. Before the Pandemic, we delivered our services face-to-face; however, POST COVID-19 and two years on, we have changed how we provide our services from face-to-face to online. We quickly adapted to transition our services, and our staff and volunteers adjusted quickly to continue offering psychological support sessions online. These changes stem from

our resilience and our willingness and ability to take steps to address the immediate challenges we faced by adapting our services due to restrictions caused by the Pandemic two years ago. Last year, we supported 1,500 clients with underlining mental health problems during POST COVID-19 Pandemic with increased demand for our services. All our teams refocused their work on dealing with the impact of POST COVID-19 and worked quickly to adapt to different community needs. The staff were trained and well-positioned to adapt to the changes in the new technology systems that are cloud-based and accessible remotely. We maintained business continuity following the rapid shift from office to online working two years after the Pandemic. We will continue to act as a voice for our clients and show there is a place for the third sector to be influential and for our charity to present itself as a knowledgeable and thoughtful leader. We have acquired a deeper understanding and implemented strategies needed to support more people in improving their quality of life POST COVID-19, with implications of gaining self-management skills.

We have continued to implement our new and robust service user involvement strategies successfully.

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 2022

DURING 2021-2022

PERFORMANCE

In total, we supported 1,500 people with all our project activities and support intervention services as follows:

We built capacity-building for our organisation, successfully supported 900 marginalised and disadvantaged communities at the grassroots level, and delivered online psychological well-being support for communities with mental health problems.

We Supported 200 clients with experiences of bereavement POST COVID-19 by providing emotional and psychological support via telephone and video conference calls to combat grief.

We supported 250 communities from different Black, Asian and Ethnic Minority (BAME) groups with Psychological recovery support from existing inequalities in housing, employment, finances and other issues that impacted mental health that were made worse post-COVID-19.

We Supported 150 male demographic who was suffering from depression and anxiety with increased fatigue, irritability and a loss of interest in work or other hobbies POST-COVID-19.

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

Our intervention/therapeutic strategies include the following:

- Cognitive behavioural therapy (CBT) Intervention
- Guided self-help as a 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 2022

FINANCIAL REVIEW

Financial planning and reviews are vital in supporting our charity through the POST COVID-19. 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, 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 are designed to support our charity to prevent it from being under pressure.

Against financial cuts from public and private organisations and in light of the POST COVID-19 Pandemic, we successfully engaged funders and secured funding in response to the pandemic and charitable objectives. Additionally, we successfully formed 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

We rely 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 its various mental health services to Northeast London and the London boroughs.

The charity will continue to rely upon contract and voluntary staff, who assist significantly in the day-to-day running of our organisation. We must continue investing in the training and support of volunteers and contract staff. We will continue strengthening our commitment to our central Business Continuity/Disaster Recovery Plan.

We will continue to plan amid a climate of continuing uncertainty. Doing this properly means reflecting on what the pandemic has revealed about the state of our charity. But at the same time, the POST pandemic has once again brought out our charity's seemingly limitless capacity for generosity in serving communities. Our charitable impulse runs as deep as it ever has, crossing traditional dividing lines. We can and do take pride in this as we continue to evolve, finding new possibilities to meet the most unexpected challenges.

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 critical element of the organisation's strategic plan. The policy acts as a benchmark to ensure that we use our funds effectively. 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 2022

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 charitable company's state of affairs and 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 an 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 maintaining the integrity of the corporate and financial information included on the charitable company's website. Trustees must safeguard the charitable company and the group's assets 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. The 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 of April (2021) 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

Date: 28th December 2022

HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES
COMPANY LIMITED BY GUARANTEE

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2022

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 2022

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 to enable a proper understanding of the accounts to be reached

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

Date: 28th December 2022

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 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	45,600	86,600	132,200	108,000
Activities for generating funds	3	3,000		3,000	3,000
TOTAL INCOMING RESOURCES		48,600	86,600	135,200	110,500
RESOURCES EXPENDED					
Charitable activities	4/5	(91,330)	(12,500)	(103,830)	(68,200)
Exceptional costs of charitable activities	4/5				
Governance costs	6	(3,800)	(9,200)	(13,000)	(19,300)
TOTAL RESOURCES EXPENDED		(95,130)	(21,700)	(116,830)	(87,500)
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR					
RECONCILIATION OF FUNDS	7	(46,530)	64,900	18,370	23,000
Expenditure from Reserve					
		(3,000)	(20,000)	(23,000)	(8,000)
Total funds brought forward		3,000	(20,000)	23,000	8,000
TOTAL FUNDS CARRIED FORWARD		10,600	7,770	18,370	23,000

The Statement of Financial Activities includes all gains and losses in the year and, therefore a statement of total recognised gains and losses has yet to be 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 2022

	Note	2022	2021
		£	£
INCOME		132,200	108,000
TOTAL EXPENDITURE		113,830	85,000
		<hr/>	<hr/>
OPERATING SURPLUS/(DEFICIENCY)	7	18,370	23,000
 Expenditure from Reserve			
		(23,000)	-
Fund Brought Forward from 2020/21:-			
Restricted		20,000	20,000
Unrestricted		3,000	3,000
		<hr/>	<hr/>
(DEFICIT)/SURPLUS FOR THE FINANCIAL YEAR		18,370	23,000
		<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 yet to be prepared.

All of the above amounts relate to continuing activities.

HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES
COMPANY LIMITED BY GUARANTEE

BALANCE SHEET

31 MARCH 2022

	Note	2022	2021
		£	£
FIXED ASSETS	9		
Tangible assets		5,645	1,333
CURRENT ASSETS			
Cash at bank		13,725	23,335
CREDITORS: Amounts falling due within one year	11	(1,000)	(1,668)
NET CURRENT ASSETS/(LIABILITIES)		18,370	23,000
TOTAL ASSETS LESS CURRENT LIABILITIES		18,370	23,000
NET ASSETS		18,370	23,000
FUNDS			
Restricted income funds	12	7,770	20,000
Unrestricted income funds	13	10,600	3,000
TOTAL FUNDS		18,370	23,000

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 28th December 2022 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 2022

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 2022

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 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Donations				
Donations - Fundraising	15,000	-	15,000	10,000
Grants receivable				
Covid Mental Health Fund		-	-	25,000
National Lottery Comm Fund		86,600	86,600	38,000
Covid Comm Support Fund	10,600	-	10,600	15,000
Awards for All – National Lottery	-	-	-	10,000
Grants receivable - Co-operate funding	20,000	-	20,000	10,000
	<hr/>	<hr/>	<hr/>	<hr/>
	45,600	86,600	132,200	108,000
	<hr/>	<hr/>	<hr/>	<hr/>

HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES
COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
Fundraising events	3,000	-	3,000	2,500

4. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
Exceptional costs of charitable activities				
Charitable activity	91,330	12,500	103,830	68,200
Support costs, Rents, & Insurance	2,750	9,200	13,000	19,300
	<u>21,550</u>	<u>21,700</u>	<u>116,830</u>	<u>87,500</u>

5. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly	Grant funding activities	Support costs	Total Funds 2022	Total Funds 2021
	£	£	£	£	£
Exceptional costs of charitable activities	-	-	-	-	-
Charitable activity	91,330	12,500	13,000	116,830	87,500
	<u>91,330</u>	<u>12,500</u>	<u>13,000</u>	<u>116,830</u>	<u>87,500</u>

6. GOVERNANCE COSTS

	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
Staff Training	800	-	800	5,300
Accountancy fees, HR & Payroll	-	1,200	1,200	1,000
Costs of trustees' meetings	500	-	500	2,000
Other financial costs	2,500	-	2,500	3,000
Rent and Rates		8,000	8,000	8,000
	<u>3,800</u>	<u>9,200</u>	<u>13,000</u>	<u>19,300</u>

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

This is stated after charging:

	2022	2021
	£	£
Depreciation	<u>2,222</u>	<u>1,333</u>

HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES
COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

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 2022 nor for the year ended 31 March 2021

9. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2022	2021
	£	£
Wages and salaries	50,000	25,000
Employers' NI	1,830	4,335
Pension	1,500	1,213
	<hr/> 53,330 <hr/>	<hr/> 30,648 <hr/>

9. Particulars of employees:

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

	2022	2021
	£	£
Contract Workers	12,500	37,351
	<hr/> 12,500 <hr/>	<hr/> 37,351 <hr/>

No employee received emoluments of more than £60,000 during the year (2021 - Nil).

HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES
COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

10. TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1 April 2019	14,000
Additions	5,200
At 31 March 2020	19,200
DEPRECIATION	
At 1 April 2021	11,333
Charge for the year	2,222
At 31 March 2022	13,555
NET BOOK VALUE	
At 31 March 2022	5,645
At 31 March 2021	2,667

11. CREDITORS: Amounts falling due within one year

	2022 £	2021 £
Accruals	1,000	1668

12. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2021 £	Incoming resources £	Outgoing Resources	Balance at 31 Mar 2022 £
Restricted Fund	20,000	86,600	(98,830)	7,770

HEALTH PSYCHOLOGY MANAGEMENT ORGANISATION SERVICES
COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

13. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2021 £	Incoming resources £	Outgoing Resources	Balance at 31 Mar 2022 £
General Funds	3,000	45,600	(38,000)	10,600
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Net current assets/ (liabilitie s) £	2021 Total £
Restricted Income Funds:		
Restricted Fund	7,770	20,000
Unrestricted Income Funds	10,600	3,000
	<u> </u>	<u> </u>
Total Funds	<u>18,370</u>	<u>23,000</u>

15. COMPANY LIMITED BY GUARANTEE

The Company is limited by Guarantee.