

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2021
for
College of Mental Health Pharmacy

Swindells LLP
Chartered Accountants
Atlantic House
8 Bell Lane
Bellbrook Industrial Estate
Uckfield
East Sussex
TN22 1QL

College of Mental Health Pharmacy

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College of Mental Health Pharmacy

Report of the Trustees for the Year Ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The Trustees have pleasure in presenting their report and the unaudited financial statements of the charitable company for the year ended 31 March 2021.

CHARITABLE AIMS

To advance education in the practice of mental health pharmacy and to promote and disseminate research for the public benefit in all aspects of that subject.

Each aspect of our work contributes to our charitable aims in some way.

- Our Psych 1, 2 and Psych Tech education courses provide opportunities for professionals to improve their knowledge about mental health conditions and their management
- Our research awards celebrate achievements in developing new approaches and practices in mental health pharmacy.
- Our input into consultations and mental health guidelines directly influence development of best treatment pathways and programmes for people with mental health conditions.
- Our work with other mental health organisations helps to improve the public understanding of psychiatric medicines and their use.
- Our credentialing and re-credentialing programmes encourages professional development and recognises expertise.
- Our support networks provide opportunities for peer support through our email discussion group and events such as our international conference.

CMHP is a community of people who support each other to improve knowledge and understanding in the field of mental health pharmacy, and thereby improve patient care.

OBJECTIVES AND ACTIVITIES

Objectives and aims

To ensure that people with mental health conditions are receiving the best treatment with medicines according to their individual needs. This means pharmaceuticals must be used appropriately and effectively.

ACTIVITIES UNDERTAKEN FOR THE PUBLIC BENEFIT

In planning the charity's activities for the year, the Trustees complied with the requirements of s17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

College of Mental Health Pharmacy

Report of the Trustees for the Year Ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE

Main achievements summary

- Redesigning Psych 1 and Psych 2 courses for online delivery to enable continual education provision during the pandemic
- Provision of Webinars for CMHP Members
- Holding a virtual AGM for 2020
- Accreditation of Britannia Clozapine online Learning resources
- Review of Choice and Medication leaflets for conditions and medications by Credentialed CMHP members- Mistura
- Working with HEE (Health Education England) Pharmacy Workforce Task and Finish Group
- Awarding of Educational Bursaries
- Affiliated partner with the RPS (Royal Pharmaceutical Society)
- Contributions to the Medicines Learning Portal
- Providing input into RPS Faculty Review and mapping to CMHP Credentialing Processes
- Members of the Hospital Expert Advisory Group
- Members of the HTAS (Home Treatment Advisory Strategy Group)
- Member of the Equally Well programme
- Ongoing links with APTUK (Association of Pharmacy Technicians UK)
- Ongoing partnership with Pharmacy Research UK for practice research award in MH Pharmacy
- Continuing development of a Foundation Certificate pathway for newly qualified pharmacists and pharmacy technicians to include educational resources from partners such as BAP
- Continuing development of credentialing for pharmacy technicians
- Feedback on NICE consultations for
 - o Depression in adults
 - o Esketamine
 - o Consultant pharmacist
- Participating in the North West NICE Forum
- Participating in Care Homes Webinar with RPS
- Participating in Webinar with CPPE
- Participating in the Careers Conference at Keele University
- Contributing to Getting It Right First-Time assessment
- Publishing monthly PsychBites newsletter for members with introductions from Council members and information on activity and research
- Ongoing development of Social Media channels (Facebook, Twitter, Instagram) to engage with members and the public.
- Maintaining links with international members e.g. in the Republic of Ireland and New Zealand through their local MH Pharmacy SIGs (Special Interest Groups)
- Working partnership agreement with other charities where we share news items and have free/discounted stands at conferences:
 - o ASH
 - o APTUK
 - o BAP
 - o CPPE
- Impact of the pandemic:
 - o Conference 2020 cancelled - AGM and awards presentations held via Zoom
 - o RPS Credentialing Collaboration - on hold 2020, restarted in 2021
 - o CMHP Project Award postponed
 - o Pharmacy Technician Award postponed
 - o Covid resources uploaded onto website and shared with RPS

College of Mental Health Pharmacy

Report of the Trustees for the Year Ended 31 March 2021

- o Best practice and advice continues to be shared amongst members through the e-group.

FINANCIAL REVIEW

Financial position

At 31 March 2021 the charitable company had free reserves of £243,391 (2020 - £230,960). The net surplus for the year of £12,431 represents an increase when compared to the previous year's deficit on ongoing activities of £7,822. The increase in net income can mainly be attributed to reduced committee expenses while all meetings were held virtually and reduced educational bursaries and awards during the year.

Reserves policy

Charitable free reserves are defined as income which becomes available to the charitable company and is to be spent at the Trustees' discretion in furtherance of any of the charity's objectives, but which is not yet spent, committed or designated.

The free reserves of the charitable company are represented by the accumulation of cash reserves from surpluses of income over expenditure in both the current and past financial years. The charitable company currently has annual running costs of approximately £180,000 that require financing before retaining most of its free reserves for the purposes of financing its future charitable objectives.

The level of free reserves is reviewed regularly by the Trustees and the charitable company's reserves stance is to maintain accumulated funds at a sufficient level to cover the annual running costs of the charitable company for the foreseeable future with any surpluses used to support future charitable objectives.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The College of Mental Health Pharmacy is a registered charitable company number 1141467, governed by its Memorandum and Articles of Association and Incorporated on 23 January 2010.

The company was granted charitable status on 15 April 2011.

Organisational structure

The charitable company is administered by the Board of Trustees, comprising of the individuals who are the Trustees of the charitable company at any given time, including the first Trustees and their successors. In selecting individuals for appointment as Trustees, the Trustees have regard to the skills, knowledge and experience required for the effective administration of the charitable company.

Management

The management of the charitable company is vested in the officers of the College comprising President, Vice President, Immediate Past President, Honorary Treasurer, Honorary Secretary and Registrar who, together with other elected council members, are Directors for the purpose of company law and Trustees for the purpose of charity law.

College of Mental Health Pharmacy

Report of the Trustees for the Year Ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Name: College of Mental Health Pharmacy
Charity Registration Number: 1141467
Company Registration Number: 07124743
Registered office and principal address: 23 Southway, Burgess Hill, West Sussex RH15 9SY

OFFICERS OF THE COLLEGE

The officers, who were all Directors and Trustees of the charitable company during the year, were as follows:

President: Ciara Ni Dhublaing
Immediate Past President: Juliet Shepherd
Vice President: Rosalind Gittins
Honorary Treasurer: Jonathan Stock (resigned 20/11/2020)
Honorary Treasurer: Tara Gallagher - (appointed 22/01/2021)
Honorary Secretary: Tina Campbell
Registrar: Amanda Parkinson

The officers, who are all Directors and Trustees of the charitable company at the date of approval of these financial statements are as follows:

President: Ciara Ni Dhublaing
Immediate Past President: Juliet Shepherd
Vice President: Rosalind Gittins
Honorary Treasurer: Tara Gallagher - (appointed 22/01/2021)
Honorary Secretary: Tina Campbell
Registrar: Amanda Parkinson

MEMBERS OF THE COLLEGE COUNCIL

The members, who are all Directors and Trustees of the charitable company at the date of approval of these financial statements, are as follows:

Petra Brown - Council Member
Tina Campbell - Honorary Secretary
Rosalind Gittins - Vice President
Kiran Hewitt - Council Member
Nicola Holmes - Council Member
Sushma Lau - Council Member
Ciara Ni Dhublaing - President
Amanda Parkinson - Registrar
Juliet Shepherd - Immediate Past President
Karen Shuker - Council Member
Helen Pinney - Council Member
Michael Dixon - Council Member - Appointed 20/11/2020

College of Mental Health Pharmacy

Report of the Trustees for the Year Ended 31 March 2021

MEMBERS OF THE COLLEGE COUNCIL - continued

Tara Gallagher - Council Member - Appointed 22/01/2021
Emilly Laing - Council Member - Appointed 26/01/2021
Abiola Allison - Council Member - Appointed 28/01/2021
Nicola Greenhalgh - Council Member - Appointed 05/02/2021

SUPPORT TEAM OF THE COLLEGE COUNCIL

Wendy Gundry, ASL Consultancy - Executive Assistant and Membership Officer
Alan Pollard - Admin Support for Credentialing and Education Events
Eleanor Harwood - Communications Consultant

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
07124743 (England and Wales)

Registered Charity number
1141467

Registered office
c/o 23 Southway
Burgess Hill
West Sussex
RH15 9SY

Trustees

Mrs T A Campbell Director
M J Elswood Director (resigned 20/11/2020)
Mrs R E Gittins Director
Mrs N J Holmes Director
Dr R N Keers Director (resigned 5/2/2021)
Ms S Lau Director
Ms C Ni Dhublaing Director
Mrs Z Patel Director
Ms N Sharma Director
Mrs J H Shepherd Director
Ms K Shuker Director
J Stock Director (resigned 20/11/2020)
Mrs A Sumar Director (resigned 20/11/2020)
Ms H Pinney
M Dixon (appointed 20/11/2020)
Mrs T L Gallagher (appointed 22/1/2021)
Miss E C C Laing (appointed 26/1/2021)
A A M Allinson (appointed 28/1/2021)
Miss N L Greenhalgh (appointed 5/2/2021)

College of Mental Health Pharmacy

**Report of the Trustees
for the Year Ended 31 March 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Swindells LLP
Chartered Accountants
Atlantic House
8 Bell Lane
Bellbrook Industrial Estate
Uckfield
East Sussex
TN22 1QL

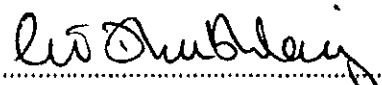
Advisers

Accountants: Swindells, Atlantic House, 8 Bell Lane, Uckfield TN22 1QL
Independent Examiner: Melanie Richardson, Atlantic House, 8 Bell Lane, Uckfield TN22 1QL
Bankers: HSBC, 65 Cornmarket Street, Oxford OX1 3HY

OTHER INFORMATION

Website: www.cmhp.org.uk
Social Media: Facebook, Twitter and LinkedIn Accounts: Visit College of Mental Health Pharmacy

Approved by order of the board of trustees on19/11/2021..... and signed on its behalf by:

.....
.....
Ms C Ni Dhublaing - Trustee

**Independent Examiner's Report to the Trustees of
College of Mental Health Pharmacy**

Independent examiner's report to the trustees of College of Mental Health Pharmacy ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent Examiner's Report to the Trustees of
College of Mental Health Pharmacy**

Independent examiner's statement

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

M Richardson

Melanie Richardson BA(Hons) FCA
ICAEW
Swindells LLP
Chartered Accountants
Atlantic House
8 Bell Lane
Bellbrook Industrial Estate
Uckfield
East Sussex
TN22 1QL

Date: 14.12.21

College of Mental Health Pharmacy

Statement of Financial Activities for the Year Ended 31 March 2021

		2021 Unrestricted fund £	2020 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies	2	31,030	30,440
Charitable activities			
Charitable activities		27,827	156,576
Investment income	3	<u>1,317</u>	<u>159</u>
Total		60,174	187,175
EXPENDITURE ON			
Charitable activities			
Charitable activities		19,199	165,141
Support costs		<u>28,544</u>	<u>29,856</u>
Total		47,743	194,997
NET INCOME/(EXPENDITURE)		12,431	(7,822)
RECONCILIATION OF FUNDS			
Total funds brought forward		<u>230,960</u>	<u>238,782</u>
TOTAL FUNDS CARRIED FORWARD		<u>243,391</u>	<u>230,960</u>

The notes form part of these financial statements

College of Mental Health Pharmacy

Balance Sheet 31 March 2021

	Notes	2021 Unrestricted fund £	2020 Total funds £
FIXED ASSETS			
Tangible assets	11	142	177
CURRENT ASSETS			
Debtors	12	5,380	8,584
Cash at bank		<u>249,359</u>	<u>242,145</u>
		254,739	250,729
CREDITORS			
Amounts falling due within one year	13	(11,490)	(19,946)
		<u>243,249</u>	<u>230,783</u>
NET CURRENT ASSETS			
		243,391	230,960
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>243,391</u>	<u>230,960</u>
NET ASSETS			
		<u>243,391</u>	<u>230,960</u>
FUNDS	14		
Unrestricted funds		<u>243,391</u>	<u>230,960</u>
TOTAL FUNDS		<u>243,391</u>	<u>230,960</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

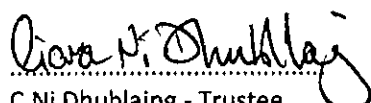
The notes form part of these financial statements

College of Mental Health Pharmacy

Balance Sheet - continued
31 March 2021

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

The financial statements were approved by the Board of Trustees and authorised for issue on 19/11/2021 and were signed on its behalf by:


C Ni Dhublaing - Trustee


Tara Callagher - Trustee

TARA CALLAGHER

The notes form part of these financial statements.

**Notes to the Financial Statements
for the Year Ended 31 March 2021**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The presentation currency in the financial statements is the Pound Sterling (£).

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Membership subscriptions which give a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities otherwise as donations.

Income from interest royalties and dividends are included in the financial statements when the receipt is probable and the amount receivable can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 20% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

1. ACCOUNTING POLICIES - continued

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.

Deferred income

Deferred income has been recognised in regards to training events and study day fees received in advance.

Going concern

The trustees have assessed whether the going concern basis of preparation continues to be appropriate, based on whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charitable company to continue as a going concern. This assessment has been required in the light of the significant uncertainty around the short to medium term impact of the spread of the Covid-19 virus.

At the time of approving the financial statements the trustees believe that all appropriate measures have been or will be taken to ensure that the charitable company will be able to continue its operations for at least the next 12 months and thus conclude that the going concern basis remains appropriate.

2. DONATIONS AND LEGACIES

	2021	2020
	£	£
Membership subscriptions	<u>31,030</u>	<u>30,440</u>

3. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>1,317</u>	<u>159</u>

College of Mental Health Pharmacy

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

4. SUPPORT COSTS

	Management	Finance	Governance costs	Totals
	£	£	£	£
Support costs	<u>26,208</u>	<u>96</u>	<u>2,240</u>	<u>28,544</u>

Governance costs include £2,240 (2020 - £2,280) payable to the independent examiner for examination of the accounts.

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	<u>35</u>	<u>44</u>

6. 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.

Trustees' expenses

Travel, subsistence and accommodation expenses paid to the Trustees in respect of attending committee meetings during the reporting period amounted to £300 (2020 - £9,184).

7. EMPLOYEE NUMBERS

There were no employees in the current year or the previous year.

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund
	£
INCOME AND ENDOWMENTS FROM	
Donations and legacies	30,440
Charitable activities	
Charitable activities	156,576
Investment income	<u>159</u>
Total	187,175

EXPENDITURE ON

College of Mental Health Pharmacy

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £
Charitable activities	
Charitable activities	165,141
Support costs	29,856
	<hr/>
Total	194,997
	<hr/>
NET INCOME/(EXPENDITURE)	(7,822)
RECONCILIATION OF FUNDS	
Total funds brought forward	238,782
	<hr/>
TOTAL FUNDS CARRIED FORWARD	<u>230,960</u>

9. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee with the liability of its members limited to £1 being the amount each member is required to contribute towards any outstanding debts and liabilities upon the winding up of the company.

10. CHARITABLE STATUS

The company was granted charitable status by the charity commission of 15 April 2011, under registration number 1141467.

College of Mental Health Pharmacy

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

11. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1 April 2020 and 31 March 2021	<u>5,006</u>
DEPRECIATION	
At 1 April 2020	4,829
Charge for year	<u>35</u>
At 31 March 2021	<u>4,864</u>
NET BOOK VALUE	
At 31 March 2021	<u>142</u>
At 31 March 2020	<u>177</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	5,155	5,714
Prepayments and accrued income	<u>225</u>	<u>2,870</u>
	<u>5,380</u>	<u>8,584</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Other creditors	-	450
Accruals and deferred income	<u>11,490</u>	<u>19,496</u>
	<u>11,490</u>	<u>19,946</u>

Deferred income of £4,750 (2020 - £16,296) included in creditors relates to training events, study days, membership fees, and commission received in advance.

College of Mental Health Pharmacy

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

14. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	230,960	12,431	243,391
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>230,960</u>	<u>12,431</u>	<u>243,391</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	60,174	(47,743)	12,431
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>60,174</u>	<u>(47,743)</u>	<u>12,431</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	238,782	(7,822)	230,960
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>238,782</u>	<u>(7,822)</u>	<u>230,960</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	187,175	(194,997)	(7,822)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>187,175</u>	<u>(194,997)</u>	<u>(7,822)</u>

College of Mental Health Pharmacy

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021 apart from those shown in note 6.

16. ULTIMATE CONTROLLING PARTY

The company is under the ultimate control of its members comprising the memberships of its two former unincorporated organisations, the United Kingdom Psychiatric Pharmacy Group and the College of Mental Health Pharmacists.