

West Sussex Mind

England & Wales · Charity number 1155918

Details

Other names	COASTAL WEST SUSSEX MIND
Status	Registered
Legal form	Charitable company
Company number	08884776
Registered	2014-02-24
Register	View on the Charity Commission register

Contact

Address	The Gateway 8-10 Durrington Lane Worthing West Sussex UNITED K
Phone	01903277000
Email	info@westsussexmind.org
Website	www.westsussexmind.org

Activities

Objects: 1) TO PROMOTE THE PRESERVATION OF GOOD MENTAL HEALTH IN PARTICULAR BY ENABLING AND EMPOWERING EVERYONE EXPERIENCING MENTAL HEALTH PROBLEMS TO LIVE WITH, MANAGE AND RECOVER FROM THEIR CONDITION.2) TO RELIEVE THE NEEDS OF PEOPLE WITH MENTAL HEALTH PROBLEMS BY WORKING TO INCREASE THE UNDERSTANDING OF MENTAL HEALTH PROBLEMS BY GATHERING AND DISSEMINATING INFORMATION AND WORKING TO RAISE AWARENESS, PROMOTE UNDERSTANDING AND CHALLENGE STIGMA AND DISCRIMINATION.

Activities: Work in Worthing, Littlehampton, Bognor, Chichester and Midhurst providing a range of services including: Recovery focused 1:1, group and drop-in support for adults, Specialist services for post natal support, Young peoples 1:1 and group support, Social day support for older adults with mental health needs, Support for carers of and individuals with dementia.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Disability, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£3,626,016	£3,714,091	£3,532,956	136
2024-03-31	£3,237,662	£3,300,705	£3,621,031	133
2023-03-31	£2,954,310	£2,763,123	£3,684,074	112
2022-03-31	£2,504,251	£2,521,367	£2,994,810	110
2021-03-31	£2,301,666	£2,045,975	£3,011,926	88

Trustees

Name	Role	Appointed
Susan Hawker	Chair	2016-03-30
Daniel William Bird		2014-03-05
Dominic Liam Goodeve		2026-03-25
GAVIN ATKINS		2024-07-25
Kirk Lord		2020-11-17
Martin Sherred		2019-07-31
Matthew Copeland		2020-09-24
Nicola Gibbins		2024-07-25
Nigel Jones		2020-09-24
ROBERT JOHN SMYTHERMAN		2014-02-18
Rebecca Hills		2024-07-25
Tanya Marwaha		2022-05-26

West Sussex Mind

England & Wales - Charity number 1155918

Accounts

Charity registration number 1155918

Company registration number 08884776 (England and Wales)

WEST SUSSEX MIND
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025



LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Susan Hawker (Chair) Daniel Bird (Joint Treasurer) Matthew Copeland (Joint Treasurer) Nigel Jones Kirk Lord Tanya Marwaha Martin Sherred Robert Smytherman Gavin Atkins Nicola Gibbins Rebecca Hills	(Appointed 25 July 2024) (Appointed 25 July 2024) (Appointed 25 July 2024)
Chief Executive Officer & Secretary	Kerrin Page	
Charity number	1155918	
Company number	08884776	
Registered office	The Gateway 8-10 Durrington Lane West Sussex Worthing BN13 2QG	
Auditor	Sumer Audit Piper House 4 Dukes Court Bognor Road Chichester West Sussex PO19 8FX	
Bankers	HSBC Bank Plc 16 Goring Road Worthing West Sussex BN12 4AW	

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CHAIR'S REPORT

FOR THE YEAR ENDED 31 MARCH 2025

It's been a busy year of significant change, but West Sussex Mind has risen to the challenge and achieved some really important milestones.

I am delighted that we have continued to make significant progress in important strategic areas, including increasing co-production in all our services, and training and involving more peer volunteers in our work. I would particularly like to celebrate the important work we have started engaging with racialised communities – it's essential that we continue to break down barriers, ensuring that everyone gets the mental health support that they need and deserve.

A particular area of focus for us this year has been the development of our new 5-year strategy, and we outline the journey, process and our new strategic aims later in this report. I would like to personally thank everyone who gave their time so generously to engage with the process and genuinely co-produce our new strategy – the journey we went on felt as important as the destination, and it was wonderful to have a series of opportunities to bring together trustees, employees, volunteers and service users. As well as co-producing our new strategy we also worked together to define a new mission to inspire us in our work – "Together with those experiencing mental health problems, we will build inclusive and empowering mental health services, reduce barriers to support and challenge stigma."

During the second half of the year a particular focus for us was preparing for and engaging with the Mind Quality Mark (MQM), a robust quality framework that all local Minds must meet every 3 years to be part of the Mind Federation. The MQM challenged us to reflect through a self-assessment process, prepare a comprehensive evidence portfolio, and host a site visit from a review team. We were absolutely delighted with the feedback that we received. I would like to share a quote from the report that summarises the review teams experience of us. "West Sussex Mind is an innovative organisation with a wealth of strengths.... It is testament to the culture of the organisation that so many staff, volunteers and trustees bring their lived experience to their roles.... The review team were impressed by the passion, commitment, and strong values demonstrated by the whole workforce, and commend what is clearly a positive, inspiring culture." It was a pleasure to share the findings with the organisation at our staff and volunteer conference, and I am delighted that we have been nominated for a number of national Excellence Awards .

Alongside all this it is important to recognise that it is a time of change in the Sussex health system, and also nationally. This has challenged us to work and act differently, but in doing so we have been able to forge stronger relationships with key partners, recognising that (in line with our values) we are stronger together. As a result, we have also been well placed to respond to recent re-commissioning opportunities, leaving West Sussex Mind in a strong position to face the future.

This year we have also worked even more closely with our partners in the Mind Federation, and our Trustees have committed to actively supporting our 'Federation First Strategy', ensuring that Mind is in the strongest possible position in Sussex, and nationally. I am delighted that we have begun working even more closely with our colleagues at Mind in Brighton and Hove, meeting together as Trustees to ensure we meet the needs of the people of Sussex together.

Over 2024-25 we have had some changes to our Trustee group. We said goodbye to Di Medwell at our AGM after many years of support to West Sussex Mind, having joined us when we merged with Shoreham and District Mental Health Association. Dominic also stepped down from our Board having secured employment in a senior role with one of our voluntary sector partners. Although we were very sorry to see him leave, we were delighted that he has taken the next step in his career, and he takes with him our very best wishes and support. After some targeted recruitment we were delighted to welcome 3 new Trustees, Nikki, Gavin and Rebecca. They bring with them a wealth of diverse professional and lived experience which is already having a direct, positive impact on our work.

Finally, I want to say a huge thank you to all of our dedicated staff, trustees, volunteers, members, supporters and funders for their hard work and continuing support for our organisation over the last year. It's been wonderful to have the opportunity to connect with you even more this year through our strategy development work. Your dedication and commitment to our mission has helped us to achieve so much and reach more people who really need us. Thank you!

WEST SUSSEX MIND



CHAIR'S REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

S. L. Hawker

Susan Hawker

Chair and Trustee

Date: *7/11/25*

**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2025**

The trustees present their annual report and financial statements for the year ended 31 March 2025.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019)

Objectives and activities

Our Objects are to:

- Promote the preservation of good mental health in particular around enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.
- Relieve the needs of people with mental health problems by working to increase understanding of mental health and mental health problems, by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination.

To achieve these Objects:

- We actively promote our website where anyone can access free mental health self-help, on-line learning and development courses, videos and blogs. Once on our website, individuals can also complete a simple e-referral form asking for help.
- We provide telephone and email advice, information and signposting to local support for anyone who contacts us through our website, via email or phone through our Help Point service.
- We offer individual and group mental health and social support in person, by phone and through video call and conference to children and young people, families, adults and older adults who feel they would benefit from this. This support helps people develop the skills and confidence to manage their own mental health and well-being. It also helps people connect socially and to give and receive peer support.
- We offer evening and weekend crisis prevention support in Worthing to support individuals struggling to cope out of hours.
- We offer services across Adur, Arun, Worthing, Chichester and Horsham districts from our buildings in Southwick, Worthing and Littlehampton and from a wide range of community venues in other areas including GP practices, community centres etc. We also work proactively and in partnership with many other health, social care and community organisations to deliver our support.
- We recognise that people who need us most may not easily find or access our support so we reach out to people through outreach and community roles to tackle these health inequalities.
- We also work to raise awareness and to challenge stigma and discrimination in our local communities. We do this by providing online and face-to-face training courses for people working in West Sussex around emotional and mental health issues, and by engaging with members of local communities through campaigning, workshops, activities and events online and using social media and in person.

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit including the guidance "Public Benefit: running a charity (PB2)". The nature of the charity's objectives outlined above help to ensure that all of our activities are undertaken in the public benefit.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2025**

Achievements and performance

1. Providing Mental health support

During the year we continued to offer our **individual and group mental health and social support** for children and young people, adults, families and older adults provided in person and through phone, email, text, video-call and conference. Our services have flourished, with a growing diversity of services. In 2024- 2025 a total of **7,766 individuals** reached out to us for help (including 2,450 getting advice) which is more people than ever before. For those we went on to support, **we delivered 32,759** individual and group mental health support interventions to these individuals.

In 2024-25 our Help Point, which offers a single access point for all phone and email communication, continued to provide a coherent and effective front door for all our support. Trained staff and volunteers have given advice, information and signposting to local services and into our own support as well as responding to all web referrals and enquiries. During the year we have taken 9,574 phone calls. A total of 2,450 people were given advice, information and signposting and we received 3,553 web and phone referrals in the year – receiving on average around 296 referrals per month.

For adults our social activities programme has continued to offer a varied in person and online programme giving people an opportunity to connect socially, give and receive peer support and develop confidence and skills to engage in wider community services and support. A grant from National Mind gave us the resources to employ a peer role to help people improve their physical wellbeing alongside their mental wellbeing, which has had some fantastic achievements. During the year around 131 activities were offered each month, with 393 individuals benefiting over the whole year. Many of these activities are supported or led by our growing team of volunteers.

One of the developments over the last year has been taking on a plot at Humber Avenue Community Allotments in Durrington. A group of service users, staff and volunteers make use of the accessible plot to grow produce. This is then shared with the allotment users and wider community. Through this project we have raised awareness of mental health to the allotment committee and other users. This project has allowed people to connect to being outdoors.

As demand for support from children and young people grew through 2024-25, we were pleased to continue providing our children and young people's social prescribing service across a range of GP practices. The parenting support service has continued to provide virtual and face-to-face support with parents and carers across West Sussex as well as creating new animations this year. We also received funding to continue to deliver the self-harm learning network. A total of 514 children and young people received support from our team of GP practice-based social prescribers, and 261 parents and carers accessed our parenting support service.

Our Families in Mind service supporting families of children aged nought to five and funded by The National Lottery Community Fund moved into the final year of current funding. Over the past twelve months, the service has reached a total of 185 parents and carers. The partnership work with Dad La Soul progressed this year with a peer support worker recruited to lead on the engagement with male carers through regularly attending Dad La Soul play dates and meet ups to raise awareness of mental health support available and tackle stigma. This also enabled the delivery of the first Unmasking Masculinity event in November 2024 in partnership with Dad La Soul and AudioActive. This was a powerful and inspiring event bringing together mental health experts, youth workers, parents and politicians to explore men's wellbeing today and how we can work together to better support boys/ men. Our very own Sue Hawker participated in one of the panel discussions and a webpage full of resources was launched on our website.

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

FOR THE YEAR ENDED 31 MARCH 2025

Our young people's service, BeOK, has continued to support those aged 16 - 25 through the child to adult transition period with strong connections at sixth forms and colleges across the patch. Regular space has been secured in Chichester and Bognor Regis to see young people, engagement has increased with the group offer and in total the service has supported 372 people this year. A key focus for both the BeOK team and the children and young people's social prescribing team this year has been around trauma informed practice. We secured funding with National Mind to work with a steering group of experts, 5 other local minds and 14 young people with lived experience to consider trauma informed principles and how Mind should use them. The group developed child focused trauma informed principles and an accompanying toolkit which is currently being evaluated. At the end of the year, we also secured funding to participate in the next stage of this project to develop training for local Minds and the wider community around the principles, toolkit and how we can best work with young people in a trauma informed way. This will guide our next steps as an organisation around embedding trauma informed practice more widely.

We were awarded funding in early 2025 from NIHR Applied Research Collaboration Kent, Surrey and Sussex to work on a research project called Catalyst. This funding will enable us to look at piloting a new model of support for youth mental health services in 2025-2026. We are pleased to be working alongside Esteem and AudioActive as part of this project.

Our Worthing **crisis prevention** service continued to operate throughout the year, offering evening and weekend support for people who were struggling the most with their mental health out of hours, predominantly face to face. In the latter part of the year, we worked with Sussex Partnership NHS Foundation Trust to secure a clinical presence in the service, as part of a pan-Sussex initiative. This has significantly enhanced the service we can offer people and confirmed Staying Well's role as a genuine alternative to A&E. During the year the service supported 524 people, with the majority of these being self-referrals.

We launched a new service, Supported Self-Help in October 2023, an exciting initiative which connects us to a wider group of local Minds across England offering this service. The service is a structured 6-week guided programme, supporting areas including anxiety, low mood and depression, managing anger and coping with grief and loss. Since its launch we have supported 507 individuals, with 449 of these being supported during 2024-25. We were also excited to win a contract to work with Sussex Partnership Foundation Trust to embed voluntary sector workers in their Enhanced Community Rehabilitation Service and are looking forward to continuing to develop this partnership in 2025/26.

During 2024-25 we continued to hear that inflation and the national cost of living crisis had a huge impact on people's mental health and well-being. With the help of a legacy from the Flint Will Trust we continued our peer welfare support, to help address financial challenges faced by service users, 139 service users were supported by this service, and once again worked in partnership with WSCC to distribute Household Support Fund vouchers – this year we managed to distribute almost £10,000 worth of vouchers to 178 households, which made a massive difference to them.

All of this work has been supported and enabled by strong and effective partnerships with a wide range of organisations. In 2024-2025 this included:

- Sussex Partnership NHS Foundation Trust and other West Sussex mental health providers involved in the Pathfinder West Sussex Alliance
- Guild Care and Age UK West Sussex & Brighton & Hove
- Carers Support West Sussex
- NHS primary care networks, GP practices and NHS Sussex
- Borough and District councils and West Sussex County Council
- Early Help
- Turning Tides
- Citizens Advice in West Sussex
- YMCA Downslink Group

WEST SUSSEX MIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

- Mind
- Sanctuary in Chichester
- Dad la Soul
- AudioActive
- Esteem
- Macmillan
- Chichester Information Shop

We delivered face-to-face support from our three premises – The Corner House in Southwick, The Gateway in Worthing and Maltravers Drive in Littlehampton – as well as in a wide range of other community premises.

In addition, through acting as the West Sussex strategic partner to support the Community Mental Health Transformation (CMHT) in Sussex, and through the Head of Adult Mental Health Services job-sharing a secondment as VCSE Transformation Systems Lead for West Sussex with a colleague from BHT Sussex, we have been well placed to influence and actively support the development of mental health services in West Sussex, and more broadly across Sussex.

Neighbourhood Mental Health Teams (NHMT) have been embedded across West Sussex. This has led to an exciting opportunity for VCSE, including West Sussex Mind, NHS partners and GP surgeries to provide a more streamlined service which ensures people get the right help from the right service. Development of the NHMTs will continue across the next year and other key partners will be brought in to this model.

2. Raising awareness and reaching out into our communities

In 2024-25 our training team continued to offer a wide range of training services and support to help people living and working in West Sussex understand more about mental health. This training continues our work reducing stigma around mental health and seeking support, as well as equipping individuals in our communities to spot signs of crisis and support colleagues, friends, family members or young people they may encounter. The training team also delivers training to staff working with people with mental health problems to help develop their skills, confidence and resilience.

A total of 9,429 (up from 6,111 last year) people benefited from training events and learning opportunities provided by the training team. The following projects and initiatives helped us to achieve this:

- We continued to support **refugees' mental wellbeing**, including a programme for Ukrainian refugees funded by West Sussex County Council and training for refugee hosts and volunteers working with refugees.
- Our **Volunteering in Mind** programme continued to flourish with more peer volunteers receiving training and we now have 36 active peer volunteers in our services.
- We continued to deliver the **Pan-Sussex Self Harm Learning Network** commissioned by West Sussex County Council and delivered across West Sussex, East Sussex and Brighton & Hove. This successful learning programme supports professionals, parents and carers through a series of webinars and peer support sessions as well as an annual conference – with a total of 5,207 reached through the programme. The success of this means it has been commissioned for a further 18 months to end of June 2026.
- We offered **free suicide awareness and prevention training** through giving free licences for the LivingWorks START course throughout the year.
- We continued to provide **Adult and Youth Mental Health First Aid training** to staff in the County Council and partner agencies, funded by West Sussex County Council, Adur and Worthing Council and Friends of Midhurst Community Hospital.
- We were commissioned by West Sussex County Council to deliver two **menopause courses** to staff: one aimed at all levels and one specifically for managers around supporting team members experiencing menopause. This was hugely successful, and we hope to continue this work with them and expand it to other organisations.
- We were successful in bidding to provide Mental Health First Aid training across **primary care in Sussex** for NHS Sussex.

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

FOR THE YEAR ENDED 31 MARCH 2025

- The training team facilitated a range of bespoke training for businesses and organisations within West Sussex, including Mental Health First Aid and programmes designed to promote mental health in the workplace, and supporting staff with poor mental health.

In 2024-25 we continued and extended our work to reach out to communities who were not accessing our services. During 2024-25 we:

- Extended our work with **refugees**, continuing to support Ukrainian refugees, as well as developing our partnership with Sanctuary in Chichester to support refugees and asylum seekers. We delivered 8 weekly drop-ins with our refugee support worker, 33 one-to-one sessions for refugees and asylum seekers and supported people from 23 different nationalities. We have received funding to continue and expand on this work in 2025-26.
- Were successful in securing a contract from West Sussex County Council to provide **mental health support for resettled refugees** for two years.
- Continued our work to reach the **Polish community** and worked with Macmillan to extend our support to the Polish community focusing on both mental health and cancer support. Both the refugee and Polish projects supported people to connect to and navigate local mental health services and have conversations to reduce stigma around getting support in these communities.
- Attended Worthing, Chichester and Witterings Pride events and developed our **LGBTQIA+ peer group** offer with support now offered across our locations as well as online.
- Undertook a project with funding from national Mind to reach **racialised communities** to understand barriers to accessing support. This work will continue in 2025-26 as we continue our journey to become a truly anti-racist organisation.
- Focused on reaching **men** to reduce the disparity in numbers of men being supported (roughly one-third to two-thirds female service users) with teams focusing on building partnerships with other organisations who support men in their local neighbourhoods, work which will be built upon for the next year.

3. Involving people with lived experience of mental health problems in our services

During the year we continued to involve people using our services and people with mental health problems in our work. We carried on holding service user forums and feedback surveys through the year, and have established the Meeting of Minds, an opportunity for forum chairs to meet with the leadership team and trustees every 2 months to discuss key issues from local forums.

During the year we held a series of roadshows for employees, volunteers and service users to coproduce our new strategy. We received lots of positive feedback from service users as to how empowering that process had been.

The children and young people's social prescribing workers co-produced a review of the outcome form for the younger age range they work with resulting in some key changes being made to the form. The BeOK team also worked with young people with lived experience around reviewing risk management plans which resulted in additional columns being added to included useful apps and websites and the development of an optional sensory profile to support neurodivergent people.

Involvement through volunteering also continued to be strong. We are grateful to East Head Impact for their ongoing support of our peer volunteer training programme and increased the number of peer volunteers, with 31 now actively supporting our service users. Our peer volunteers have shared their lived experience and have introduced key documents such as our annual Impact Report. Through this funding we were also able to offer some Peer Sessional Roles that offered our peer volunteers a route to step into or back into employment, these roles have proved a huge success and has further increased the number of peer workers in our organisation.

Our Equality, Diversity and Inclusion activity has been supported by two experts by experience who have led a piece of work to help us understand how we take the next steps to becoming a truly anti-racist organisation.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

Our communication co-production panel is also now well established, with the public and people who use our services. They have delivered some specific pieces of work over the last 12 months including:

- A review of communications around service user forums to increase engagement. Included a review of existing website information and suggestions for social media posts.
- The writing of a new blog about the panel by the chair and co-production of new ads and social media to attract new members.
- Review of West Sussex Mind supporters newsletter with design and content suggestions.
- One of the panel members co-produced a blog about his schizophrenia and neurodivergence with our communications lead, which was published on our website. This member also did a two-day work placement with the comms team for his apprenticeship.

We continued to have strong lived experience representation on our Board of Trustees, which they talk about openly in the website profiles.

4. Staff, volunteers and organisation

Following a year of change over 2023-2024 we have sought greater stability in the organisation, consolidating our new structure. This has been particularly important given the volume of external change and focus on some significant pieces of work including our MQM and responding to commissioning activity.

This year we took an opportunity to develop our online training for staff by rolling out Cornerstone, a new learning portal for our employees, volunteers and trustees. Cornerstone acts as a platform for multiple vendors of training who provide online content this supports different media formats and a wide range of subjects including charity specific content.

As highlighted above our EDI work continued this year. Some key highlights were:

- Focused work exploring the barriers to accessing mental support for racialised communities and beginning to co-produce solutions
- Creating guidance for welcoming service users to ensure trans and non-binary inclusion
- Increasing our knowledge on neurodiversity for line managers, including managing neurodiverse staff, improving our interview processes, raising awareness of tools and adjustments to support neurodiverse employees
- Developing support for men's mental health in our family focused services
- Maintaining our EDI working group membership with recruitment and succession planning, to ensure that all areas of the organisation are included
- Bringing our values into the recruitment process this included Bias and evidencing in recruitment training for all managers.

The well-being of our staff is always high on our agenda. Building on the success of previous in-person events, we continued this into 2024-25 and held a social organisational away day at the Lodge Hill Centre in Pulborough, which brought staff together to learn more about the organisation and services we deliver as well as taking part in some outdoor team building activities. We also held our usual staff and volunteer online conference to bring people together and celebrate our successes which was very well attended. Each service continues to have a separate budget to develop their own team day and a team social event. This enabled a range of activities throughout the year that brought people together.

As usual we reviewed our salaries keeping our lowest paid workers in line with the real living wage and salary increases being reviewed and increased in April 2024.

Over the year we developed 5 new types of role, 44 people left the organisation, 36 people were new to the organisation and a number of people made internal moves, either moving into different teams or being promoted to higher grade roles. At the end of the year, we had 147 employees and sessional workers.

WEST SUSSEX MIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

In March we undertook a staff survey to gain feedback from our staff team on a number of areas, and we had some great feedback including 100% of our staff team feeling that they are clear in the aims and objectives of West Sussex Mind and 94.6% stated they felt supported by colleagues. Alongside the positives we are taking any area scoring less than an 80% good satisfaction rating and turning this into an action plan for 2025-26.

Volunteers make a significant contribution to the work of West Sussex Mind and we have grown the number of roles in our organisation significantly in the last few years. We currently have 75 volunteers (not including trustees), engaged in all areas of our organisation including fundraising, running activities, providing peer support and much more! We now have 36 peer volunteers who use their lived experience as part of their volunteering role.

5. Communications

Our communications work continued to promote our mental health support and service developments, as well as raise our profile through broader communications pieces.

In 2024-25, we have continued to promote our services through a variety of communications channels, including social media and our website. Our social media posts covered key charity news and developments, regular wellbeing tips and lived experience stories and encouraged people to come forward for support through Help Point – all linked to more in-depth content on our website. The appointment of our communications assistant/videographer in 2023 also enabled us to produce high-quality videos and reels for social media – with the latter, in particular, helping us to reach wider audiences.

There was an increase of 5.56% in visitors to our website on the previous year. In 2024-25, a total of 57,000 people used our website, 55,000 (96.5%) of whom were new visitors. This compared to 54,000 visitors in the previous year, 52,000 (96.3%) of whom were new visitors.

A range of self-help resources, including videos, tips and information about mental health conditions, continue to be available on our website.

During 2024-2025, it remained a high priority to ensure people knew we were here and could help, and to get public and community support for our work and mission.

We used our website, social media, email newsletters and printed materials to share lived experience stories, news updates, advice and information. Some of the developments we publicised included the change of our Staying Well crisis support service to allow walk-ins, participation in the London Marathon by one of our running group service users, our work with Sanctuary supporting asylum seekers and refugees and the Unmasking Masculinity event with Dad La Soul and AudioActive.

The mental health lived experience communications panel that was set up in 2023 to co-produce and inform our communications work, continues to meet regularly and feed into our communications.

Other communications highlights for 2024 to 2025 included:

- A 'move, reset, repeat' campaign about movement for mental health during Mental Health Awareness Week
- Reels about men's mental health and the importance of speaking out (in English, Polish and Ukrainian) as part of a wider campaign
- A news piece about our equality, diversity, inclusion and equity work to date
- A video about our young people's service
- The digitisation of our Impact Report for the first time (with a new format eco-friendly print version), bringing service user stories to the heart of the report
- Press coverage about Staying Well and our service user's London Marathon bid.

The communications team also continued to lead the communications work for the Pathfinder Alliance through the year.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

Financial review

1. Financial performance for the year

In 2024-25, West Sussex Mind spent £3,714,091 (2023/24 £3,300,705) which was a 12.5% increase in 2024/2025. During the year our principal funders have been as follows:

- NHS Sussex Integrated Care Board
- West Sussex County Council & other Local District and Parish Councils
- GP practices and Primary care networks
- National Lottery Community Fund
- Age UK West Sussex & Brighton & Hove
- Mind
- East Head Impact
- Friends of Midhurst Community Hospital

These sources of funding are generally linked to a contract or funding agreement to provide a specific service – for example, NHS contracts are for our main adult mental health services, our Staying Well crisis prevention service and our young people's mental health services.

In 2024-2025, as an organisation, we remained conscious of rising costs within our organisation. We regularly reviewed our commitments and expenditure to monitor the impact of this challenging situation on our finances. The biggest impact we saw has been on our staff and volunteers. Whilst we have always paid good pay rates within our sector, many of our staff are on comparatively low salaries and continuing rising fuel, food and housing costs have had a big impact on them. Because of this, we felt it was important to support our staff and continued our commitment to track the real living wage for our lowest paid staff and gave the same increase to all other staff. This was a new approach, apart from tracking the Real Living wage, and we plan to monitor the situation going forward.

It has been vital for us to support our staff by doing this, but it is very challenging in the context that we had minimal or no increases in our NHS income in 2024-25, but were expected to make 15% efficiencies in these contracts. Fortunately, due to delays, these efficiencies won't take effect until June 2025. However, we did receive a legacy within the year which has enabled us to continue to provide some services that we feel were critical but unfunded.

We are also within a two year programme to upgrade or replace the majority of our IT equipment so it will be compatible with the Microsoft Windows 11 upgrade. This has meant we have had increased capital expenditure, from our reserves, to prepare for this.

2. Fundraising and donations

The 2024-2025 year was a particularly challenging one for fundraising, with grant funding becoming increasingly competitive as well as the cost-of-living crisis effecting our supporters and fundraisers. So we were pleased to raise over £695,000 towards continuing priority services and new business development projects and services for this and the coming year(s).

Some of the community fundraising highlights of the year included:

- Our third Mental Elf 5k Fun Run and Walk which sadly had to be cancelled on the day of the event due to the weather but with most participants completing the event at a later date, independently, still raised just under £9,000, made possible by two generous sponsors from Aspire Residential Estate & Letting Agents and DMH Stallard.
- Jacobs Steel Estate Agents holding a charity ball in aid of Guild Care and WS Mind
- A new event September Swim raised over £6,000
- Other new events including Wreath Making, and Father Christmas at Goddenwick Farm

WEST SUSSEX MIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

We received grant/trust funding from many organisations this year including:

- Donations from The Rowan Bentall Charitable Trust, Lockwood Charitable Foundation, Ian Askew Charitable Trust and Humber Avenue Community Allotments towards social activities
- Worthing CIL funding to provide Mental Health First Aid Training and weekly support to young people at west Durrington Campus
- Support for our Communities in Mind service from Friarsgate Trust, WG Edwards Charitable Foundation, Simpson Charitable Trust, Charlotte Marshall Charitable Trust, Francis Winham Foundation, Broyst Foundation and the Bonhomie United Charitable Society
- Funding for new chairs from the Morrisons Foundation
- Donation from the Budding Foundation towards our work with young people's power of peer support project
- A contribution from Horsham District Council towards our Volunteers and EDI Coproduction panel running costs
- Sport England funding for our 'Get Active with Mental Health Peer Support' project.
- Continued support from East Head Impact for our Volunteering in Mind project and from the National Lottery Community Fund in supporting our Families in Mind service.

The Trustees are grateful to all the organisations who have so generously supported us financially in 2024-2025, as set out in notes 3 and 4 to the accounts.

3. Reserves policy

West Sussex Mind held free reserves of £1,197,328 at 31 March 2025. The table below details how this figure is calculated.

Balance 31 March	2025	2024
Total charity funds	£3,532,956	£3,621,031
Less: restricted funds	£153,925	£117,288
Less: net book value tangible fixed assets (excluding revaluation reserve) (see note 20)	£1,063,055	£1,122,035
Less: other designated funds (see note 20)	£573,793	£297,529
Less: revaluation reserve	£544,855	£544,855
Free reserves	£1,197,328	£1,539,324

Restricted funds represent amounts which have been received for specific purposes and which have not yet been spent.

Designated funds represent amounts which the trustees have set aside to ensure:

- That any projects with unconfirmed contracts/grants at risk continue to run, providing continuity of care for our service users, whilst options are explored
- That we have contingency to cover major repairs of our buildings
- That we can be responsive to emerging needs and respond by growing or developing new services to meet our charitable objectives or to top up funding gaps in services.

Within designated funds is a tangible fixed assets fund which shows the value of our buildings and equipment which we use to run our services. There is also a revaluation reserve which reflects the change in valuation of our buildings since they were originally acquired. These are not cash reserves because the amounts reflect the value of our buildings and equipment. For clarity, these are both shown separately in the table above.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**FOR THE YEAR ENDED 31 MARCH 2025**

The ongoing cost increases have had a critical impact on the financial resilience of West Sussex Mind, particularly for services where commissioners and funders have not provided adequate inflationary uplifts to contract values for several years. Our main NHS contract is also being recommissioned within the next 12 months (the budget for these services is in the region of £1,642,653 for 2024/5) and prior to this, are imposing 15% further efficiency savings. Coupled with increasing demand for our services, these factors have resulted in the Trustees considering it prudent to maintain free reserves of between 3 to 6 months' operating costs to ensure we can remain financially resilient and manage the associated risks appropriately. We start the year with a six months budgeted Expenditure of around £1,981,424 and a forecast deficit of around £259,705 for the same period to 30th September 2025, for which we will be looking to make savings in this time to reduce this and subsequent deficits.

4. Managing Risks to our business

During 2024-2025 we adhered to our risk management policy which follows the risk management model recommended by the Charity Commission in its publication Charities and Risk Management (CC26 - 2010).

The CEO, Deputy CEO, Finance and Resources Manager, People and Governance Manager, and Head of Performance and Impact maintain and update the risk register and are responsible for ensuring that trustees are aware of risks, and that any agreed actions to mitigate risks are undertaken. The risk register is also shared with the wider leadership team for comment and input. Each Finance and Resources Sub-committee reviews the full risk register in detail and a summary of the major risks with mitigating actions being taken is presented at each full Board meeting. Other sub-committees keep oversight of any risks relevant to their areas of responsibility and contribute to the assessment and mitigation of any risks.

For the year 2024-25 the highest risks to the organisation have related to the uncertainty in commissioning, with our main NHS contract being retendered. Alongside this our NHS commissioners have sought 15% efficiencies on most of their contracts, and the Sussex system has sought some of the highest in the country (HSJ by Mimi Launder and Dave West, 16 January 2025). Coupled with the ongoing financial pressure on our business linked to higher-than-normal inflationary pressures, coupled with a lack of adequate inflationary increases in any of our main contracts. Inevitably this has put significant pressure on our finances.

Our mitigation actions have been related to the prudent use of our reserves to avoid a premature reaction to reducing services, impacting our service users and those who need mental health support in West Sussex. Alongside this we have strengthened our partnerships to put us in the strongest possible position for the re-commissioning process. Alongside this the organisation has sought to make efficiencies where possible, and continued to work alongside our voluntary sector partners locally and nationally to lobby for fair increases and to highlight the importance of preventative mental health support work.

In addition, we have reviewed and maintained our Business Continuity Planning process and spent time developing a new disaster recovery planning process to ensure we are able to respond in a timely manner to mitigate risks to our business.

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

FOR THE YEAR ENDED 31 MARCH 2025

Planning for the future 2025 - 2030

As we mentioned in our last report a key focus for us over 2024-25 was co-producing a new 5-year strategy to guide us from 2025-2030. We are proud of the process that we followed to do this. Led by a steering group of trustees and staff we held initial discussions with our staff and volunteers, gathered data and intelligence, surveyed our key commissioners and partners, and commissioned an external consultant who undertook some structured interviews with key individuals. All of this information was synthesised to our Board of Trustees at their early summer away day, in which we considered the information and formed a first view of our priorities. These were then taken to face to face locality (and one online) roadshow events with our service users, volunteers, staff and trustees where we iterated and refined the feedback. We 'played back' the feedback as part of our AGM, and finalised the strategy at our November 2024 Board meeting. Following this the strategy was developed into a launch document, with accompanying video that we were proud to share with our key stakeholders.

The key aims in our new strategy are:

1. **Our mental health services:** Mental health services for adults and children and young people are transforming. We will provide a key leadership role in enabling this, co-producing services that deliver transformative support in our communities.
2. **Addressing health inequalities:** Ensure that everyone has access to the mental health support they need and deserve by working to reduce health inequalities
3. **Tackling mental health stigma:** We will empower people to share their experience and will amplify their voices to help tackle prejudice and stigma.
4. **Our People:** We will build an inclusive organisational culture and supportive workplace where people are proud to be part of West Sussex Mind. We will invest in opportunities for progression.
5. **Our organisation, finance and buildings:** Our organisation will be innovative, efficient and financially secure, minimising any negative impact on the environment.

You can read more about this here: www.westsussexmind.org/about-us/our-strategy-and-plans

In order to achieve both our objects and our strategic aims we work in partnership with local authorities and NHS services and other mental health and community service providers in West Sussex, and increasingly so across Sussex within the Integrated Care System. Through partnership working with these organisations, we can contribute to better support and understanding around mental health across our area of benefit generally as well as reaching more people ourselves.

We are aware that the NHS and local government are currently subject to significant change. With our local Sussex partners, and within the Mind Federation we are working to engage with and influence the system to ensure the best outcome for our beneficiaries and to make sure that no one has to face a mental health problem alone.

In order to achieve our strategy, over 2025-26 we aim to focus on the following key priorities:

- Campaigning and influencing around the Children and Young People (CYP) Social Prescribing model and its adoption in CYP mental health services
- Embedding Trauma Informed Practice across West Sussex Mind
- Transformation of systems and services
- Review of our core outcome measures
- Understand the ethnic disparity in our service offer
- Creating our plan to be a truly anti-racist organisation
- Ensuring that Equality Impact Assessments are used widely in our services and policy/procedures
- Focus on reducing the stigma faced by men in accessing mental health support services
- Creating opportunities to educate and raise awareness of mental health support and build resilience in our communities
- Developing and putting into effect plans for efficiencies, the tender process and creating our people strategy in alignment with our values
- Build on success of our volunteer programmes by improving supervision practice

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

- Developing and implementing a new fundraising strategy, and take steps to diversify and grow our unrestricted income
- Following implementation of the upgrade to our Finance system, continue to realise efficiencies in working & grant reporting
- Social Return on Investment
- Reduce our impact on the environment
- Taking initial steps to implement the Mind federation "Federation First strategy" in Sussex.

Structure, governance and management

The charity is a company limited by guarantee, where all guarantors agree to contribute £1 in the event of a winding up.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Susan Hawker (Chair)	
Daniel Bird (Joint Treasurer)	
Fatima Boesdorfer	(Resigned 12 June 2024)
Matthew Copeland (Joint Treasurer)	
Dominic Goodeve (Co-opted 30 March 2023)	(Resigned 19 March 2025)
Nigel Jones	
Kirk Lord	
Tanya Marwaha	
Diane Medwell	(Resigned 8 October 2024)
Martin Sherred	
Robert Smytherman	
Samantha Taylor-Howell	(Resigned 17 July 2025)
Gavin Atkins	(Appointed 25 July 2024)
Nicola Gibbins	(Appointed 25 July 2024)
Rebecca Hills	(Appointed 25 July 2024)

Where there are vacancies on the Board, Trustees are recruited through an external recruitment process. Once recruited, trustees will be co-opted onto the Board and then will stand for election at the next Annual General Meeting. In addition, as outlined in the Memorandum and Articles of Association, a proportion of trustees are required to retire and then stand for re-election (if they wish to) at each Annual General Meeting. There are no appointed trustees to the Board.

In 2024-25 the Trustees recruited 3 new Trustees, targeting specific skills that it was felt would strengthen our Governance – particularly skills and knowledge relating to children and young people due to our growing work in this area, and a Trustee with a clinical qualification due to the complexity of our work. We were delighted by the volume and calibre of the interest in joining our Board, and successfully recruited and appointed Gavin Atkins, Rebecca Hills and Nikki Gibbins.

During 2024-2025 the Board met formally on six occasions, the AGM was held in October 2024 and a Board development workshop was held in July 2024. During 24-25 we have had a mixture of in person, on-line and hybrid (in person but with opportunity to also join online) Board meetings.

The Board's scheme of delegation outlines clearly Board responsibilities and how three Board sub-committees (Finance and Resources, Governance and Operations) aim to provide more in-depth review and scrutiny and then report to Board on their work. These three sub-committees have met throughout the year in advance of and then reported into each Board. Each sub-committee has an annual workplan and a clear framework for their delegated responsibilities. In addition, the Trustees established a time limited Organisational Change Group in early 2025 to support the organisational through a period of transition. This group has been included in the scheme of delegation and reports directly to the Board of Trustees.

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

FOR THE YEAR ENDED 31 MARCH 2025

All trustees have access to WS Mind's internet-based filing system (Sharepoint). This means that trustees can much more easily access a whole range of relevant information and documents enabling easier scrutiny of West Sussex Mind's work by trustees. A number of trustees have undertaken training and development by attending external trustee workshops. As part of their induction all Trustees have been given a copy of the Charity Commission's The Essential Trustee: What You Need to Know and Good Governance: A Code for the Voluntary and Community Sector. Trustees visit projects and actively support events and activities of the charity. On appointment, Trustees are briefed on the activities of the charity, its management and administration by the Chair and the Chief Executive Officer. They are also updated by regular briefings by staff at Board meetings and at Trustee away days.

Statement of trustees' responsibilities

The trustees, who are also the directors of West Sussex Mind for the purpose of company law, are responsible for preparing the Trustees' 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

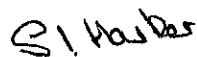
In accordance with the company's articles, a resolution proposing the appointment of an auditor of the company will be put at a General Meeting.

Disclosure of information to auditors

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

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

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



Susan Hawker (Chair)

Trustee

Dated: 7/11/25

WEST SUSSEX MIND

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WEST SUSSEX MIND

Opinion

We have audited the financial statements of West Sussex Mind (the 'charity') for the year ended 31 March 2025 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the accounts* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

WEST SUSSEX MIND

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF WEST SUSSEX MIND

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- Obtaining an understanding of the legal and regulatory framework that the charity operates in, focusing on those laws and regulations that had a direct effect on the financial statements and operations;
- Obtaining an understanding of the charity's policies and procedures on fraud risks, including knowledge of any actual, suspected or alleged fraud; and
- Discussing among the engagement team how and where fraud might occur in the financial statements and any potential indicators of fraud through our knowledge and understanding of the company and our sector-specific experience.

As a result of these procedures, we considered the opportunities and incentives that may exist within the charity for fraud. We are also required to perform specific procedures to respond to the risk of management override. As a result of performing the above, we identified the following areas as those most likely to have an impact on the financial statements: health & safety, employment law, compliance with the UK Companies Act and Charities Act.

WEST SUSSEX MIND

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF WEST SUSSEX MIND

In addition to the above, our procedures to respond to risks identified included the following:

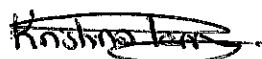
- Making enquiries of management about any known or suspected instances of non-compliance with laws and regulations and fraud;
- Reviewing minutes of meetings of the board and senior management;
- Reading correspondence with regulators;
- Challenging assumptions and judgements made by management in their significant accounting estimates; and
- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness.

Due to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements in the financial statements may not be detected, even though the audit is properly planned and performed in accordance with the ISAs (UK). For instance, the further removed non-compliance is from the events and transactions reflected in the financial statements, the less likely the auditor is to become aware of it or to recognise the non-compliance.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Kristina Perry FCCA (Senior Statutory Auditor)
for and on behalf of Sumer Audit

Chartered Accountants
Statutory Auditor

7/11/25

Piper House
4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Sumer Audit is the trading name of Sumer Auditco Limited

**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes						
Income and endowments from:							
Donations and legacies	3	356,399	70,711	427,110	182,358	48,654	231,012
Charitable activities	4	2,652,254	485,291	3,137,545	2,559,828	372,047	2,931,875
Investments	5	61,361	-	61,361	71,321	-	71,321
Other income	6	-	-	-	3,454	-	3,454
Total income		3,070,014	556,002	3,626,016	2,816,961	420,701	3,237,662
Expenditure on:							
Raising funds	7	155,068	-	155,068	123,612	-	123,612
Charitable activities	8	3,039,658	519,365	3,559,023	2,765,921	411,172	3,177,093
Total expenditure		3,194,726	519,365	3,714,091	2,889,533	411,172	3,300,705
Net income/(expenditure) and movement in funds		(124,712)	36,637	(88,075)	(72,572)	9,529	(63,043)
Reconciliation of funds:							
Fund balances at 1 April 2024		3,503,743	117,288	3,621,031	3,576,315	107,759	3,684,074
Fund balances at 31 March 2025		3,379,031	153,925	3,532,956	3,503,743	117,288	3,621,031

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

WEST SUSSEX MIND



BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	14		1,607,910		1,666,890
Current assets					
Debtors	15	364,545		281,959	
Investments	16	1,388,678		1,546,323	
Cash at bank and in hand		469,369		319,286	
		<u>2,222,592</u>		<u>2,147,568</u>	
Creditors: amounts falling due within one year	17	<u>297,546</u>		<u>193,427</u>	
Net current assets			1,925,046		1,954,141
Total assets less current liabilities			<u>3,532,956</u>		<u>3,621,031</u>
The funds of the charity					
Restricted income funds	19	153,925		117,288	
Designated and unrestricted funds	20	3,379,031		3,503,743	
		<u>3,532,956</u>		<u>3,621,031</u>	

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

The financial statements were approved by the trustees on 31.17.25.

S.I. Hawker

Susan Hawker (Chair)
Trustee

Company registration number 08884776 (England and Wales)

WEST SUSSEX MIND**STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED 31 MARCH 2025**

	Notes	2025 £	£	2024 £	£
Cash flows from operating activities					
Cash absorbed by operations	24		(68,923)		(39,340)
Investing activities					
Purchase of tangible fixed assets		-		(48,420)	
Proceeds from disposal of investments		157,645		(205,014)	
Investment income received		61,361		71,321	
Net cash generated from/(used in) investing activities			219,006		(182,113)
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			150,083		(221,453)
Cash and cash equivalents at beginning of year			319,286		540,739
Cash and cash equivalents at end of year			469,369		319,286

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

1 Accounting policies

Charity information

West Sussex Mind is a private company limited by guarantee incorporated in England and Wales. The registered office is The Gateway, 8-10 Durrington Lane, West Sussex, Worthing, BN13 2QG.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The trustees have considered relevant information, including the charity's principal risks and uncertainties, the annual budget, forecast future cash flows and the impact of subsequent events in making their assessment. Based on these assessments and having regard to the resources available to the entity, the trustees have concluded that there is no material uncertainty and that they can continue to adopt the going concern basis in preparing the annual report and financial statements.

1.3 Charitable funds

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

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

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

1.4 Income

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

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

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

Grant income from charitable activities is accounted for when performance related conditions have been met and is deferred where it relates to a future period.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**1 Accounting policies****(Continued)****1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

All expenditure is dealt with on an accruals basis, and allocated to the appropriated heading in the financial statements.

Governance costs are those costs incurred with constitutional and statutory requirements.

Expenditure is either allocated or is apportioned to individual areas based on staff costs or headcount or by the relevant staff or activity. Funds are transferred from unrestricted funds to fund deficits on restricted areas where no further funding will be forthcoming.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	75 years straight line
Leasehold improvements	12 year straight line
Office equipment	20% straight line & 33.3% straight line (IT)

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Assets below £3,000 are not capitalised.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**1 Accounting policies****(Continued)****1.9 Financial instruments**

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

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

Derecognition of financial liabilities

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

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense.

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

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

1.11 Retirement benefits

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025
2 Critical accounting estimates and judgements

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

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

Key sources of estimation uncertainty
Useful life and valuation of tangible fixed assets

The useful lives of tangible fixed assets are determined by management at the time the asset is acquired and reviewed for appropriateness. The useful lives are based on historical experience with similar assets as well as anticipation of future events, which may impact their life.

Freehold land and buildings are recorded in the financial statements at fair value. Management assess the value of the assets on an annual basis and obtain formal professional valuations every 5 years.

3 Income from donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Donations and gifts	114,085	1,000	115,085	149,847	8,219	158,066
Legacies receivable	200,509	-	200,509	-	-	-
Grants receivable for core activities	41,805	69,711	111,516	32,511	40,435	72,946
	<u>356,399</u>	<u>70,711</u>	<u>427,110</u>	<u>182,358</u>	<u>48,654</u>	<u>231,012</u>

Grants receivable for core activities

Friends of Midhurst	-	40,435	40,435	-	40,435	40,435
Community Hospital	-	-	-	-	-	-
Google Ads	41,805	-	41,805	23,808	-	23,808
Co-op	-	-	-	7,703	-	7,703
Screwfix	-	7,437	7,437	-	-	-
Sports England - ESC	-	-	-	-	-	-
Lottery Fund	-	14,997	14,997	-	-	-
The Budding Foundation	-	1,500	1,500	-	-	-
Morrisons Foundation	-	2,806	2,806	-	-	-
W G Edwards Charitable Foundation	-	1,536	1,536	-	-	-
Other	-	1,000	1,000	1,000	-	1,000
	<u>41,805</u>	<u>69,711</u>	<u>111,516</u>	<u>32,511</u>	<u>40,435</u>	<u>72,946</u>

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

4 Income from charitable activities

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Mental health support						
Project donations and training income	2,601	-	2,601	2,284	-	2,284
Contracts and Performance related grants	2,551,696	403,061	2,954,757	2,460,481	276,844	2,737,325
Charitable rental income	18,792	-	18,792	14,042	-	14,042
Other income	2,315	-	2,315	1,688	-	1,688
Mental health awareness						
Project donations and training income	37,290	-	37,290	43,772	-	43,772
Contracts and Performance related grants	36,090	82,230	118,320	37,561	95,203	132,764
Other income	3,470	-	3,470	-	-	-
	<u>2,652,254</u>	<u>485,291</u>	<u>3,137,545</u>	<u>2,559,828</u>	<u>372,047</u>	<u>2,931,875</u>

Performance related grants analysis

	Mental health support 2025 £	Mental health awareness 2025 £	Total 2025 £	Mental health support 2024 £	Mental health awareness 2024 £	Total 2024 £
NHS Sussex ICB	2,066,130	18,445	2,084,575	2,073,548	15,916	2,089,464
The National Lottery Community Fund	137,059	-	137,059	129,064	-	129,064
West Sussex County Council	6,956	57,985	64,941	15,025	-	15,025
National Mind	155,697	14,800	170,497	78,269	35,450	113,719
Sussex Partnership NHS	76,457	-	76,457	-	-	-
Pathfinder Alliance	322,656	-	322,656	268,151	-	268,151
Groundwork UK	3,000	562	3,562	6,000	1,438	7,438
Age UK	74,992	-	74,992	74,992	-	74,992
Heads On	4,530	9,750	14,280	14,284	24,359	38,643
East Head	60,000	-	60,000	60,000	-	60,000
Worthing Borough Council	41,250	-	41,250	-	-	-
Other	6,030	16,778	22,808	17,992	55,601	73,593
	<u>2,954,757</u>	<u>118,320</u>	<u>3,073,077</u>	<u>2,737,325</u>	<u>132,764</u>	<u>2,870,089</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	61,361	71,321

6 Other income

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Other income	-	3,454

7 Expenditure on raising funds

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Fundraising and publicity		
Other fundraising costs	56,195	39,878
Staff costs	96,890	82,427
Depreciation and impairment	1,983	1,307
	<u>155,068</u>	<u>123,612</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

8 Expenditure on charitable activities

	Mental health support 2025 £	Mental health awareness 2025 £	Total 2025 £	Mental health support 2024 £	Mental health awareness 2024 £	Total 2024 £
Direct costs						
Staff costs	2,461,713	142,929	2,604,642	2,283,199	139,923	2,423,122
Depreciation and impairment	14,557	1,045	15,602	39,185	1,292	40,477
Non staff costs	170,194	63,610	233,804	231,911	73,115	305,026
	<u>2,646,464</u>	<u>207,584</u>	<u>2,854,048</u>	<u>2,554,295</u>	<u>214,330</u>	<u>2,768,625</u>
Share of support and governance costs (see note 10)						
Support	640,948	48,243	689,191	365,894	31,817	397,711
Governance	14,679	1,105	15,784	9,896	861	10,757
	<u>3,302,091</u>	<u>256,932</u>	<u>3,559,023</u>	<u>2,930,085</u>	<u>247,008</u>	<u>3,177,093</u>
Analysis by fund						
Unrestricted funds	2,859,714	179,944	3,039,658	2,623,100	142,821	2,765,921
Restricted funds	442,377	76,988	519,365	306,985	104,187	411,172
	<u>3,302,091</u>	<u>256,932</u>	<u>3,559,023</u>	<u>2,930,085</u>	<u>247,008</u>	<u>3,177,093</u>

9 Description of charitable activities

Mental health support

Services which support achieving our objective around promoting the preservation of good mental health in particular around enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.

Mental health awareness

Services with support achieving our objective around relieving the needs of people with mental health problems by working to increase understanding of mental health and mental health problems, by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

10 Support costs allocated to services

	2025 £	2024 £
Staff costs	477,844	276,639
Depreciation	41,394	12,228
Premises costs	104,078	23,633
Insurances	19,414	15,534
Information technology	15,294	27,220
Other general costs	31,167	42,457
Governance costs	15,784	10,757
	<u>704,975</u>	<u>408,468</u>

Analysed between:

Mental health support	655,627	375,790
Mental health awareness	49,348	32,678
	<u>704,975</u>	<u>408,468</u>

	2025 £	2024 £
Governance costs comprise:		
Audit fees	7,800	5,420
Accountancy	3,100	3,336
Legal and professional	4,884	2,001
	<u>15,784</u>	<u>10,757</u>

Basis of allocation: Support and Governance costs are allocated to Charitable Activities on the basis of the percentage of direct charitable costs.

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but one trustee (2024 - none) received reimbursement of expenses of £182 (2024 - £nil).

12 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
Staff	<u>136</u>	<u>133</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

12 Employees (Continued)

Employment costs	2025 £	2024 £
Wages and salaries	2,809,312	2,470,396
Social security costs	215,387	182,684
Other pension costs	154,677	129,108
	<u>3,179,376</u>	<u>2,782,188</u>

Redundancy payments totalling £626 (2024 - £nil) were made in the reporting period.

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2025 Number	2024 Number
£60,001 - £70,000	<u>1</u>	<u>1</u>

Contributions totalling £4,067 (2024 - £3,949) were made to defined contribution pension schemes on behalf of employees whose emoluments exceed £60,000.

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2025 £	2024 £
Aggregate compensation	<u>145,874</u>	<u>143,209</u>

13 Taxation

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

14 Tangible fixed assets

	Freehold land and buildings improvements £	Leasehold improvements £	Office equipment £	Total £
Cost or valuation				
At 1 April 2024	1,500,000	162,951	164,705	1,827,656
At 31 March 2025	1,500,000	162,951	164,705	1,827,656
Depreciation and impairment				
At 1 April 2024	24,869	29,300	106,597	160,766
Depreciation charged in the year	19,950	13,574	25,456	58,980
At 31 March 2025	44,819	42,874	132,053	219,746
Carrying amount				
At 31 March 2025	1,455,181	120,077	32,652	1,607,910
At 31 March 2024	1,475,131	133,651	58,108	1,666,890

Land and buildings for The Gateway, Worthing with a carrying amount of £413,222 were revalued on 11 October 2017 by C.G. Spratt & Son Limited at £460,000, independent valuers not connected with the charity on the basis of market value.

On 22 December 2022, The Gateway was revalued by Cranes Chartered Surveyors at £650,000.

Following the merger with Shoreham & District Mental Health Association, The Cornerhouse was acquired which was valued at £600,000. This valuation was provided by Cranes Chartered Surveyors on 22 January 2019, independent valuers not connected with the charity on the basis of market value.

On 19 December 2022, The Cornerhouse was revalued by Cranes Chartered Surveyors at £850,000.

Both valuations conform to International Valuation Standards and were based on recent market transactions on arm's length terms for similar properties.

In 2022/23, a 12 year lease was entered in to with West Sussex County Council on 23 Maltravers Drive, Littlehampton, BN17 5EY. The leasehold improvements paid for by West Sussex Mind were capitalised at this point.

At 31 March 2025, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, the carrying amount would have been approximately £925,287 (2024 - £939,144).

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

15 Debtors

	2025	2024
	£	£
Amounts falling due within one year:		
Trade debtors	294,425	194,870
Accrued income	45,228	65,098
Prepayments	24,892	21,991
	<u>364,545</u>	<u>281,959</u>

16 Current asset investments

	2025	2024
	£	£
Cash deposits held for short-term investment purposes	<u>1,388,678</u>	<u>1,546,323</u>

17 Creditors: amounts falling due within one year

	2025	2024
	£	£
	Notes	
Other taxation and social security	51,551	51,073
Deferred income	140,202	63,510
Trade creditors	23,688	29,911
Other creditors	17,701	261
Accruals	64,404	48,672
	<u>297,546</u>	<u>193,427</u>

18 Deferred income

	2025	2024
	£	£
Arising from government grants	138,257	50,272
Other deferred income	1,945	13,238
	<u>140,202</u>	<u>63,510</u>

Deferred income is included in the financial statements as follows:

	2025	2024
	£	£
Deferred income is included within:		
Current liabilities	<u>140,202</u>	<u>63,510</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025
18 Deferred income
(Continued)

Movements in the year:		
Deferred income at 1 April 2024	63,510	59,899
Released from previous periods	(63,510)	(59,899)
Resources deferred in the year	140,202	63,510
	<u>140,202</u>	<u>63,510</u>
Deferred income at 31 March 2025	<u>140,202</u>	<u>63,510</u>

19 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2024 £	Incoming resources £	Resources expended £	At 31 March 2025 £
Worthing BC - Gateway Toilet Refurbishment	-	30,000	(30,000)	-
Horsham DC - Volunteer Support & EDI co-production work	-	2,750	(2,750)	-
Mind	9,707	170,497	(147,401)	32,803
Adur DC - Power of Peer Support Project	-	2,000	(833)	1,167
The National Lottery Community Fund (Reaching Communities)	37,835	137,059	(149,995)	24,899
Worthing CIL - Youth MHFA training at West Durrington campus	-	11,250	(5,063)	6,187
Sports England - ESC Lottery Fund re NT running groups	-	14,997	(14,997)	-
Arun Winter Food Fund	1,200	-	(1,200)	-
Macmillan Cancer Research	-	9,596	(9,596)	-
Sanctuary in Chichester (Refugee & Asylum MH Worker)	1,922	-	(1,922)	-
Friends of Midhurst Community Hospital	17,191	40,435	(30,583)	27,043
Worthing Pride	2,011	-	(2,011)	-
Screwfix - TCH disabled toilet refurbishment	-	7,437	-	7,437
The Budding Foundation	-	1,500	(1,125)	375
Morrisons Foundation	-	2,806	-	2,806
Heads On	-	14,280	(14,280)	-
East Head Impact (Peer Volunteering)	46,189	60,000	(58,078)	48,111
WSCC - Self Harm Learning Network	-	44,656	(44,656)	-
WSCC - Men's Mental Health Campaign	1,233	-	(1,233)	-
WSCC - Refugee Support	-	3,203	(3,203)	-
HSBC SFX Foundation	-	1,000	-	1,000
W G Edwards Charitable Foundation	-	1,536	(439)	1,097
Chichester Pride	-	1,000	-	1,000
	<u>117,288</u>	<u>556,002</u>	<u>(519,365)</u>	<u>153,925</u>

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

19 Restricted funds

(Continued)

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Mind	40,367	113,719	(144,379)	9,707
The National Lottery Community Fund (Reaching Communities)	29,712	129,064	(120,941)	37,835
Arun Winter Food Fund	-	1,200	-	1,200
Macmillan Cancer Research	-	3,106	(3,106)	-
Sanctuary in Chichester (Refugee & Asylum MH Worker)	-	5,000	(3,078)	1,922
Friends of Midhurst Community Hospital	-	40,435	(23,244)	17,191
Crispa Charitable Trust	-	5,000	(5,000)	-
Worthing Pride	-	3,219	(1,208)	2,011
Heads On	8,284	38,643	(46,927)	-
East Head Impact (Peer Volunteering)	29,396	60,000	(43,207)	46,189
WSCC - Self Harm Learning Network	-	16,384	(16,384)	-
WSCC - Men's Mental Health Campaign	-	4,931	(3,698)	1,233
	<u>107,759</u>	<u>420,701</u>	<u>(411,172)</u>	<u>117,288</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

19 Restricted funds

(Continued)

Worthing Borough Council (CIL)

A grant to refurbish and make inclusive the toilet facilities at The Gateway.

Horsham District Council

A contribution towards the costs of our Volunteer Support & EDI co-production work.

Mind

A collection of grants received to support our work in connection with Outreach projects, getting active, cost of living support, Lived experience development, Trauma Informed Vision, Supported Self Help programme and support for Refugees and Asylum Seekers.

Adur District Council

Funding towards the cost of a Young People's Peer Support Worker to support the power of Peer Support project.

The National Lottery Community Fund (Reaching Communities)

An extension for a third year of funding the Families in Mind project which supports parents.

Worthing CIL & Adur & Worthing Councils

Towards supporting a Youth Peer Support Worker and some Youth Mental Health First Aid training at Northbrook College, West Durrington campus over an 18 month period.

Sports England

ESC Lottery Fund to part fund a 'Get active' with our Mental Health Peer Support worker project

Arun & Chichester Food Partnership

An initiative -Winter Food Fund, to assist those struggling with rising food costs in the Arun and Chichester areas.

Macmillan Cancer Support

A partnership between West Sussex Mind and Macmillan Cancer Support to support each other's aims to reach communities that are not currently accessing services at an expected level, initially focusing on reaching the Polish community.

Sanctuary in Chichester

Match funding towards supporting an additional Mental Health worker position aimed at the support of Refugee and Asylum seekers in the West Sussex area.

Friends of Midhurst Community Hospital

Second year of a two year funding project to provide mental health training, support and targeted PR & marketing for Midhurst and the surrounding areas

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

19 Restricted funds

(Continued)

Worthing Pride 2023

A share of proceeds from the event to go towards West Sussex Mind providing an additional worker to support the LGBTQIA+ in the West Sussex area.

Screwfix

Towards the cost of refurbishment of the disabled toilet at our Southwick site

The Budding Foundation

Funding towards the cost of a Young People's Peer Support Worker to support the Power of Peer Support project.

Morrisons Foundation

Funding towards furniture and equipment needed at our Littlehampton site.

Heads On

The balance of two contracts, one that spans two years and is for a strategic based lead to establish and co-ordinate the development of a West Sussex voluntary, community and social enterprise mental health network. and a second contract to support West Sussex Mind review needs and update our financial recording package.

East Head Impact (Peer Volunteering)

Continuation of funding to support the peer volunteering training programme over a period of 3 years.

West Sussex County Council

Self Harm Learning Network - To establish, maintain and support a range of activities that address the issue of self-harm through a West Sussex programme with online access for the pan-Sussex partnership.

Men's Mental Health Campaign – to complete a short Men's Mental Health Campaign across West Sussex.

Refugee Support – To start a 23 month programme to support Resettled Refugees in the West Sussex area.

Screwfix Foundation

Donation towards improving the indoor and outdoor space at our Worthing site.

W G Edwards Charitable Foundation

Funding for our Communities In Mind project with the specific aspect of 'The Creative Art Workshop' project

Chichester Pride

A donation received in recognition of the invaluable mental Health support and outreach work that West Sussex Mind provides to the LGBTQ+ community. We are using this to continue this support in that area.

The Crispa (Richard Cahn) Charitable Trust

To support the social activities delivery for our Older Peoples service, aged 65 and over, in Arun, Chichester and Adur districts.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

20 Designated, Fixed Asset and Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	At 31 March 2025 £
Designated funds						
Bridging fund	244,659	-	(198,284)	383,661	-	430,036
Upkeep of the Cornerhouse building	52,870	-	-	(52,870)	-	-
WSSC - WSM & Homes for Ukraine MH Training Support Programme	-	8,416	(8,416)	-	-	-
Legacy - Flint Will Trust	-	200,509	(56,752)	-	-	143,757
	<u>297,529</u>	<u>208,925</u>	<u>(263,452)</u>	<u>330,791</u>	<u>-</u>	<u>573,793</u>
Fixed Asset fund						
Fixed Asset fund	1,122,035	-	(58,980)	-	-	1,063,055
Revaluation reserve	544,855	-	-	-	-	544,855
	<u>1,666,890</u>	<u>-</u>	<u>(58,980)</u>	<u>-</u>	<u>-</u>	<u>1,607,910</u>
Unrestricted funds						
General funds	1,539,324	2,861,089	(2,872,294)	(330,791)	-	1,197,328
	<u>3,503,743</u>	<u>3,070,014</u>	<u>(3,194,726)</u>	<u>-</u>	<u>-</u>	<u>3,379,031</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

20 Designated, Fixed Asset and Unrestricted funds (Continued)

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	At 31 March 2024 £
Designated funds						
NHS Sussex ICB	2,143	57,500	(59,643)	-	-	-
NHS Sussex ICB (from HEE)	11,403	-	(11,403)	-	-	-
Bridging fund	334,107	-	(89,448)	-	-	244,659
Upkeep of the Cornerhouse building	52,870	-	-	-	-	52,870
WSSC - Ukraine Refugee training programme	-	1,684	(1,684)	-	-	-
	<u>400,523</u>	<u>59,184</u>	<u>(162,178)</u>	<u>-</u>	<u>-</u>	<u>297,529</u>
Fixed Asset fund						
Fixed Asset fund	1,127,627	-	(54,012)	48,420	-	1,122,035
Revaluation reserve	544,855	-	-	-	-	544,855
	<u>1,672,482</u>	<u>-</u>	<u>(54,012)</u>	<u>48,420</u>	<u>-</u>	<u>1,666,890</u>
Unrestricted funds						
General funds	1,503,310	2,757,777	(2,673,343)	(48,420)	-	1,539,324
	<u>3,576,315</u>	<u>2,816,961</u>	<u>(2,889,533)</u>	<u>-</u>	<u>-</u>	<u>3,503,743</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

20 Designated, Fixed Asset and Unrestricted funds

(Continued)

Bridging Fund

To support the cost of some unfunded projects, either until funding is secured or because trustees feel the offer is part of our charity's objectives, growth, sustainability, equality diversion and inclusion and service user wellbeing of the charity. This also now includes the Fund towards Upkeep of The Cornerhouse Building.

Upkeep of The Cornerhouse Building

To maintain the upkeep of The Cornerhouse building over the coming years as this is an older property. Now transferred to be included within our overall sites upkeep and included within Bridging Fund above.

West Sussex County Council

Continuation into this year for West Sussex Mind to deliver a series of training courses aimed at mental health support for Ukraine Refugees

Legacy – Flint Will Trust

A legacy received by West Sussex Mind from which Trustees have decided to use to support a variety of projects over a 3 year period including ongoing Cost Of Living support, Volunteering and a small element towards some equipment.

Fixed Asset Fund - The Gateway, The Cornerhouse, Maltravers & Office Equipment

The fixed asset fund is a total of the amount equivalent to the net book value of The Gateway building, The Cornerhouse building and the office equipment at the balance sheet date, excluding property revaluation of £544,855, which is included in a separate designated fund. The Fixed Asset Fund also now includes the lease Improvements figure, less amortised amounts, for Maltravers, a further building which is on a long term lease to which we have made improvements to in agreement with WSCC who own the building.

Revaluation reserve

The revaluation reserve reflects the change in valuations of our buildings since they were originally acquired. These are not cash reserves because the amounts only reflect the value of the buildings at that specific time. Only when sold would any increased or decreased value be recognised.

Relating to Previous Years:

NHS Sussex ICB

To fund the strategic partnership role.

NHS Sussex ICB (from HEE)

To fund the HEE Autism Professionals training programme which completed September 2023

21 Analysis of net assets between funds

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
Fund balances at 31 March 2025 are represented by:			
Tangible assets	1,607,910	-	1,607,910
Current assets/(liabilities)	1,771,121	153,925	1,925,046
	<u>3,379,031</u>	<u>153,925</u>	<u>3,532,956</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

21 Analysis of net assets between funds

(Continued)

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Fund balances at 31 March 2024 are represented by:			
Tangible assets	1,666,890	-	1,666,890
Current assets/(liabilities)	1,836,853	117,288	1,954,141
	<u>3,503,743</u>	<u>117,288</u>	<u>3,621,031</u>

22 Operating lease commitments

Lessee

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025 £	2024 £
Within one year	2,159	2,878
Between two and five years	-	2,159
	<u>2,159</u>	<u>5,037</u>

23 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

24 Cash generated from operations

	2025 £	2024 £
Deficit for the year	(88,075)	(63,043)
Adjustments for:		
Investment income recognised in statement of financial activities	(61,361)	(71,321)
Depreciation and impairment of tangible fixed assets	58,980	54,012
Movements in working capital:		
(Increase)/decrease in debtors	(82,586)	37,275
Increase in creditors	27,427	126
Increase in deferred income	76,692	3,611
Cash absorbed by operations	<u>(68,923)</u>	<u>(39,340)</u>

WEST SUSSEX MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) ***FOR THE YEAR ENDED 31 MARCH 2025***

25 Analysis of changes in net funds

The charity had no debt during the year.

West Sussex Mind

England & Wales - Charity number 1155918

Accounts

Charity registration number 1155918

Company registration number 08884776 (England and Wales)

WEST SUSSEX MIND
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024



LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Susan Hawker (Chair) Daniel Bird (Joint Treasurer) Matthew Copeland (Joint Treasurer) Dominic Goodeve (Co-opted 30 March 2023) Nigel Jones Kirk Lord Tanya Marwaha Diane Medwell Martin Sherred Robert Smytherman Samantha Taylor-Howell
Chief Executive Officer & Secretary	Kerrin Page
Charity number	1155918
Company number	08884776
Registered office	The Gateway 8-10 Durrington Lane West Sussex Worthing BN13 2QG
Auditor	Sumer Audit Piper House 4 Dukes Court Bognor Road Chichester West Sussex PO19 8FX
Bankers	HSBC Bank Plc 16 Goring Road Worthing West Sussex BN12 4AW

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CHAIR'S REPORT

FOR THE YEAR ENDED 31 MARCH 2024

Many of the themes that I reflected on in last year's report have continued into 2023-24, and the ongoing impact of the cost-of-living crisis has remained an issue of significant concern for the Board of Trustees due to the impact it has had on everyone's mental health. As a result, we have continued to deliver additional outreach support in the areas of need in Arun, and also delivered an enhanced peer support offer in Arun to ensure we were putting in more targeted support to communities that really need this. We have also worked closely with Horsham District Council and Citizens Advice in West Sussex to pilot additional support in the district around mental health and debt to rural communities.

In the face of these ongoing challenges, and because of the positive impact that it had, we have continued to invest in additional peer welfare worker time to help people we support around financial challenges. Once again we worked very closely with WSCC to administer household support vouchers which had a significant positive impact, particularly over the winter months, and we have continued to build other partnerships to find practical and financial support to people who really need it.

Last year we put in place support for Ukrainian refugees, and we have sustained this over 2023-24. As we have built our understanding of the very significant mental health needs amongst all refugee communities in West Sussex, we have also sought new ways and partnerships to provide support. I am very pleased that this year we have established a new partnership with Sanctuary in Chichester to deliver support to Afghan and Syrian refugees, delivering both face to face support and training for staff and volunteers.

The demand for support services has continued to increase and we have continued to seek new ways to meet this and give people the support they need. Over the last 12-months we have seen a real step change in the role that volunteers play in the organisation, and I am delighted that at the end of the year we trained 24 peer volunteers through our partnership with East Head Impact. They are having a very significant impact supporting people, and we are very grateful to them and East Head Impact for their commitment and passion.

West Sussex Mind has continued to take a prominent role in leading the West Sussex mental health voluntary sector within the Sussex Health and Care Partnership Integrated Care System, with our CEO Kerrin Page acting as the strategic partner for mental health for the VCSE. We have also continued to host a role into the Community Mental Health Transformation programme in West Sussex, working in partnership at a System Level across Sussex. As a result, we have continued to strengthen our partnerships with the NHS and other voluntary sector providers, which is ever more crucial. We have also worked much more closely with Mind around the national picture and systems influencing and have been very encouraged by their new 'federation first' strategy which emphasises the important role that local Minds play. We are looking forward to working together even more closely as a federation in the future.

2023-24 has been a time of consolidation for the Board of Trustees, and I am delighted that our newer Trustees Samantha, Tanya and Dominic have settled into their positions and are now making a significant contribution to the direction and governance of the charity. At the end of the year we also started a recruitment process for new Trustees, and I am pleased to report that we have appointed 3 new Trustees who will be joining us in 2024-25. The Board continues to develop and diversify, I am also pleased that we established the 'Meeting of Minds' this year, an opportunity for the Chairs of our Service User Forums to meet with the Senior Leadership Team and Board members in advance of every Board meeting to feed in the key issues from local forums and ensure good two-way communication. This relationship with service users is very important to us and will be developed further, ensuring this way of working is embedded in the culture of our organisation.

I mentioned in this report last year that Katie Glover, who had been Chief Executive for ten years, was leaving us and that Kerrin Page, the then Deputy Chief Executive had been appointed to succeed her. I am very grateful to all of the trustees, management team and staff for welcoming Kerrin to this important key role in our organisation and for the smooth transition to a new Chief Executive. As you will see in this report, this year has been extremely busy and not without challenges. Kerrin has led the services with calm professionalism and good humour, embedding change and continuing to develop services that meet the needs of our communities, putting people and communities first in all we do. I would like to thank him for the way in which he has seamlessly moved into the role of Chief Executive and the Board of Trustees look forward to working with him going forwards.

Finally, I want to say a huge thank you to all of our dedicated staff, trustees, volunteers, members, supporters and funders for their hard work and continuing support for our organisation over the last year. Your dedication and commitment to our mission has helped us to achieve so much and reach more people who really need us. Thank you!

WEST SUSSEX MIND



CHAIR'S REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

S. I. Hawker

Susan Hawker

Chair and Trustee

Date: 13/9/2024

**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2024**

The trustees present their annual report and financial statements for the year ended 31 March 2024.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019)

Objectives and activities

Our Objects are to:

- Promote the preservation of good mental health in particular around enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.
- Relieve the needs of people with mental health problems by working to increase understanding of mental health and mental health problems, by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination.

To achieve these Objects:

- We actively promote our website where anyone can access free mental health self-help, on-line learning and development courses, videos and blogs. Once on our website, individuals can also complete a simple e-referral form asking for help.
- We provide telephone and email advice, information and signposting to local support for anyone who contacts us through our website, via email or phone through our Help Point service.
- We offer individual and group mental health and social support in person, by phone and through video call and conference to children and young people, families, adults and older adults who feel they would benefit from this. This support helps people develop the skills and confidence to manage their own mental health and well-being. It also helps people connect socially and to give and receive peer support.
- We offer evening and weekend crisis prevention support in Worthing to support individuals struggling to cope out of hours.
- We offer services across Adur, Arun, Worthing, Chichester and Horsham districts from our buildings in Southwick, Worthing and Littlehampton and from a wide range of community venues in other areas including GP practices, community centres etc. We also work proactively and in partnership with many other health, social care and community organisations to deliver our support.
- We recognise that people who need us most may not easily find or access our support so we reach out to people through outreach and community roles to tackle these health inequalities.
- We also work to raise awareness and to challenge stigma and discrimination in our local communities. We do this by providing online and face-to-face training courses for people working in West Sussex around emotional and mental health issues, and by engaging with members of local communities through campaigning, workshops, activities and events online and using social media and in person.

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit including the guidance "Public Benefit: running a charity (PB2)". The nature of the charity's objectives outlined above help to ensure that all of our activities are undertaken in the public benefit.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2024

Achievements and performance

1. Providing Mental health support

In 2023-24 we have continued to promote our services through a variety of communications channels including social media and our website. Our social media posts covered information about our work, how individuals could reach out to us through our Help Point and linked to more in-depth content on our website. We also invested in a communications assistance/videographer which allowed us to significantly increase the quantity and quality of our video content.

There was an increase of 19.6% in visitors to our website on the previous year. In 2023-24, a total of 54,000 people used our website, 52,000 (96.3%) of whom were new visitors. This compared to 45,139 visitors in the previous year, 44,441 (80%) of whom were new visitors.

A range of self-help resources including booklets, tips and videos continue to be available on our website. During the year, there were over 60,714 page views in our help and support and information and advice section, a 12.4% increase on the previous year.

In 2023-24 our Help Point, which offers a single access point for all phone and email communication, continued to provide coherent and effective front door for all our support. Trained staff and volunteers have given advice, information and signposting to local services and into our own support as well as responding to all web referrals and enquiries. During the year we have taken 8,616 phone calls. A total of 2,177 people were given advice, information and signposting and we received 3,469 web and phone referrals in the year – receiving on average around 290 referrals per month.

During the year we continued to offer our **individual and group mental health and social support** for children and young people, adults, families and older adults provided in person and through phone, email, text, video-call and conference. Our services have flourished, with a growing diversity of opportunities. In 2023- 2024 a total of **6,323 individuals** reached out to us for help (including 2,177 getting advice) which is more people than ever before. For those we went on to support, **we delivered 29,473** individual and group mental health support interventions to these individuals.

For adults, our social activities programme has continued to offer a varied in person and online programme giving people an opportunity to connect socially, give and receive peer support and develop confidence and skills to engage in wider community services and support. A grant from national Mind gave us the resources to employ a peer role to help people improve their physical wellbeing alongside their mental wellbeing, which has had some fantastic achievements. During the year around 133 activities were offered each month, with 457 individuals benefiting over the whole year. Many of these activities are supported or led by our growing team of volunteers.

As demand for support from children and young people has continued to grow in 2023-24, we were pleased to continue to grow our children and young people's offer in GP practices and had the second full year of our parent and carer support service. We also received funding to continue to deliver the self-harm learning network. A total of 367 children and young people received support from our team of GP practice-based social prescribers, and 192 parents and carers accessed our parent and carer support service. The Self-Harm Learning Network provided training to 8157 parents, professionals and school staff across Sussex.

The National Lottery Community Fund gave us additional funding to support our service for families of children aged nought to five to do some additional work to reach out to dads with a new partnership with Dad La Soul starting this year. This service reached a total of 170 parents and carers.

Our Worthing **crisis prevention** service continued to operate throughout the year, offering evening and weekend support for people who were struggling the most with their mental health out of hours, predominantly face to face. In the latter part of the year we worked with Sussex Partnership NHS Foundation Trust to secure a clinical presence in the service, as part of a pan-Sussex initiative. This has significantly enhanced the service we can offer people and confirmed Staying Well's role as a genuine alternative to A&E. During the year the service supported 464 people, with 47% of referrals coming from the NHS Trust.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2024

We launched a new service, Supported Self Help in October 2023, an exciting initiative which connects us to a wider group of local Minds across England offering this service. The service is a structured 6-week guided programme, supporting areas including anxiety, low mood and depression, managing anger and coping with grief and loss. Since its launch we have supported 119 individuals. We were also excited to win a contract to work with Sussex Partnership Foundation Trust to embed voluntary sector workers in their Enhanced Community Rehabilitation Service and are looking forward to setting this up and developing this partnership in 2024-25.

During 2023-24 we continued to hear that inflation and the national cost of living crisis had a huge impact on people's mental health and well-being. We fundraised to continue our peer welfare support, to help address financial challenges faced by service users, 172 service users were supported by this service, and once again worked in partnership with WSCC to distribute Household Support Fund vouchers – this year we managed to distribute over £20,000 worth of vouchers to 516 households, which made a massive difference to them.

All of this work has been supported and enabled by strong and effective partnerships with a wide range of organisations. In 2023-2024 this included:

- Sussex Partnership NHS Foundation Trust and other West Sussex mental health providers involved in the Pathfinder West Sussex Alliance
- Guild Care and Age UK West Sussex & Brighton & Hove
- Carers Support West Sussex
- NHS primary care networks, GP practices and NHS Sussex
- Borough and District councils and West Sussex County Council
- Turning Tides
- Citizens Advice in West Sussex
- YMCA Downslink Group
- Mind
- Sanctuary in Chichester
- Dad I a Soul
- Macmillan
- Chichester Information Shop.

We delivered face-to-face support from our three premises – The Corner House in Southwick, The Gateway in Worthing and Maltravers Drive in Littlehampton – as well as in a wide range of other community premises.

In addition, through acting as the West Sussex strategic partner to support the Community Mental Health Transformation (CMHT) in Sussex, and through the Head of Adult Mental Health Services job-sharing a secondment as VCSE Transformation Systems Lead for West Sussex with a colleague from BHT-Sussex, we have been well placed to influence and actively support the development of mental health services in West Sussex, and more broadly across Sussex.

2. Raising awareness and reaching out into our communities

In 2023-24 our training team continued to offer a wide range of training services and support to help people living and working in West Sussex understand more about mental health and in doing so reducing the stigma around mental health and reaching out for support. The training team also delivers training to staff working with people with mental health problems to help develop their skills and confidence.

A total of 6111 people benefited from training events and learning opportunities provided by the training team. The following projects and initiatives helped us to achieve this:

- We developed a range of courses to support **refugees' mental wellbeing**, including a programme for Ukrainian refugees funded by West Sussex County Council and training for refugee hosts and volunteers working with refugees.
- We trained 33 **peer volunteers** within West Sussex Mind and now have 31 active peer volunteers in our services.
- We were part of a pilot project in Horsham District, funded by West Sussex County Council, looking at the link between **poverty and mental health** and as part of that programme trained 116 people from partner organisations in topics including building your knowledge of mental health, supporting your own resilience while supporting others.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2024

- We offered free suicide awareness and prevention training through giving free licences for the LivingWorks START course throughout the year.
- We continued and developed our autism programme for professionals run in partnership with Aspens and Impact Initiatives funded by Health Education England
- We provided adult and youth mental health first aid training to staff in the County Council and partner agencies, funded by West Sussex County Council and Friends of Midhurst Community Hospital
- The training team facilitated a range of bespoke training for businesses and organisations within West Sussex, including mental health first aid and programmes designed to promote mental health in the workplace, and supporting staff with poor mental health.

In 2023-24 we continued and extended our work to reach out to communities who were not accessing our services. During 2023-24 we:

- Extended our work with refugees, continuing to support Ukrainian refugees but through a partnership with Sanctuary in Chichester extending this to Syrian and Afghan refugees and other asylum seekers
- Continued our work to reach the Polish community and have started working with Macmillan to extend our support to the Polish community focusing on both mental health and cancer support. Both the refugee and Polish projects supported people to connect to and navigate local mental health services and have conversations to reduce stigma around getting support in these communities
- Attended Worthing Pride and through conversations at this and other events set up a new LGBTQIA+ peer group offer, which is already proving very successful.
- Completed our project that focused on five wards in Adur district that had higher levels of poverty, which had great results, improving our reach into those communities and we have now embedded this approach into our day-to-day work.

3. Involving people with lived experience of mental health problems in our services

During the year we continued to involve people using our services and people with mental health problems in our work. We carried on holding service user forums and feedback surveys through the year, and have established the Meeting of Minds, an opportunity for forum chairs to meet with the leadership Team and Trustees every 2 months to discuss key issues from local forums.

Involvement through volunteering also continued to be strong. We are grateful to East Head Impact for their ongoing support of our peer volunteer training programme and increased the number of peer volunteers, with 31 now actively supporting our service users.

This was the second year of our Equality Diversity and Inclusion co-production panel. This panel, chaired by an individual with lived experience of having mental health problems, brings together a wide group of volunteer panel members, all with lived experience of having mental health problems and who are passionate around diversity and inclusion work, to lead, feed into and support our work in this area. The panel supported us this year to coproduce a series of podcasts sharing a range of different mental health experiences, coproduced the policy statement for the review of our Equality, Diversity and Inclusion policy and have been working on shaping a piece of research into the barriers faced by racialised communities.

Our communication co-production panel is also now well established, with the public and people who use our services. They have delivered some specific pieces of work over the last 12-months including around our use of social media, newsletters, and have produced some new leaflets and posters which have been professionally printed and are helping us communicate more effectively about our offer.

We continued to have strong lived experience representation on our Board of Trustees, which they talk about openly in the website profiles.

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

FOR THE YEAR ENDED 31 MARCH 2024

4. Staff, Volunteers and organisation

Given the appointment of an internal candidate to be our CEO, the Board identified a priority for the first part of the year was to review our leadership structure to ensure we had the right arrangements in place to take us forward. Supported by an external consultant, a collaborative review was conducted which proposed a new leadership structure. This was implemented over the second half of the year with a new post, our Head of Community Mental Health & Development, being created and recruited to. In addition a number of existing roles were reviewed and regraded, increasing the strategic capacity of the organisation. The creation in particular of a Head of Children, Young People and Family Services position reflects our growing work in this area, alongside the consolidation of oversight of all of our operational services under the new Deputy CEO.

Our new structure has allowed strategic and statutory responsibilities to be shared across a wider team, resulting in clear leads for these key areas of work, which will support the organisation to be more resilient and focused. The review highlighted the need for increased HR capacity and leadership, to meet the needs of a larger and more complex organisation, in recognition of the fact that our people are our most important asset. This guided a structural change with increased capacity within the HR team, which now also includes a Health and Safety Lead to ensure we are well led in the area. We are already seeing the benefits of these new arrangements.

Another key development this year was our training offer to our staff. Taken on by our training team there is now a core programme that runs over the course of the year, with regular newsletters on new training offers, a clear booking system and a way to share learning resources.

Our EDI work continued this year and some key highlights were:

- Training linked to race and challenging conversations
- Continuing our LGBTQIA+ training
- Increasing our knowledge on neurodiversity for line managers including managing neurodiverse staff, improving our interview processes, raising awareness of tools and adjustments to support neurodiverse employees
- Extending our EDI working group membership so all areas of the organisation are included
- Bringing our values into the recruitment process

The well-being of our staff is always high on our agenda. After the success of last years in person events we continued this into 2023-24. We held a more social organisation activity day, which was designed by a group of staff across the organisation, alongside a staff and volunteer online conference to bring people together and celebrate our successes. We also gave each service a separate budget to develop their own team day and a team social event. This enabled a range of activities throughout the year that brought people together.

As part of staff wellbeing initiatives we continue to recognise the impact of the cost of living crisis on our staff and we continue to keep talking and taking action on this. This year we have taken the following action:

- Created a guide on how we can support our employees, such as flexibility in how people can claim expenses.
- Improved our EAP provision so alongside access to counselling and support there is a range of support and information available via an online platform
- Linked in with local gyms to agree a discounted membership
- Paid for employees to get a Blue Light Card which gives a range of discounts whether shopping in person or online
- Reviewed our salaries keeping our lowest paid workers in line with the real living wage and salary increases being reviewed and increased in both April and October.



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

FOR THE YEAR ENDED 31 MARCH 2024

Over the year we developed 4 new types of role, 37 people left the organisation, 59 people were new to the organisation and a number of people made internal moves, either moving into different teams or being promoted to higher grade roles. At the end of the year, we had 141 employees and sessional workers.

In December we undertook a staff survey to gain feedback from our staff team on a number of areas, and we had some great feedback. This included 100% of our staff team feeling aligned to demonstrating our values which was great to see as this has been a key piece of work for us over the last two years. Alongside the positives, we have taken any area scoring less than 80% and have turned this into an action plan for 2024-25.

Volunteers make a significant contribution to the work of West Sussex Mind and we have grown the number of roles in our organisation significantly in the last few years. We currently have 75 volunteers (not including trustees), engaged in all areas of our organisation including fundraising, running activities, providing peer support and much more! We now have 31 peer volunteers who use their lived experience as part of their volunteering role.

5. Communications

Our communications work continued to promote our mental health support and service developments as well as raise our profile through broader communications pieces.

During 2023-2024 it remained a high priority to ensure people knew we were here and could help, and to get public and community support for our work and mission.

We used our website, social media, printed leaflets, Google Ads and email newsletters to share stories, news updates, advice and information. Some of the developments we publicised included the new supported self-help programme we're offering with national Mind, our Enhanced Community Rehabilitation Service with Sussex Partnership NHS Foundation Trust, a new partnership with Macmillan Cancer Support to improve both mental health and cancer care within Polish communities, and a partnership with Sanctuary in Chichester to support the mental health of refugees and asylum seekers.

We received grant funding from national Mind to carry out a digital project with the support of a digital marketing agency. This enabled us to improve search engine optimisation (SEO) on our website to boost visibility and obtain more web traffic, and to obtain a Google Ads grant so we could have free search advertising. As part of the digital work, we also focused on increasing our following and engagement on Linked In.

A mental health lived experience communications panel was set up in 2023 to co-produce and inform our communications work. The panel carried out some discrete projects over the year including on refining our social media messaging and on our newsletter to service users.

We were pleased to recruit to a new post of communications assistant/videographer which enabled us to produce some high-quality video content and widen our reach.

Other communications highlights for 2023 to 2024 included:

- A question and answer-style article on Linked In with our new CEO, Kerrin Page
- Celebrating and thanking our fundraisers and supporters through a mixture of stories and posts about their events and activities
- Sharing the news of our new cost-of-living peer support worker role
- A blog on one person's journey to find peace with their sexuality and religion
- A variety of posts and messages around our Wear it Blue fundraising campaign in Mental Health Awareness Week
- A video showing our first ever fundraising abseil at Peacehaven cliffs
- Promoting our Mental Elf 5k Fun Run and Walk with a video and interview with Olympic Medallist Sally Gunnell OBE.

The communications team also continued to lead the communications work for the Pathfinder Alliance through the year.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2024**

Financial review

1. Financial performance for the year

In 2023-24, West Sussex Mind spent £3,300,705 (2022/23 £2,763,123) which was a 20% increase on 2022/2023. During the year our principal funders have been as follows:

- NHS Sussex Integrated Care Board
- West Sussex County Council & other Local District and Parish Councils
- GP practices and Primary care networks
- National Lottery Community Fund
- Age UK West Sussex & Brighton & Hove
- Mind
- East Head Impact
- Friends of Midhurst Community Hospital

These sources of funding are generally linked to a contract or funding agreement to provide a specific service – for example, NHS contracts are for our main adult mental health services, our Staying Well crisis prevention service and our young people's mental health services.

In 2023-2024, as an organisation, we were still conscious of the ongoing rising cost pressures. We regularly reviewed our commitments and expenditure to monitor the impact of this changing situation on our finances. The biggest impact we saw has been on our staff and volunteers. Whilst we have always paid good pay rates within our sector, many of our staff are on comparatively low salaries and rising fuel, food and housing costs have had a big impact on them. Because of this, for the second year running, we gave a second pay increase to all our staff in October 2023 and we plan to monitor the situation going forward.

It has been vital for us to support our staff by doing this but it is very challenging in the context that we had minimal or no increases in our NHS income in 2023-24 and expect the same in 2024-25.

We are also within a two year programme to upgrade or replace the majority of our IT equipment so it will be compatible with the Microsoft Windows 11 upgrade. This has meant we have had increased capital expenditure, from our reserves, to prepare for this.

2. Fundraising and donations

The 2023-2024 year was a particularly challenging one for fundraising, with grant funding becoming increasingly competitive and income pressures affecting our supporters and fundraisers. So we were pleased to raise over £256,000 towards continuing priority services, plus £916,068 for new business development projects and services.

Some of the community fundraising highlights of the year included:

- An exciting abseil challenge - our first joint charity fundraising event
- Our second Mental Elf 5k Fun Run and Walk along Worthing seafront
- Generous support from local company Carpenter Box
- Jacobs Steel estate agents holding a charity ball in aid of Guild Care and West Sussex Mind
- Westbourne House School in Chichester supporting us over two years.

We received grant/trust funding from many organisations this year including:

- Friends of Midhurst Community Hospital Trust – £80,871 over two years to fund peer support work and mental health first aid training
- National Mind - £242,000 to fund the launch and running of the Supported Self Help Service for 2 years.
- Adur and Worthing Borough Council - £30,000 to refurbish and upgrade our toilet facilities at our Gateway premises in Durrington and £10,000 to support the council's workplace wellbeing programme
- National Mind - £20,000 to fund a cost-of-living mental health peer support worker
- National Lottery Community Fund – £27,000 uplift including to fund support for male parents
- Macmillan Cancer Support - £14,997 a grant to fund a cancer care and mental health awareness-raising project within Polish communities.
- West Sussex County Council - £61,000 to continue our Self Harm Learning Network

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2024

The Trustees are grateful to all the organisations who have so generously supported us financially in 2023-2024, as set out in notes 3 and 4 to the accounts.

3. Reserves policy

West Sussex Mind held free reserves of £1,539,324 at 31 March 2024. The table below details how this figure is calculated.

Balance 31 March	2024	2023
Total charity funds	£3,621,031	£3,684,074
Less: restricted funds	£117,288	£107,759
Less: net book value tangible fixed assets (now includes Lease Improvements) (see note 20)	£1,122,035	£1,127,627
Less: other designated funds (see note 20)	£297,529	£400,523
Less: revaluation reserve	£544,855	£544,855
Free reserves	£1,539,324	£1,503,310

Restricted funds represent amounts which have been received for specific purposes and which have not yet been spent.

Designated funds represent amounts which the trustees have set aside to ensure:

- That any projects with unconfirmed contracts/grants at risk continue to run, providing continuity of care for our service users, whilst options are explored
- That we have contingency to cover major repairs of our buildings
- That we can be responsive to emerging needs and respond by growing or developing new services to meet our charitable objectives or to top up funding gaps in services.

Within designated funds is a tangible fixed assets fund which shows the value of our buildings and equipment which we use to run our services. There is also a revaluation reserve which reflects the change in valuation of our buildings since they were originally acquired. These are not cash reserves because the amounts reflect the value of our buildings and equipment. For clarity, these are both shown separately in the table above.

The ongoing cost increases have had a critical impact on the financial resilience of West Sussex Mind, particularly for services where commissioners and funders have not provided adequate inflationary uplifts to contract values for several years. Our main NHS contract is also being recommissioned within the next 12 months (the budget for these services is in the region of £1,600,000 for 2024/5). Coupled with increasing demand for our services, these factors have resulted in the Trustees considering it prudent to maintain free reserves at around 6 months' operating costs to ensure we can remain financially resilient and manage the associated risks appropriately. We start the year with annual budgeted expenditure of around £3,845,119 and a forecast deficit of around £271,000 for the year to 31st March 2025.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2024

4. Managing Risks to our business

During 2023-2024 we adhered to our risk management policy which follows the risk management model recommended by the Charity Commission in its publication Charities and Risk Management (CC26 - 2010). During 2023-2024 we reviewed and continue to regularly review our risk management policy.

The CEO, Deputy CEO, Finance and Resources Manager, Head of People and Governance Manager, and Head of Performance and Impact maintain and update the risk register and are responsible for ensuring that trustees are aware of risks, and that any agreed actions to mitigate risks are undertaken. These officers are also responsible for ensuring that Business Continuity Plans are maintained and updated.

Each Finance and Resources Sub-committee reviews the full risk register in detail and a summary of the major risks, with mitigating actions being taken, is presented at each full Board meeting. Other sub-committees keep oversight of any risks relevant to their areas of responsibility, and contribute to the assessment and mitigation of any risks.

For the year 2023-24 some of the highest risks to the organisation have related to the cost-of-living crisis that has continued to affect the country, linked to higher-than-normal inflationary pressures. Inevitably this has put pressure on our finances, but most significantly has affected our staff, the people using our services and the general public given the strong links between financial challenges and mental health. As has been highlighted above, specific action has been taken to support people who are experiencing financial pressures in response to this. Trustees have also been concerned inflationary pressures have been significantly higher than any contractual increases from our primary commissioners, which has been the case for many years, but has been exacerbated by unprecedented cost pressures in the last 12-months. The organisation has navigated this through careful budgeting and making efficiencies where possible. Although we are mindful of the importance of our commissioners balancing their budgets and making the best use of public funds we feel that this is not a sustainable situation and does not prioritise the important preventative work that the VCSE undertake, taking pressure off more expensive parts of the system. We have therefore been working alongside our voluntary sector partners to lobby for fair increases and to highlight the importance of preventative mental health support work.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2024**

Planning for the future 2024 - 2025

In July 2023 we reviewed and redeveloped our 2020-2025 five-year plan in the light of changing and emerging needs. We have also commenced the process to undertake a full strategic review of this plan led by a Steering Group of our Trustees, which will deliver a new 5-year plan outlining our ambitions for 2025-30. We have committed to co-producing this plan with our employees, the people we support and our key stakeholders. This will be delivered by the end of the calendar year 2024, to inform our Business Plan for 2025-26.

Our current plan takes into account national and local contexts, needs and issues, the views of our service users, staff and stakeholders, reflects on what we have achieved in the previous period and outlines what we need to achieve going forward. Key goals are for us to:

1. **Make sure people know help is out there.**
2. **Offer and develop high quality and flexible mental health support provided through a range of channels.**
3. **Raise awareness and run anti-stigma campaigns in local communities in West Sussex.**
4. **Expand our early intervention and prevention work, targeting groups and audiences who need this most.**
5. **Build a strong West Sussex Mind team, organisation and brand.**

In order to achieve both our objects and our strategic aims we work in partnership with local authorities and NHS services and other mental health and community service providers in West Sussex and across Sussex within the Integrated Care System where this is required. Through partnership working with these organisations, we are able to contribute to better support and understanding around mental health across our area of benefit generally as well as reaching more people ourselves.

In 2024-25 we will continue to take a prominent role in leading the West Sussex mental health voluntary sector within the Sussex Health and Care Partnership Integrated Care System. We will be representing the mental health voluntary sector within the Sussex mental health programme at a strategic level, and supporting the ambitions of the Community Mental Health Transformation Programme to deliver Neighbourhood Mental Health Teams delivering place based coordinated support.

We are aware that the NHS is facing huge budgetary pressures and are likely to approach the voluntary sector for efficiency savings. We will continue to lobby and influence our commissioners on the value and effectiveness of our provision, whilst also seeking to diversify our income, including through investing in our fundraising capacity.

In 2024-25 we aim to focus on:

- Increase levels of coproduction and feedback across everything we do
- Training and involving even more volunteers in all aspects of our work, building on the significant progress we have made
- Secure sustainable funding for our core adult and children and young people's services
- Reaching out to our communities and break down barriers to accessing support
- Taking steps to continue to enable a culture of open communication, collaboration and ongoing development for all of our employees and volunteers
- Review our accounting and budgeting systems and prepare to implement an updated/new system from April 2025
- Diversifying our funding base through growing other sources of income
- Co-producing a new 5-year strategy to guide us from 2025-2030

Structure, governance and management

The charity is a company limited by guarantee, where all guarantors agree to contribute £1 in the event of a winding up.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Susan Hawker (Chair)

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2024

Daniel Bird (Joint Treasurer)
Fatima Boesdorfer (Resigned 12 June 2024)
Matthew Copeland (Joint Treasurer)
Dominic Goodeve (Co-opted 30 March 2023)
Nigel Jones
Kirk Lord
Tanya Marwaha
Diane Medwell
Martin Sherred
Robert Smytherman
Samantha Taylor-Howell

Kerrin Page who had been Deputy CEO of West Sussex Mind for a number of years was appointed as CEO started on 1st April 2023 and the Board have overseen this transition from the previous CEO over the first six months of the year. The rest of the Board has remained static during this time but a recruitment plan was put in place towards the end of the year to fill our current vacancies.

Where there are vacancies on the Board, Trustees are recruited through an external recruitment process. Once recruited, trustees will be co-opted onto the Board and then will stand for election at the next Annual General Meeting. In addition, as outlined in the Memorandum and Articles of Association, a proportion of trustees are required to retire and then stand for re-election (if they wish to) at each Annual General Meeting. There are no appointed trustees to the Board.

During 2023-2024 the Board met formally on six occasions, the AGM was held in October 2023 and a Board development workshop was held in September 2023. During 2023-24 we have had a mixture of in person, on-line and hybrid (in person but with opportunity to also join online) Board meetings.

The Board's scheme of delegation outlines clearly Board responsibilities and also how the three Board sub-committees (Finance and Resources, Governance and Operations) aim to provide more in-depth review and scrutiny and then report to the Board on their work. These three sub-committees have met throughout the year in advance of and then reported into each Board meeting. Each sub-committee has an annual workplan and a clear framework for their delegated responsibilities.

All trustees have access to West Sussex Mind's internet-based filing system (Sharepoint). This means that trustees can much more easily access a whole range of relevant information and documents enabling easier scrutiny of West Sussex Mind's work by trustees. A number of trustees have undertaken training and development by attending external trustee workshops. As part of their induction all Trustees have been given a copy of the Charity Commission's The Essential Trustee: What You Need to Know and Good Governance: A Code for the Voluntary and Community Sector. Trustees visit projects and actively support events and activities of the charity. On appointment Trustees are briefed on the activities of the charity, its management and administration by the Chair and the Chief Executive Officer. They are also updated by regular briefings by staff at Board meetings and at Trustee away days.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2024

Statement of trustees' responsibilities

The trustees, who are also the directors of West Sussex Mind for the purpose of company law, are responsible for preparing the Trustees' 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

In accordance with the company's articles, a resolution proposing the appointment of an auditor of the company will be put at a General Meeting.

Disclosure of information to auditors

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

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

S. I. Hawker

Susan Hawker (Chair)

Trustee

Dated: 25/7/2024

**INDEPENDENT AUDITOR'S REPORT
TO THE TRUSTEES OF WEST SUSSEX MIND**

Opinion

We have audited the financial statements of West Sussex Mind (the 'charity') for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the accounts* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF WEST SUSSEX MIND

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- Obtaining an understanding of the legal and regulatory framework that the charity operates in, focusing on those laws and regulations that had a direct effect on the financial statements and operations;
- Obtaining an understanding of the charity's policies and procedures on fraud risks, including knowledge of any actual, suspected or alleged fraud; and
- Discussing among the engagement team how and where fraud might occur in the financial statements and any potential indicators of fraud through our knowledge and understanding of the company and our sector-specific experience.

As a result of these procedures, we considered the opportunities and incentives that may exist within the charity for fraud. We are also required to perform specific procedures to respond to the risk of management override. As a result of performing the above, we identified the following areas as those most likely to have an impact on the financial statements: health & safety, employment law, compliance with the UK Companies Act and Charities Act.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF WEST SUSSEX MIND

In addition to the above, our procedures to respond to risks identified included the following:

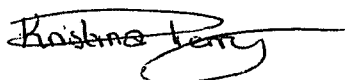
- Making enquiries of management about any known or suspected instances of non-compliance with laws and regulations and fraud;
- Reviewing minutes of meetings of the board and senior management;
- Reading correspondence with regulators;
- Challenging assumptions and judgements made by management in their significant accounting estimates; and
- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness.

Due to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements in the financial statements may not be detected, even though the audit is properly planned and performed in accordance with the ISAs (UK). For instance, the further removed non-compliance is from the events and transactions reflected in the financial statements, the less likely the auditor is to become aware of it or to recognise the non-compliance.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Kristina Perry FCCA (Senior Statutory Auditor)
for and on behalf of Sumer Audit
Chartered Accountants
Statutory Auditor
Chichester

23 September 2024

Sumer Audit is the trading name of Sumer Auditco Limited

**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT**
FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Notes							
Income and endowments from:							
Donations and legacies	3	182,358	48,654	231,012	167,798	-	167,798
Charitable activities	4	2,559,828	372,047	2,931,875	2,473,158	284,633	2,757,791
Investments	5	71,321	-	71,321	25,415	-	25,415
Other income	6	3,454	-	3,454	3,306	-	3,306
Total income		2,816,961	420,701	3,237,662	2,669,677	284,633	2,954,310
Expenditure on:							
Raising funds	7	123,612	-	123,612	57,677	-	57,677
Charitable activities	8	2,765,921	411,172	3,177,093	2,455,364	250,082	2,705,446
Total expenditure		2,889,533	411,172	3,300,705	2,513,041	250,082	2,763,123
Net income/(expenditure)		(72,572)	9,529	(63,043)	156,636	34,551	191,187
Transfers between funds		-	-	-	33,443	(33,443)	-
Other recognised gains and losses:							
Revaluation of tangible fixed assets		-	-	-	498,077	-	498,077
Net movement in funds		(72,572)	9,529	(63,043)	688,156	1,108	689,264
Reconciliation of funds:							
Fund balances at 1 April 2023		3,576,315	107,759	3,684,074	2,888,159	106,651	2,994,810
Fund balances at 31 March 2024		3,503,743	117,288	3,621,031	3,576,315	107,759	3,684,074

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

WEST SUSSEX MIND



BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	14		1,666,890		1,672,482
Current assets					
Debtors	15	281,959		319,234	
Investments	16	1,546,323		1,341,309	
Cash at bank and in hand		319,286		540,739	
		<u>2,147,568</u>		<u>2,201,282</u>	
Creditors: amounts falling due within one year	17	<u>193,427</u>		<u>189,690</u>	
Net current assets			<u>1,954,141</u>		<u>2,011,592</u>
Total assets less current liabilities			<u><u>3,621,031</u></u>		<u><u>3,684,074</u></u>
The funds of the charity					
Restricted income funds	19	117,288		107,759	
Designated and unrestricted funds	20	3,503,743		3,576,315	
		<u>3,621,031</u>		<u>3,684,074</u>	

The financial statements were approved by the trustees on 25/7/2024

S.I. Hawker

Susan Hawker (Chair)
Trustee

Company registration number 08884776 (England and Wales)

WEST SUSSEX MIND**STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash absorbed by operations	24		(39,340)		(85,604)
Investing activities					
Purchase of tangible fixed assets		(48,420)		(26,937)	
Proceeds from disposal of investments		(205,014)		(4,208)	
Investment income received		71,321		25,415	
Net cash used in investing activities			(182,113)		(5,730)
Net cash used in financing activities			-		-
Net decrease in cash and cash equivalents			(221,453)		(91,334)
Cash and cash equivalents at beginning of year			540,739		632,073
Cash and cash equivalents at end of year			319,286		540,739

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

West Sussex Mind is a private company limited by guarantee incorporated in England and Wales. The registered office is The Gateway, 8-10 Durrington Lane, West Sussex, Worthing, BN13 2QG.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. The directors have considered relevant information, including the company's principal risks and uncertainties, the annual budget, forecast future cash flows and the impact of subsequent events in making their assessment. Based on these assessments and having regard to the resources available to the entity, the directors have concluded that there is no material uncertainty and that they can continue to adopt the going concern basis in preparing the annual report and financial statements.

1.3 Charitable funds

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

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

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

1.4 Income

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

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

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

Grant income from charitable activities is accounted for when performance related conditions have been met and is deferred where it relates to a future period.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

All expenditure is dealt with on an accruals basis, and allocated to the appropriated heading in the financial statements.

Governance costs are those costs incurred with constitutional and statutory requirements.

Expenditure is either allocated or is apportioned to individual areas based on staff costs or headcount or by the relevant staff or activity. Funds are transferred from unrestricted funds to fund deficits on restricted areas where no further funding will be forthcoming.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	75 years straight line
Leasehold improvements	12 year straight line
Office equipment	20% straight line & 33.3% straight line (IT)

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Assets below £3,000 are not capitalised.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.9 Financial instruments

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

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

Derecognition of financial liabilities

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

1.10 Employee benefits

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

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

1.11 Retirement benefits

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

2 Critical accounting estimates and judgements

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

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

Key sources of estimation uncertainty

Useful life and valuation of tangible fixed assets

The useful lives of tangible fixed assets are determined by management at the time the asset is acquired and reviewed for appropriateness. The useful lives are based on historical experience with similar assets as well as anticipation of future events, which may impact their life.

Freehold land and buildings are recorded in the financial statements at fair value. Management assesses the value of the assets on an annual basis and obtain formal professional valuations every 5 years.

3 Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	149,847	8,219	158,066	117,798	-	117,798
Legacies receivable	-	-	-	50,000	-	50,000
Grants receivable for core activities	32,511	40,435	72,946	-	-	-
	<u>182,358</u>	<u>48,654</u>	<u>231,012</u>	<u>167,798</u>	<u>-</u>	<u>167,798</u>
Grants receivable for core activities						
Friends of Midhurst						
Community Hospital	-	40,435	40,435	-	-	-
Google Ads	23,808	-	23,808	-	-	-
Co-op	7,703	-	7,703	-	-	-
Other	1,000	-	1,000	-	-	-
	<u>32,511</u>	<u>40,435</u>	<u>72,946</u>	<u>-</u>	<u>-</u>	<u>-</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

4 Income from charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Mental health support						
Project donations and training income	2,284	-	2,284	1,857	-	1,857
Contracts and Performance related grants	2,460,481	276,844	2,737,325	2,249,180	251,533	2,500,713
Charitable rental income	14,042	-	14,042	14,112	-	14,112
Other income	1,688	-	1,688	362	-	362
Mental health awareness						
Project donations and training income	43,772	-	43,772	18,186	-	18,186
Contracts and Performance related grants	37,561	95,203	132,764	189,461	33,100	222,561
	<u>2,559,828</u>	<u>372,047</u>	<u>2,931,875</u>	<u>2,473,158</u>	<u>284,633</u>	<u>2,757,791</u>

Performance related grants analysis

	Mental health support 2024 £	Mental health awareness 2024 £	Total 2024 £	Mental health support 2023 £	Mental health awareness 2023 £	Total 2023 £
NHS Sussex ICB	2,073,548	15,916	2,089,464	2,069,929	19,808	2,089,737
The National Lottery Community Fund	129,064	-	129,064	125,597	-	125,597
West Sussex County Council	15,025	-	15,025	59,467	162,293	221,760
National Mind	78,269	35,450	113,719	61,357	17,300	78,657
Pathfinder Alliance	268,151	-	268,151	-	-	-
Groundwork UK	6,000	1,438	7,438	-	-	-
Age UK	74,992	-	74,992	75,225	-	75,225
Heads On	14,284	24,359	38,643	14,580	15,800	30,380
East Head	60,000	-	60,000	50,000	-	50,000
Other	17,992	55,601	73,593	44,558	7,360	51,918
	<u>2,737,325</u>	<u>132,764</u>	<u>2,870,089</u>	<u>2,500,713</u>	<u>222,561</u>	<u>2,723,274</u>

WEST SUSSEX MIND



NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	71,321	25,415

6 Other income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Other income	3,454	3,306

7 Expenditure on raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising and publicity		
Other fundraising costs	39,878	10,631
Staff costs	82,427	46,650
Depreciation and impairment	1,307	396
	123,612	57,677

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

8 Expenditure on charitable activities

	Mental health support 2024 £	Mental health awareness 2024 £	Total 2024 £	Mental health support 2023 £	Mental health awareness 2023 £	Total 2023 £
Direct costs						
Staff costs	2,283,199	139,923	2,423,122	1,903,370	124,192	2,027,562
Depreciation and impairment	39,185	1,292	40,477	33,900	880	34,780
Non staff costs	231,911	73,115	305,026	194,513	110,482	304,995
	<u>2,554,295</u>	<u>214,330</u>	<u>2,768,625</u>	<u>2,131,783</u>	<u>235,554</u>	<u>2,367,337</u>
Share of support and governance costs (see note 10)						
Support	365,894	31,817	397,711	299,197	29,591	328,788
Governance	9,896	861	10,757	8,482	839	9,321
	<u>2,930,085</u>	<u>247,008</u>	<u>3,177,093</u>	<u>2,439,462</u>	<u>265,984</u>	<u>2,705,446</u>
Analysis by fund						
Unrestricted funds	2,623,100	142,821	2,765,921	2,241,359	214,005	2,455,364
Restricted funds	306,985	104,187	411,172	198,103	51,979	250,082
	<u>2,930,085</u>	<u>247,008</u>	<u>3,177,093</u>	<u>2,439,462</u>	<u>265,984</u>	<u>2,705,446</u>

9 Description of charitable activities

Mental health support

Services which support achieving our objective around promoting the preservation of good mental health in particular around enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.

Mental health awareness

Services with support achieving our objective around relieving the needs of people with mental health problems by working to increase understanding of mental health and mental health problems, by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

10 Support costs allocated to services

	2024 £	2023 £
Staff costs	276,639	220,462
Depreciation	12,228	8,514
Premises costs for Head Office	23,633	23,186
Insurances	15,534	11,554
Information technology	27,220	17,781
Other general costs	42,457	47,291
Governance costs	10,757	9,321
	<u>408,468</u>	<u>338,109</u>

Analysed between:

Mental health support	375,790	307,679
Mental health awareness	32,678	30,430
	<u>408,468</u>	<u>338,109</u>

	2024 £	2023 £
Governance costs comprise:		
Audit fees	5,420	4,712
Accountancy	3,336	2,888
Legal and professional	2,001	1,721
	<u>10,757</u>	<u>9,321</u>

Basis of allocation: Support and Governance costs are allocated to Charitable Activities on the basis of the percentage of direct charitable costs.

11 Trustees

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

12 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Staff	<u>133</u>	<u>112</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

12 Employees (Continued)

Employment costs	2024 £	2023 £
Wages and salaries	2,470,396	2,032,736
Social security costs	182,684	150,683
Other pension costs	129,108	111,255
	<u>2,782,188</u>	<u>2,294,674</u>

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2024 Number	2023 Number
£60,001 - £70,000	<u>1</u>	<u>1</u>

Contributions totalling £3,949 were made to defined contribution pension schemes on behalf of employees whose emoluments exceed £60,000.

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2024 £	2023 £
Aggregate compensation	<u>122,501</u>	<u>116,706</u>

13 Taxation

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

14 Tangible fixed assets

	Freehold land and buildings	Leasehold improvements	Office equipment	Total
	£	£	£	£
Cost or valuation				
At 1 April 2023	1,500,000	162,951	116,285	1,779,236
Additions	-	-	48,420	48,420
At 31 March 2024	1,500,000	162,951	164,705	1,827,656
Depreciation and impairment				
At 1 April 2023	4,919	15,726	86,109	106,754
Depreciation charged in the year	19,950	13,574	20,488	54,012
At 31 March 2024	24,869	29,300	106,597	160,766
Carrying amount				
At 31 March 2024	1,475,131	133,651	58,108	1,666,890
At 31 March 2023	1,495,081	147,225	30,176	1,672,482

Land and buildings for The Gateway, Worthing with a carrying amount of £413,222 were revalued on 11 October 2017 by C.G. Spratt & Son Limited at £460,000, independent valuers not connected with the charity on the basis of market value.

On 22 December 2022, The Gateway was revalued by Cranes Chartered Surveyors at £650,000.

Following the merger with Shoreham & District Mental Health Association, The Cornerhouse was acquired which was valued at £600,000. This valuation was provided by Cranes Chartered Surveyors on 22 January 2019, independent valuers not connected with the charity on the basis of market value.

On 19 December 2022, The Cornerhouse was revalued by Cranes Chartered Surveyors at £850,000.

Both valuations conform to International Valuation Standards and were based on recent market transactions on arm's length terms for similar properties.

In 2022/23, a 12 year lease was entered in to with West Sussex County Council on 23 Maltravers Drive, Littlehampton, BN17 5EY. The leasehold improvements paid for by West Sussex Mind were capitalised at this point.

At 31 March 2024, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, the carrying amount would have been approximately £939,144 (2023 - £953,001).

WEST SUSSEX MIND



NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

15 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Trade debtors	194,870	270,812
Accrued income	65,098	25,425
Prepayments	21,991	22,997
	<u>281,959</u>	<u>319,234</u>

16 Current asset investments

	2024	2023
	£	£
Cash deposits held for short-term investment purposes	<u>1,546,323</u>	<u>1,341,309</u>

17 Creditors: amounts falling due within one year

	Notes	2024	2023
		£	£
Other taxation and social security		51,073	40,476
Deferred income	18	63,510	59,899
Trade creditors		29,911	21,836
Other creditors		261	12,895
Accruals		48,672	54,584
		<u>193,427</u>	<u>189,690</u>

18 Deferred income

	2024	2023
	£	£
Arising from government contracts and grants	50,272	29,048
Other deferred income	13,238	30,851
	<u>63,510</u>	<u>59,899</u>
Current liabilities	<u>63,510</u>	<u>59,899</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

19 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Mind	40,367	113,719	(144,379)	-	9,707
The National Lottery Community Fund (Reaching Communities)	29,712	129,064	(120,941)	-	37,835
Arun Winter Food Fund	-	1,200	-	-	1,200
Macmillan Cancer Research	-	3,106	(3,106)	-	-
Sanctuary in Chichester (Refugee & Asylum MH Worker)	-	5,000	(3,078)	-	1,922
Friends of Midhurst Community Hospital	-	40,435	(23,244)	-	17,191
Crispa Charitable Trust	-	5,000	(5,000)	-	-
Worthing Pride	-	3,219	(1,208)	-	2,011
Heads On	8,284	38,643	(46,927)	-	-
East Head Impact (Peer Volunteering)	29,396	60,000	(43,207)	-	46,189
WSSC - Self Harm Learning Network	-	16,384	(16,384)	-	-
WSSC - Men's Mental Health Campaign	-	4,931	(3,698)	-	1,233
	<u>107,759</u>	<u>420,701</u>	<u>(411,172)</u>	<u>-</u>	<u>117,288</u>
Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2023 £
Mind	-	78,656	(38,289)	-	40,367
The National Lottery Community Fund (Reaching Communities)	-	125,597	(95,885)	-	29,712
The National Lottery Community Fund (Reaching Communities)	25,893	-	(25,893)	-	-
Chanctonbury Fund	33,443	-	-	(33,443)	-
CVC Donation	47,315	-	(47,315)	-	-
Heads On	-	30,380	(22,096)	-	8,284
East Head Impact (Peer Volunteering)	-	50,000	(20,604)	-	29,396
	<u>106,651</u>	<u>284,633</u>	<u>(250,082)</u>	<u>(33,443)</u>	<u>107,759</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

19 Restricted funds**(Continued)****Mind**

A collection of grants received to support our work in connection with Outreach projects, getting active, cost of living support, equality improvement and influence, time to talk day and Ukraine crisis response and support for Ukraine refugees. There was also a further grant to assist with digital improvements to the West Sussex Mind website.

The National Lottery Community Fund (Reaching Communities)

An extension for a further three years to fund the Families in Mind project which supports parents.

The National Lottery Community Fund (Awards for All)

A fund given for assisting us to provide hybrid social group digital equipment.

Chanctonbury Fund

Funds received to support and deliver the recovery services in the Chanctonbury area, part of our 'Downs' service.

CVC Donation

A generous donation, to span over a few years, to assist the charity to adapt and further develop our services to best help people whose mental health has been affected by the pandemic.

Arun & Chichester Food Partnership

An initiative -Winter Food Fund, to assist those struggling with rising food costs in the Arun and Chichester areas.

Macmillan Cancer Support

A partnership between West Sussex Mind and Macmillan Cancer Support to support each other's aims to reach communities that are not currently accessing services at an expected level, initially focusing on reaching the Polish community.

Sanctuary in Chichester

Match funding towards supporting an additional Mental Health worker position aimed at the support of Refugee and Asylum seekers in the West Sussex area.

Friends of Midhurst Community Hospital

Commencement of a two year funding project to provide mental health training, support and targeted PR & marketing for Midhurst and the surrounding areas

The Crispa (Richard Cahn) Charitable Trust

To support the social activities delivery for our Older Peoples service, aged 65 and over, in Arun, Chichester and Adur districts.

Worthing Pride 2023

A share of proceeds from the event to go towards West Sussex Mind recruiting an additional worker to support the LGBTQIA+ in the West Sussex area.

Heads On

The receipt of three contracts, one to continue the funding to March 2024, of our Littlehampton Peer Hub project, plus a second contract that spans two years and is for a strategic based lead to establish and co-ordinate the development of a West Sussex voluntary, community and social enterprise mental health network. and a third contract to support West Sussex Mind review needs and update our financial recording package.

East Head Impact (Peer Volunteering)

New funding to support the peer volunteering training programme over a period of 3 years.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

19 Restricted funds**(Continued)****West Sussex County Council**

A combination of 2 grants, one to provide a short Men's Mental Health Campaign across West Sussex and the second to establish, maintain and support a range of activities that address the issue of self-harm through a West Sussex programme with online access for the pan-Sussex partnership.

20 Designated, Fixed Asset and Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	At 31 March 2024 £
Designated funds						
NHS Sussex ICB	2,143	57,500	(59,643)	-	-	-
NHS Sussex ICB (from HEE)	11,403	-	(11,403)	-	-	-
Bridging fund	334,107	-	(89,448)	-	-	244,659
Upkeep of the Cornerhouse building	52,870	-	-	-	-	52,870
WSSC - Ukraine Refugee training programme	-	1,684	(1,684)	-	-	-
	<u>400,523</u>	<u>59,184</u>	<u>(162,178)</u>	<u>-</u>	<u>-</u>	<u>297,529</u>
Fixed Asset fund						
Fixed Asset fund	1,127,627	-	(54,012)	48,420	-	1,122,035
Revaluation reserve	544,855	-	-	-	-	544,855
	<u>1,672,482</u>	<u>-</u>	<u>(54,012)</u>	<u>48,420</u>	<u>-</u>	<u>1,666,890</u>
Unrestricted funds						
General funds	1,503,310	2,757,777	(2,673,343)	(48,420)	-	1,539,324
	<u>3,576,315</u>	<u>2,816,961</u>	<u>(2,889,533)</u>	<u>-</u>	<u>-</u>	<u>3,503,743</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

20 Designated, Fixed Asset and Unrestricted funds (Continued)

Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	At 31 March 2023 £
Designated funds						
NHS Sussex ICB	-	32,500	(30,357)	-	-	2,143
NHS Sussex ICB (from HEE)	-	19,808	(8,405)	-	-	11,403
Bridging fund	410,112	-	(76,005)	-	-	334,107
Upkeep of the Cornerhouse building	52,870	-	-	-	-	52,870
	<u>462,982</u>	<u>52,308</u>	<u>(114,767)</u>	<u>-</u>	<u>-</u>	<u>400,523</u>
Fixed Asset fund						
Fixed asset fund	1,144,380	26,937	(43,690)	-	-	1,127,627
Revaluation reserve	46,778	-	-	-	498,077	544,855
	<u>1,191,158</u>	<u>26,937</u>	<u>(43,690)</u>	<u>-</u>	<u>498,077</u>	<u>1,672,482</u>
Unrestricted funds						
General funds	1,234,019	2,590,432	(2,354,584)	33,443	-	1,503,310
	<u>2,888,159</u>	<u>2,669,677</u>	<u>(2,513,041)</u>	<u>33,443</u>	<u>498,077</u>	<u>3,576,315</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

20 Designated, Fixed Asset and Unrestricted funds

(Continued)

NHS Sussex ICB

To fund the strategic partnership role.

NHS Sussex ICB (from HEE)

To fund the HEE Autism Professionals training programme which completed September 2023

Fixed Asset Fund - The Gateway, The Cornerhouse, Maltravers & Office Equipment

The fixed asset fund is a total of the amount equivalent to the net book value of The Gateway building, The Cornerhouse building and the office equipment at the balance sheet date, excluding property revaluation of £544,855, which is included in a separate designated fund. The Fixed Asset Fund also now includes the lease Improvements figure, less amortised amounts, for Maltravers, a further building which is on a long term lease to which we have made improvements to in agreement with WSCC who own the building.

Bridging Fund

To support the cost of some unfunded projects, either until funding is secured or because trustees feel the offer is part of our charities objectives, growth, sustainability, equality diversion and inclusion and service user wellbeing of the charity.

Upkeep of The Cornerhouse Building

To maintain the upkeep of The Cornerhouse building over the coming years as this is an older property

West Sussex County Council

A contract to deliver a series of Training courses to support Ukraine Refugees.

Revaluation reserve

The revaluation reserve reflects the change in valuations of our buildings since they were originally acquired. These are not cash reserves because the amounts only reflect the value of the buildings at that specific time. Only when sold would any increased or decreased value be recognised.

21 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Fund balances at 31 March 2024 are represented by:			
Tangible assets	1,666,890	-	1,666,890
Current assets/(liabilities)	1,836,853	117,288	1,954,141
	<u>3,503,743</u>	<u>117,288</u>	<u>3,621,031</u>
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Fund balances at 31 March 2023 are represented by:			
Tangible assets	1,672,482	-	1,672,482
Current assets/(liabilities)	1,903,833	107,759	2,011,592
	<u>3,576,315</u>	<u>107,759</u>	<u>3,684,074</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

22 Operating lease commitments

Lessee

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024 £	2023 £
Within one year	2,878	2,878
Between two and five years	2,159	5,037
	<u>5,037</u>	<u>7,915</u>

23 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

24 Cash generated from operations

	2024 £	2023 £
(Deficit)/surplus for the year	(63,043)	191,187
Adjustments for:		
Investment income recognised in statement of financial activities	(71,321)	(25,415)
Depreciation and impairment of tangible fixed assets	54,012	43,690
Movements in working capital:		
Decrease/(increase) in debtors	37,275	(192,249)
Increase in creditors	126	11,599
Increase/(decrease) in deferred income	3,611	(114,416)
Cash absorbed by operations	<u>(39,340)</u>	<u>(85,604)</u>

25 Analysis of changes in net funds

The charity had no debt during the year.

26 Non-audit services provided by the auditors

In common with many charities of our size and nature we use our auditors to assist with the preparation of the statutory financial statements.

West Sussex Mind

England & Wales - Charity number 1155918

Accounts

Charity registration number 1155918

Company registration number 08884776 (England and Wales)

WEST SUSSEX MIND
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

West Sussex mind

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Daniel Bird (Joint Treasurer)
Susan Hawker (Chair)
Robert Smytherman
Diane Medwell
Martin Sherred
Matthew Copeland (Joint Treasurer)
Nigel Jones
Kirk Lord
Faitma Boesdorfer (Appointed 26 May 2022)
Tanya Marwaha (Appointed 26 May 2022)
Samantha Taylor-Howell (Appointed 26 May 2022)
Dominic Goodeve (Appointed 30 March 2023)

Chief Executive Officer & Secretary

Kerrin Page

Charity number

1155918

Company number

08884776

Registered office

The Gateway
8-10 Durrington Lane
Worthing
West Sussex
BN13 2QG

Auditor

Jones Avens Limited
Piper House
4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Bankers

HSBC Bank Plc
16 Goring Road
Worthing
West Sussex
BN12 4AW

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Statement of cash flows	18
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CHAIR'S REPORT**FOR THE YEAR ENDED 31 MARCH 2023**

Overall, 2022-2023 has been a more settled year for our charity's work following the fluidity and change of the previous years of operating during a pandemic.

However, in 2022-2023, as we moved out of pandemic related restrictions and challenges, we saw other issues emerge for our communities which impacted on people's mental health and well-being.

The cost-of-living crisis had a negative effect on the mental health of people generally and those we support. Because of this, we were pleased to secure funding and deliver additional outreach support in more deprived areas in Adur and Arun districts. Through this work we aim to reach people who may need us most. We also secured funding for an additional peer welfare worker to help people we support around financial challenges, and we worked in partnership with WSCC to administer household support fund vouchers to our service users in the last few months of the year.

The invasion of Ukraine gave us a greater focus on the mental health needs of refugees living in West Sussex generally and those coming to West Sussex from the war in Ukraine. We were pleased to get funding for and recruit a Ukrainian-speaking outreach worker and to secure funding for a wider refugee mental health project for next year.

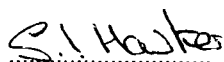
We continued to see increased demand for all our services in 2022-2023 and it was great, therefore, that we had more funding and were able to increase our support for adults and children in GP practices. We were also pleased to do more for parents through the launch of our parents' support service and our self-harm learning network, both of which received very positive feedback. Developing and offering more peer support continues to be an essential part of how we provide great mental health support and reach more people. We were, therefore, so pleased to form a partnership with East Head Impact during 2022-23 to develop and provide training for our peer volunteers.

In terms of influence, we took a more prominent role in leading the West Sussex mental health voluntary sector within the Sussex Health and Care Partnership Integrated Care System. We were selected to represent the mental health voluntary sector within the Sussex mental health programme and to lead and provide a voluntary and community sector mental health network in West Sussex. This work strengthened pre-existing partnerships with NHS and voluntary sector providers and helped us develop new contacts and relationships. These connections and partnerships continue to help us flourish, grow and reach more people.

During the year we saw the work and plans we started in 2021-2022 to develop and diversify our Board of trustees move forward. Through this succession planning we have said farewell to Brian Hughes, a long-standing trustee who made a significant contribution to our organisation and work over the years, and to Robert Leng, who played a significant role in supporting our merger with Shoreham District Mental Health Association in 2019. I would like to thank both Brian and Robert for their commitment and contribution to the Charity over the years which has been very much appreciated. Alongside this, we welcomed four new trustees who bring a wealth of experience and new perspectives to our work.

In the last six months of 2022-2023 we planned for the departure of, and recruitment to replace, our CEO Katie Glover who left us at the end of March 2023. Following a full recruitment process, we were delighted to appoint Kerrin Page who has been Deputy CEO of West Sussex Mind for a number of years. I am looking forward to working with him as our new CEO over the next period. Katie Glover has been the Chief Executive of West Sussex Mind for the last ten years and I have had the privilege of working with her for six of those years. Katie led the West Sussex Mind through many changes from mergers over the years to navigating through the years of the Pandemic. Throughout all of this Katie's passion and commitment to our service users, staff and the objectives of our organisation shone through and there is no doubt that West Sussex Mind would not be where it is today without Katie's leadership and vision. I would like to thank Katie for all of her hard work over the years and wish her all the best for the future.

Finally, I want to say a huge thank you to **all** our dedicated staff, trustees, volunteers, members, supporters, and funders for their hard work and continuing support for our organisation over the last year. Your dedication and commitment to our work has shone through and helped us to achieve so much. Thank you again. We could not do what we do without you.



Susan Hawker (Chair)

Trustee

Dated: 1.9.23

**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2023**

The trustees present their annual report and financial statements for the year ended 31 March 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019)

Objectives and activities

Our Objects are to:

- Promote the preservation of good mental health in particular around enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.
- Relieve the needs of people with mental health problems by working to increase understanding of mental health and mental health problems, by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination.

To achieve these Objects:

- We actively promote our website where anyone can access free mental health self-help, on-line learning and development courses, videos and blogs. Once on our website, individuals can also complete a simple e-referral form asking for help.
- We provide telephone and email advice, information and signposting to local support for anyone who contacts us through our website, via email or phone through our Help Point service.
- We offer individual and group mental health and social support in person, by phone and through video call and conference to children and young people, families, adults and older adults who feel they would benefit from this. This support helps people develop the skills and confidence to manage their own mental health and well-being. It also helps people connect socially and to give and receive peer support.
- We offer evening and weekend crisis prevention support in Worthing to support individuals struggling to cope out of hours.
- We offer services across Adur, Arun, Worthing, Chichester and Horsham districts from our buildings in Southwick, Worthing and Littlehampton and from a wide range of community venues in other areas including GP practices, community centres etc. We also work proactively and in partnership with many other health, social care and community organisations to deliver our support.
- We recognise that people who need us most may not easily find or access our support so we reach out to people through outreach and community roles to tackle these health inequalities.
- We also work to raise awareness and to challenge stigma and discrimination in our local communities. We do this by providing online and face-to-face training courses for people working in West Sussex around emotional and mental health issues, and by engaging with members of local communities through campaigning, workshops, activities and events online and using social media and in person.

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit including the guidance "Public Benefit: running a charity (PB2)". The nature of the charity's objectives outlined above help to ensure that all of our activities are undertaken in the public benefit.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

1. Providing Mental health support

In 2022-2023 we have continued to promote our services through a variety of communications channels including social media and our website. Our social media posts covered information about our work, how individuals could reach out to us through our Help Point and linked to more in-depth content on our website.

A total of 45,139 people used our website, 44,441 (80%) of whom were new visitors. This compared to around 39,000 visitors in the previous year.

A range of self-help resources including booklets, tips and videos continue to be available on our website. During the year, there were over 54,000 page views in our help and support and information and advice section.

In 2022-2023 our Help Point, which offers a single access point for all phone and email communication, had its first full year of operation and has been a vital first point of contact for people who need support. Trained staff and volunteers have given advice, information and signposting to local services and into our own support as well as responding to all web referrals and enquiries. During the year we have taken 8707 phone calls. A total of 2278 people were given advice, information and signposting and we received 3145 web and phone referrals in the year – receiving on average around 260 referrals per month.

During the year we continued to offer our **individual and group mental health and social support** for children and young people, adults, families and older adults provided in person and through phone, email, text, video-call and conference. It has been great to see all our mental health support services go back into a settled and established pattern of delivery following easing of all pandemic restrictions.

In 2022- 2023 a total of **6230 individuals** reached out to us for help (including 2278 getting advice) which is more people than ever before. For those we went on to support, **we delivered 24,959** individual and group mental health support interventions to these individuals.

For adults our social activities programme has continued to offer a varied in person and online programme giving people an opportunity to connect socially, give and receive peer support and develop confidence and skills to engage in wider community services and support. Grant funding has enabled the growth of our peer-led physical activity programme with running, walking football, table tennis and walking groups as part of the offer. During the year around 125 activities were offered each month, with 456 individuals benefiting over the whole year. Many of these activities are supported or led by our growing team of volunteers.

As demand for support from children and young people has continued to grow in 2022-23, we were pleased to widen our children and young people's offer in GP practices and had the first full year of our parent and carer support service and self-harm learning network. A total of 428 children and young people received support from our team of GP practice-based social prescribers, and 92 parents and carers accessed our parent and carer support service. The Self-Harm Learning Network provided training to 8157 parents, professionals and school staff across Sussex.

A National Lottery Community Fund grant enabled us to extend our service for families of children aged nought to five for a further three years and reached 182 parents/carers.

Our Worthing **crisis prevention** service continued to operate throughout the year, offering evening and weekend support via phone, video call and in person for individuals who were struggling the most with their mental health out of hours. Over the year there has been a shift from the majority of appointments being remote to them now being in person. There was a significant increase in referrals, particularly from Sussex Partnership NHS Foundation Trust and we achieved this objective. The average number of monthly referrals doubled over the course of the year (from 20 to 40 per month) and the proportion of referrals which came from the NHS Trust rose from 25% to 48%.

During 2022-23 we expected, and heard from people we support, that inflation and the national cost of living crisis had a huge impact on people's mental health and well-being. We fundraised and secured funding for an additional peer welfare worker to help people we support around financial challenges, and we worked in partnership with WSCC to administer Household Support Fund vouchers to more than 800 of our service users in the last few months of the year.

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

FOR THE YEAR ENDED 31 MARCH 2023

All of this work has been supported and enabled by strong and effective partnerships with a wide range of organisations. In 2022-2023 this included:

- Sussex Partnership NHS Foundation Trust and other West Sussex mental health providers involved in the Pathfinder West Sussex Alliance
- Guild Care and Age UK West Sussex & Brighton & Hove
- Carers Support West Sussex
- NHS primary care networks and GP practices
- Borough and District councils and West Sussex County Council
- Turning Tides
- YMCA Downslink Group
- Allsorts Youth Project
- Mind
- Chichester Information Shop.

We delivered face-to-face support from our three premises – The Corner House in Southwick, The Gateway in Worthing and Maltravers Drive in Littlehampton – as well as in a wide range of other community premises. In addition, through acting as the West Sussex strategic partner to support the Community Mental Health Transformation (CMHT) in Sussex, and through the Deputy CEO job-sharing a secondment as VCSE Transformation Systems Lead for West Sussex with a colleague from BHT-Sussex, we have been well placed to influence and actively support the development of mental health services in West Sussex, and more broadly across Sussex.

2. Raising awareness and reaching out into our communities

In 2022-23 our training team continued to offer a wide range of training services and support to help people living and working in West Sussex understand more about mental health and well-being and staff working with people with mental health problems to develop their skills and confidence.

A total of 12,499 people benefited from training events and learning opportunities provided by the training team which is a 166% increase on 2021/22. The following projects and initiatives helped us to achieve this:

- The Self-Harm Learning Network continued this year and provided training to 8,157 parents, professionals and school staff across Sussex to enable them to support children and young people who self harm. This work culminated in a conference with over 2,206 attendees either on the day or watching the YouTube recordings.
- A total of 39 online workshops for **parents and carers** funded by West Sussex County Council and NHS across all areas
- We offered **free suicide awareness and prevention training** through giving free licences for the LivingWorks START course throughout the year.
- We continued and developed **our autism programme for professionals** run in partnership with Aspens and Impact Initiatives funded by Health Education England
- We provided **adult and youth mental health first aid training** to staff in the county council and partner agencies, funded by West Sussex County Council
- The training team facilitated a range of bespoke training for businesses and organisations within West Sussex, including mental health first aid and programmes designed to support Mental Health at Work Week, promoting mental health in the workplace, and supporting staff with poor mental health.

In 2022-23 we refocused our community and anti-stigma work to be more targeted around widening access to our services. During 2022-23 we:

- Set up a new outreach project to support the recently resettled Ukrainian refugees and their host families.
- Continued our work to reach the Polish community. Both the Ukrainian and Polish projects supported people to connect to and navigate local mental health services and have conversations to reduce stigma around getting support in these communities.
- Attended Chichester and Worthing Pride and through conversations at these events undertook research that established a need for peer-led mental health groups for the LGBTQIA+ community, now a priority for us to set these up in the next year.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2023**

- Received funding for a project to focus on five wards in Adur district that had higher levels of poverty and to employ an outreach worker to connect with these communities and work with organisations such as Citizens Advice and foodbanks to support people to access our services
- Continued to build our peer outreach project in Littlehampton which is now running four peer-led groups including Complex Emotional Needs and Autism and ADHD.

Our anti-stigma work was supported by 12 volunteer champions.

3. Involving people with lived experience of mental health problems in our services

During the year we continued to involve people using our services and people with mental health problems in our work. We carried on holding service user forums and feedback surveys through the year. Involvement through volunteering also continued to be strong. With investment from East Head Impact, we launched a new peer volunteer training programme and increased the number of peer volunteers, with 16 now actively supporting our service users.

This was the first full year of our Equality Diversity and Inclusion co-production panel. This panel, chaired by an individual with lived experience of having mental health problems, brings together a wide group of volunteer panel members, all with lived experience of having mental health problems and who are passionate around diversity and inclusion work, to lead, feed into and support our work in this area. The panel developed some excellent web content and created and led a very successful event on Time to Talk Day in February 2023 where individuals shared their stories to more than 100 people.

We are in the process of setting up a second co-production panel using a similar model to lead and develop our communication with the public and people who use our services.

This year we undertook a review of our largest service, the Pathfinder service, which was led by two paid, expert by experience chairs who also took part in the research by interviewing service users and external partners. Expert by experience research and evaluation skills will continue to be used by our data and performance team. We continued to have Kirk Lord who has a wealth of experience as an active peer volunteer and on our Board of trustees.

4. Staff and Volunteers

This year, following consultation and linking to our EDI work, we finalised our organisational values. These have been well adopted through the organisation and were a theme for our staff/volunteer days and at our AGM. These can also be seen filtering through in other areas such as training sessions or communications, and are now very much becoming embedded within our organisation. Our values can be found here: <https://www.westsussexmind.org/about-us/our-strategy-and-plans>

Our values were strongly linked to our EDI working group which completed its first year workplan. Some highlights of achievements from this group are:

- Working with Ukrainian refugees and increasing our outreach work
- The development of our co-production panel and the work they have influenced, including a Time to Talk day event that received great feedback on the influence and impact of identities on mental health
- Our LGBTQIA+ training within the organisation and presence and external LGBTQIA+ local events.

The well-being of our staff is always high on our agenda. This year we listened to staff feedback around the benefits they felt from in-person events and connections across the organisation. To support this, we held a more social organisation activity day, which was designed by a group of staff across the organisation alongside a staff and volunteer online conference to bring people together and celebrate our successes. We also gave each service a separate budget to develop their own team day and a team social event. This enabled a range of activities throughout the year that brought people together.

We are aware of the huge impact that the cost of living could be having on our employees so this year we continued to discuss this at management and wider staff meetings. Encouraging conversations through teams and one-to-ones so we are aware of the impact on our staff and can respond to this as needed. To further support this, we continued with our employee assistance programme and shared financial support resources.

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

FOR THE YEAR ENDED 31 MARCH 2023

We are aware of the potential impact of travel costs on staff and volunteers and how we can support this, including being more flexible on how expenses were claimed. The Board also committed to reviewing all staff salaries in April and October to ensure we were paying what we could – more information on this in the financial review section below.

Over the year we developed six new types of role, 39 people left the organisation, 57 people were new to the organisation and a number of people made internal moves, either moving into different teams or being promoted to higher grade roles. At the end of the year, we had more than 120 employees and sessional workers.

In October this year we achieved the Investors In People accreditation. This was done via an online survey open to all staff and then two days of interviews with a random selection of staff. The highlights from the report were:

- Our people really appreciate the support, approachability and strong leadership provided by all the senior managers but especially the CEO
- Our people are proud of the work they do and the positive impact it has on the community
- There is a great deal of loyalty within our team. People are committed to the future of the organisation and very much want to be a part of our continuing success
- Our people believe that the organisation really cares about staff and treats them well
- People believe that the organisation has a strong focus on the future. They have confidence in the plans we have in place to succeed.

This was fantastic feedback to receive in a year with lots of change. Alongside the positives we used the assessment as a development tool and their suggestions will form part of our business plan going forward into 2023/24.

5. Communications

Our wide-ranging communications are essential to ensure people know we are here and can help, and to get public and community support for our work and mission. During 2022-2023 communications remained a high priority for us.

In addition to continuing to promote our regular mental health support services, we publicised the developments mentioned above, including the training team's Self Harm Learning Network, our outreach and peer support projects and our work around equality and diversity.

One large piece of work was a section of the website which the communications team co-produced with people with lived experience of mental health problems through our EDI panel. The content sets out how people can be involved in our work, and how we aim to make our services accessible to people from various backgrounds and communities.

Towards the end of the year, we were pleased to recruit a chair to set up a communications panel, comprising people with lived experience of mental health problems, to coproduce and inform our communications work with people who receive support with us and the public. Other communications highlights for 2022 to 2023 included:

- Creating additional resources and articles on our website to support with the cost-of-living crisis and its impact on mental health
- Recognition of our supporters and fundraisers through a variety of news stories and social media posts about their activities and donations
- Introducing Ukrainian-language pages on our website
- Interviews and stories with people from LGBTQIA+ communities
- A series of blogs during Volunteers Week and on loneliness during Mental Health Awareness Week
- Promoting our Mental Elf 5k Fun Run and Walk, and producing a video after the fundraising event
- A farewell article as Katie Glover stood down as CEO. Our Linked In post on the piece received record engagement!

The communications team also continued to lead the communications work for the Pathfinder Alliance through the year.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2023**

Financial review**1. Financial performance for the year**

In 2021-22, West Sussex Mind spent £2,763,124 (2021/22 £2,521,367) providing services, which was a 9.6% increase on 2021/2022. During the year our principal funders have been as follows:

- NHS Sussex/Sussex Health & Care Partnership Integrated Care Board
- West Sussex County Council & other Local District and Parish Councils
- GP practices and primary care networks
- National Lottery Community Fund
- Age UK West Sussex & Brighton & Hove
- Mind.

These sources of funding are generally linked to a contract or funding agreement to provide a specific service – for example, NHS contracts are for our main adult mental health services, our Staying Well crisis prevention service and our young people's mental health services.

In 2022-2023, as an organisation, inflation and the national cost-of-living crisis was a concern for us. We regularly reviewed our commitments and expenditure to monitor the impact of this changing situation on our finances. The biggest impact we saw has been on our staff and volunteers. Whilst we have always paid good pay rates within our sector, many of our staff are on comparatively low salaries and rising fuel, food and housing costs have had a big impact on them. Because of this, we gave a second pay increase to all our staff in October 2022 and we plan to take a similar approach in 2023-24 with an initial pay rise in April and then a further pay review and possible award in October.

It has been vital for us to support our staff by doing this but it is very challenging in the context that we had minimal or no increases in our NHS income in 2022-23 and expect the same in 2023-24.

2. Fundraising and donations

In 2022-23 we agreed a new fundraising strategy to run to end of March 2025. Our new strategy recognises the importance of communicating our case for support effectively and of engaging long-term supporters and donors. We set targets for ourselves to increase our fundraised and non-statutory income and in 2022-23 we were pleased to achieve these targets.

Some of the community fundraising highlights of the year included:

- A supporters campaign
- Mental Elf 5k Fun Run and Walk along Worthing seafront
- Jacobs Steel estate agents holding a charity ball in aid of WS Mind
- Worthing Mayor Councillor Henna Chowdhury choosing us as one of her charities for the year.

We received grant/trust funding from many organisations this year including:

- East Head Impact - £100,000 over two years to support the development of our peer volunteering programme.
- Active Sussex and National Mind – grant funding support to increase our physical activities programmes with a focus on peer support to help people take first steps into a new activity.
- Arun District Council, Worthing and Adur Borough Councils and national Mind – grants to help us support newly resettled Ukrainian refugees and their host families.
- National Lottery Community Fund - £357,774 to support us to continue to deliver our Families in Mind service for a further three years.
- Heads On – funding to run a VCSE mental health network in West Sussex supporting the work of the Community Mental Health Transformation.

The Trustees are grateful to all the organisations who have so generously supported us financially in 2022-2023, as set out in note 4 to the accounts.

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

FOR THE YEAR ENDED 31 MARCH 2023

3. Reserves policy

West Sussex Mind held free reserves of £1,503,310 at 31 March 2023. The table below details how this figure is calculated.

Balance 31 March	2023	2022
Total charity funds	£3,684,074	£2,994,810
Less: restricted funds	£107,759	£106,651
Less: net book value tangible fixed assets (see note 20)	£1,127,627	£1,144,380
Less: other designated funds (see note 20)	£400,523	£462,982
Less: revaluation reserve	£544,855	£46,778
Free reserves	£1,503,310	£1,234,019

Restricted funds represent amounts which have been received for specific purposes and which have not yet been spent.

Designated funds represent amounts which the trustees have set aside to ensure:

- That any projects with unconfirmed contracts/grants at risk continue to run, providing continuity of care for our service users, whilst options are explored
- That we have contingency to cover major repairs of our buildings
- That we can be responsive to emerging needs and respond by growing or developing new services to meet our charitable objectives or to top up funding gaps in services.

Within designated funds is a tangible fixed assets fund which shows the value of our buildings and equipment which we use to run our services. There is also a revaluation reserve which reflects the change in valuation of our buildings since they were originally acquired. These are not cash reserves because the amounts reflect the value of our buildings and equipment. For clarity, these are both shown separately in the table above.

The ongoing cost-of-living crisis has had a critical impact on the financial resilience of West Sussex Mind, particularly for services where commissioners and funders have not provided an inflationary uplift to contract values. We also continue to run our vital services even in situations where we do not have signed contracts with commissioners in place by the start of the new financial year (the budget for these services is in the region of £500,000 for 2024). Coupled with increasing demand for our services, these factors have resulted in the Trustees considering it prudent to maintain free reserves at around 6 months' operating costs to ensure we can remain financially resilient and manage the associated risks appropriately. We start the year with annual budgeted expenditure of around £3,250,506 and a forecast deficit of around £250,000 for the year to 31st March 2024.

4. Managing Risks to our business

During 2022-2023 we adhered to our risk management policy which follows the risk management model recommended by the Charity Commission in its publication Charities and Risk Management (CC26 - 2010). During 2022-2023 we reviewed and continue to regularly review our risk management policy.

The CEO, Deputy CEO, Head of Operations, Finance and Resources, HR and Governance Manager and Head of Performance maintain and update the risk register and are responsible for ensuring that trustees are aware of risks, and that any agreed actions to mitigate risks are undertaken. These officers are also responsible for ensuring that Business Continuity Plans are maintained and updated.

Each Finance and Resources Sub-committee reviews the full risk register in detail and a summary of the major risks with mitigating actions being taken is presented at each full Board meeting. Other sub-committees keep oversight of any risks relevant to their areas of responsibility, and contribute to the assessment and mitigation of any risks.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2023

Planning for the future 2022 - 2023

In July 2022 we reviewed and redeveloped our 2020-2025 five-year plan in the light of changing and emerging needs. We are also beginning conversations to commence a full strategic review of this plan in the first half of the business year 2024-25.

Our current plan takes into account national and local contexts including the pandemic, needs and issues, the views of our service users, staff and stakeholders, reflects on what we have achieved in the previous period and outlines what we need to achieve going forward. Key goals are for us to:

- **Make sure people know help is out there** – Ensuring we have strong and effective communications about services and support and how people can get help.
- **Offer and develop high quality and flexible mental health support provided through a range of channels including:** in person/face to face, by phone, by email, by text, through video call and conference, through social media and through our website.
- **Raise awareness** and run anti-stigma campaigns in local communities in West Sussex - Working in partnership with community services and groups and people with mental health problems to do this and focusing our work around reaching key priority/at risk groups and tackling inequalities.
- **Expand our early intervention and prevention work, targeting groups and audiences who need this most**– in schools and with children, young people, parents and in workplaces.
- **Build a strong West Sussex Mind team, organisation and brand so that people want to work with and for us**, people want to support and invest in us, we are using all our resources most effectively, and we can effectively achieve our goals.

In order to achieve both our objects and our strategic aims we work in partnership with local authorities and NHS services and other mental health and community service providers in West Sussex and across Sussex within the Integrated Care System where this is required. Through partnership working with these organisations, we are able to contribute to better support and understanding around mental health across our area of benefit generally as well as reaching more people ourselves.

In 2023-24 we will continue to take a prominent role in leading the West Sussex mental health voluntary sector within the Sussex Health and Care Partnership Integrated Care System. We will be representing the mental health voluntary sector within the Sussex mental health programme and leading and providing the voluntary and community sector mental health network in West Sussex.

In 2023-24 we aim to focus on:

- Ensuring that lived experience participation is at the heart of what we do – particular focus on how we communicate with the public and people we support in 2023-24
- Training and involving more peer volunteers in all our work
- Establishing peer-led LGBTQIA+ groups within our services.
- Widening our work to support the mental health of refugees in West Sussex and tackle health inequalities
- Further developing work in GP practices and continuing to be involved in leadership and development of community mental health services in West Sussex. Also continuing to actively be involved in the Pathfinder West Sussex Alliance to ensure the provision and development of the best possible mental health support services in West Sussex
- Developing and supporting our volunteers, staff and managers to enable them to provide consistent and good quality services.

Structure, governance and management

The charity is a company limited by guarantee, where all guarantors agree to contribute £1 in the event of a winding up.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Daniel Bird (Joint Treasurer)

Susan Hawker (Chair)

Brian Hughes

(Resigned 14 October 2022)

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2023

Robert Smytherman

Robert Leng

(Resigned 14 October 2022)

Diane Medwell

Martin Sherred

Matthew Copeland (Joint Treasurer)

Nigel Jones

Kirk Lord

Faitma Boesdorfer

(Appointed 26 May 2022)

Tanya Marwaha

(Appointed 26 May 2022)

Samantha Taylor-Howell

(Appointed 26 May 2022)

Dominic Goodeve

(Appointed 30 March 2023)

During the year we have seen the work and plans we started in 2021-2022 to develop and diversify our Board of trustees move forward. Through succession planning we have said farewell to Brian Hughes and Robert Leng and have welcomed four new trustees who bring a wealth of experience and new perspectives to our work.

Where there are vacancies on the Board, Trustees are recruited through an external recruitment process. Once recruited, trustees will be co-opted onto the Board and then will stand for election at the next Annual General Meeting. In addition, as outlined in the Memorandum and Articles of Association, a proportion of trustees are required to retire and then stand for re-election (if they wish to) at each Annual General Meeting. There are no appointed trustees to the Board.

During 2022-2023 the Board met formally on six occasions, the AGM was held in October 2022 and Board development workshops were held in July 2022 and January 2023. During 2022-23 we have had a mixture of in person, on-line and hybrid (in person but with opportunity to also join online) Board meetings.

The Board's scheme of delegation outlines clearly Board responsibilities and also how three Board sub-committees (Finance and Resources, Human Resources and Governance and Operations) aim to provide more in-depth review and scrutiny and then report to Board on their work. These three sub-committees have met throughout the year in advance of and then reported into each Board. Each sub-committee has an annual workplan and a clear framework for their delegated responsibilities.

All trustees have access to WS Mind's internet-based filing system (Sharepoint). This means that trustees can much more easily access a whole range of relevant information and documents enabling easier scrutiny of WS Mind's work by trustees. A number of trustees have undertaken training and development by attending external trustee workshops. As part of their induction all Trustees have been given a copy of the Charity Commission's The Essential Trustee: What You Need to Know and Good Governance: A Code for the Voluntary and Community Sector. Trustees visit projects and actively support events and activities of the charity. On appointment Trustees are briefed on the activities of the charity, its management and administration by the Chair and the Chief Executive Officer. They are also updated by regular briefings by staff at Board meetings and at Trustee away days.

In the last six months of 2022-2023 we planned for the departure of, and recruitment to replace, our CEO Katie Glover who left us at the end of March 2023. Following a full recruitment process, Kerrin Page who has been Deputy CEO of West Sussex Mind for a number of years was appointed and started on 1st April 2023.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2023**

Statement of trustees' responsibilities

The trustees, who are also the directors of West Sussex Mind for the purpose of company law, are responsible for preparing the Trustees' 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

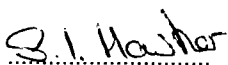
Auditors

In accordance with the company's articles, a resolution proposing that Jones Avens Limited be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditors

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

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



Susan Hawker (Chair)

Trustee

Dated: 1.9.23

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WEST SUSSEX MIND

Opinion

We have audited the financial statements of West Sussex Mind (the 'charity') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the accounts* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF WEST SUSSEX MIND

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Identification and assessment of irregularities including fraud

As part of our approach to identifying and assessing the risks of material misstatement in respect of irregularities we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including The Companies Act 2006 and The Charities Act 2011.

We also made appropriate enquiries of management as well as considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

Audit response to risks of irregularities including fraud

In addressing the identified risk, our procedures included, but were not limited to:

- performing analytical procedures to identify any unusual or unexpected relationships;
- assessing whether judgements and assumptions made in determining the accounting estimates set out in note 2 were indicative of potential bias;
- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;

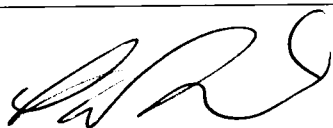
There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF WEST SUSSEX MIND**



**Claire Norwood BSc FCA ATII (Senior Statutory Auditor)
for and on behalf of Jones Avens Limited**

3/9/23

**Chartered Accountants
Statutory Auditor**

Piper House
4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Jones Avens Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<u>Income and endowments from:</u>							
Donations and legacies	3	167,798	-	167,798	67,369	5,500	72,869
Income from Charitable Activities	4	2,473,158	284,633	2,757,791	2,275,210	142,370	2,417,580
Investments	5	25,415	-	25,415	10,826	-	10,826
Other income	6	3,306	-	3,306	2,976	-	2,976
Total income		2,669,677	284,633	2,954,310	2,356,381	147,870	2,504,251
<u>Expenditure on:</u>							
Raising funds	8	57,677	-	57,677	51,537	-	51,537
Expenditure on Charitable Activities	7	2,455,364	250,082	2,705,446	2,262,586	207,244	2,469,830
Total expenditure		2,513,041	250,082	2,763,123	2,314,123	207,244	2,521,367
Net incoming/(outgoing) resources before transfers		156,636	34,551	191,187	42,258	(59,374)	(17,116)
Gross transfers between funds		33,443	(33,443)	-	-	-	-
Net incoming/(outgoing) resources		190,079	1,108	191,187	42,258	(59,374)	(17,116)
<u>Other recognised gains and losses</u>							
Revaluation of tangible fixed assets		498,077	-	498,077	-	-	-
Net movement in funds		688,156	1,108	689,264	42,258	(59,374)	(17,116)
Fund balances at 1 April 2022		2,888,159	106,651	2,994,810	2,845,901	166,025	3,011,926
Fund balances at 31 March 2023		3,576,315	107,759	3,684,074	2,888,159	106,651	2,994,810

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

All income and expenditure derive from continuing activities.

**STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

FOR THE YEAR ENDED 31 MARCH 2023

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

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	14		1,672,482		1,191,158
Current assets					
Debtors	15	319,234		126,985	
Investments	16	1,341,309		1,337,101	
Cash at bank and in hand		540,739		632,073	
		2,201,282		2,096,159	
Creditors: amounts falling due within one year	17	(189,690)		(292,507)	
Net current assets			2,011,592		1,803,652
Total assets less current liabilities			3,684,074		2,994,810
Income funds					
Restricted funds	19		107,759		106,651
<u>Unrestricted funds</u>					
Designated funds	20	1,528,150		1,607,362	
General unrestricted funds		1,503,310		1,234,019	
Revaluation reserve		544,855		46,778	
			3,576,315		2,888,159
			3,684,074		2,994,810

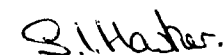
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 25.8.23



Susan Hawker (Chair)
Trustee

Company registration number 08884776

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	25		(85,604)		17,334
Investing activities					
Purchase of tangible fixed assets		(26,937)		(170,592)	
Proceeds from disposal of investments		(4,208)		173,602	
Investment income received		25,415		10,826	
Net cash (used in)/generated from investing activities			(5,730)		13,836
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(91,334)		31,170
Cash and cash equivalents at beginning of year			632,073		600,903
Cash and cash equivalents at end of year			540,739		632,073

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

1 Accounting policies**Charity information**

West Sussex Mind is a private company limited by guarantee incorporated in England and Wales. The registered office is The Gateway, 8-10 Durrington Lane, Worthing, West Sussex, BN13 2QG.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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

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

1.2 Going concern

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

1.3 Charitable funds

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

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

1.4 Income

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

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

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

Grant income from charitable activities is accounted for when performance related conditions have been met.

Grant income is deferred where it relates to a future period.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**FOR THE YEAR ENDED 31 MARCH 2023****1 Accounting policies****(Continued)****1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

All expenditure is dealt with on an accruals basis, and allocated to the appropriated heading in the financial statements.

Governance costs are those costs incurred with constitutional and statutory requirements.

Expenditure is either allocated or is apportioned to individual areas based on staff costs or headcount or by the relevant staff or activity. Funds are transferred from unrestricted funds to fund deficits on restricted areas where no further funding will be forthcoming.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	75 years straight line
Leasehold improvements	12 year straight line
Office equipment	20% straight line & 33.3% straight line (IT)

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Assets below £3,000 are not capitalised.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.9 Financial instruments

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

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

Derecognition of financial liabilities

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

1.10 Employee benefits

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

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

1.11 Retirement benefits

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

2 Critical accounting estimates and judgements

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

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

Key sources of estimation uncertainty

Useful life of tangible fixed assets

The useful lives of assets are determined by management at the time the asset is acquired and reviewed for appropriateness. The lives are based on historical experience with similar assets as well as anticipation of future events, which may impact their life.

3 Donations and legacies

	Unrestricted funds	Unrestricted funds	Restricted funds	Total
	2023	2022	2022	2022
	£	£	£	£
Donations and gifts	117,798	60,389	5,500	65,889
Legacies receivable	50,000	6,980	-	6,980
	<u>167,798</u>	<u>67,369</u>	<u>5,500</u>	<u>72,869</u>
Donations and gifts				
Other	117,798	60,389	5,500	65,889
	<u>117,798</u>	<u>60,389</u>	<u>5,500</u>	<u>65,889</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Income from Charitable Activities

	Mental health support £	Mental health awareness £	Total 2023 £	Total 2022 £
Project and training income	1,857	18,186	20,043	12,610
Contracts and Performance related grants	2,500,713	222,561	2,723,274	2,391,380
Charitable rental income	14,112	-	14,112	12,820
Other income	362	-	362	770
	<u>2,517,044</u>	<u>240,747</u>	<u>2,757,791</u>	<u>2,417,580</u>
Analysis by fund				
Unrestricted funds	2,265,511	207,647	2,473,158	
Restricted funds	251,533	33,100	284,633	
	<u>2,517,044</u>	<u>240,747</u>	<u>2,757,791</u>	
For the year ended 31 March 2022				
Unrestricted funds	2,091,159	184,051		2,275,210
Restricted funds	142,370	-		142,370
	<u>2,233,529</u>	<u>184,051</u>		<u>2,417,580</u>
Contracts and Performance related grants				
NHS Sussex ICB	2,069,929	19,808	2,089,737	1,925,965
The National Lottery Community Fund	125,597	-	125,597	138,670
West Sussex County Council	59,467	162,293	221,760	199,939
National MIND	61,357	17,300	78,657	3,700
Groundwork UK	-	-	-	2,000
Age UK	75,225	-	75,225	58,266
Heads On	14,580	15,800	30,380	-
East Head	50,000	-	50,000	-
Other	44,558	7,360	51,918	62,840
	<u>2,500,713</u>	<u>222,561</u>	<u>2,723,274</u>	<u>2,391,380</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

5 Investments

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
Interest receivable	25,415	10,826
	<u> </u>	<u> </u>

6 Other income

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
Other income	3,306	2,976
	<u> </u>	<u> </u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

7 Expenditure on Charitable Activities

	Mental health support 2023 £	Mental health awareness 2023 £	Total 2023 £	Total 2022 £
Staff costs	1,903,370	124,192	2,027,562	1,810,211
Depreciation and impairment	33,900	880	34,780	25,699
Non staff costs	194,513	110,482	304,995	346,206
	<u>2,131,783</u>	<u>235,554</u>	<u>2,367,337</u>	<u>2,182,116</u>
Share of support costs (see note 10)	299,197	29,591	328,788	280,658
Share of governance costs (see note 10)	8,482	839	9,321	7,056
	<u>2,439,462</u>	<u>265,984</u>	<u>2,705,446</u>	<u>2,469,830</u>
Analysis by fund				
Unrestricted funds	2,241,359	214,005	2,455,364	2,262,586
Restricted funds	198,103	51,979	250,082	207,244
	<u>2,439,462</u>	<u>265,984</u>	<u>2,705,446</u>	<u>2,469,830</u>
For the year ended 31 March 2022				
Unrestricted funds	2,045,678	216,908		2,262,586
Restricted funds	207,244	-		207,244
	<u>2,252,922</u>	<u>216,908</u>		<u>2,469,830</u>

8 Raising funds

	2023 £	2022 £
<u>Fundraising and publicity</u>		
Other fundraising costs	10,631	9,009
Staff costs	46,650	42,392
Depreciation and impairment	396	136
	<u>57,677</u>	<u>51,537</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

9 Description of charitable activities

Mental health support

Services which support achieving our objective around promoting the preservation of good mental health in particular around enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.

Mental health awareness

Services with support achieving our objective around relieving the needs of people with mental health problems by working to increase understanding of mental health and mental health problems, by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination.

10 Support costs

	Support costs £	Governance costs £	2023 £	2022 £
Staff costs	220,462	-	220,462	190,315
Premises costs	23,186	-	23,186	29,211
Insurances	11,554	-	11,554	9,787
Information technology	17,781	-	17,781	11,826
Other general costs	47,291	-	47,291	31,884
Depreciation	8,514	-	8,514	7,635
Audit fees	-	4,712	4,712	4,506
Accountancy	-	2,888	2,888	2,524
Legal and professional	-	1,721	1,721	26
	<u>328,788</u>	<u>9,321</u>	<u>338,109</u>	<u>287,714</u>
Analysed between				
Charitable activities	<u>328,788</u>	<u>9,321</u>	<u>338,109</u>	<u>287,714</u>

Basis of allocation: Support and Governance costs are allocated to Charitable Activities on the basis of the percentage of direct charitable costs.

Governance costs includes payments to the auditors of £4,712 (2022- £4,506) for audit fees.

11 Trustees

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

12 Employees

Number of employees

The average monthly number of employees during the year was:

	2023	2022
	Number	Number
Staff	112	110

Employment costs

	2023	2022
	£	£
Salaries	2,032,736	1,818,529
Social security costs	150,683	124,637
Other pension costs	111,255	99,752
	2,294,674	2,042,918

The number of employees whose annual remuneration was £60,000 or more were:

	2023	2022
	Number	Number
£60,001 - £70,000	1	-

13 Taxation

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

14 Tangible fixed assets

	Freehold land and buildings £	Leasehold improvements £	Office equipment £	Total £
Cost or valuation				
At 1 April 2022	1,060,000	159,012	93,287	1,312,299
Additions	-	3,939	22,998	26,937
Revaluation	440,000	-	-	440,000
At 31 March 2023	1,500,000	162,951	116,285	1,779,236
Depreciation and impairment				
At 1 April 2022	47,431	2,288	71,422	121,141
Depreciation charged in the year	15,565	13,438	14,687	43,690
Revaluation	(58,077)	-	-	(58,077)
At 31 March 2023	4,919	15,726	86,109	106,754
Carrying amount				
At 31 March 2023	1,495,081	147,225	30,176	1,672,482
At 31 March 2022	1,012,569	156,724	21,865	1,191,158

Land and buildings for The Gateway, Worthing with a carrying amount of £413,222 were revalued on 11 October 2017 by C.G. Spratt & Son Limited at £460,000, independent valuers not connected with the charity on the basis of market value.

On 22 December 2022, The Gateway was revalued by Cranes Chartered Surveyors at £650,000.

Following the merger with Shoreham & District Mental Health Association, The Cornerhouse was acquired which was valued at £600,000. This valuation was provided by Cranes Chartered Surveyors on 22 January 2019, independent valuers not connected with the charity on the basis of market value.

On 19 December 2022, The Cornerhouse was revalued by Cranes Chartered Surveyors at £850,000.

Both valuations conform to International Valuation Standards and were based on recent market transactions on arm's length terms for similar properties.

A 12 year lease was entered in to with West Sussex County Council on 23 Maltravers Drive, Littlehampton, BN17 5EY. Significant refurbishment works were completed on the ground floor of the property in the year to make it suitable for the Charity's needs.

At 31 March 2023, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, the carrying amount would have been approximately £953,001 (2022 - £966,858).

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

15 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Trade debtors	270,812	85,150
Other debtors	25,425	15,933
Prepayments and accrued income	22,997	25,902
	<u>319,234</u>	<u>126,985</u>

16 Current asset investments

	2023	2022
	£	£
Cash deposits with notice period of 90 days or more	<u>1,341,309</u>	<u>1,337,101</u>

17 Creditors: amounts falling due within one year

	Notes	2023	2022
		£	£
Other taxation and social security		40,476	33,857
Deferred income	18	59,899	174,315
Trade creditors		21,836	36,428
Other creditors		12,895	12,256
Accruals and deferred income		54,584	35,651
		<u>189,690</u>	<u>292,507</u>

18 Deferred income

	2023	2022
	£	£
Arising from government contracts and grants	29,048	120,191
Other deferred income	30,851	54,124
	<u>59,899</u>	<u>174,315</u>
Current liabilities	<u>59,899</u>	<u>174,315</u>

WEST SUSSEX MIND

West Sussex ~~of~~ mind

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

19 Restricted funds

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

	Balance at 1 April 2021 £	Movement in funds		Balance at 1 April 2022 £	Movement in funds		Transfers £	Balance at 31 March 2023 £
		Incoming resources £	Resources expended £		Incoming resources £	Resources expended £		
MIND								
The National Lottery Community Fund (Reaching Communities)	-	3,700	(3,700)	-	78,656	(38,289)	-	40,367
The National Lottery Community Fund (Reaching Communities)	-	-	-	-	125,597	(95,885)	-	29,712
The National Lottery Community Fund (Awards for All)	16,563	135,830	(126,500)	25,893	-	(25,893)	-	-
Chancetonbury Fund	33,443	2,840	(2,840)	-	-	-	-	-
CVC Donation	116,019	-	(68,704)	33,443	-	-	(33,443)	-
Boltini Trust	-	5,500	(5,500)	47,315	-	(47,315)	-	-
Heads On	-	-	-	-	-	-	-	-
East Head Impact (Peer Volunteering)	-	-	-	-	30,380	(22,096)	-	8,284
					50,000	(20,604)	-	29,396
	166,025	147,870	(207,244)	106,651	284,633	(250,082)	(33,443)	107,759

WEST SUSSEX MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

19 Restricted funds

(Continued)

MIND

A collection of grants received to support out work in connection with Outreach projects, getting active, cost of living support, equality improvement and influence, time to talk day and Ukraine crisis response and support for Ukraine refugees. There was also a further grant to assist with digital improvements to the West Sussex Mind website.

The National Lottery Community Fund (Reaching Communities)

An extension for a further three years to fund the Families in Mind project which supports parents.

The National Lottery Community Fund (Awards for All)

A fund given for assisting us to provide hybrid social group digital equipment.

Chancetonbury Fund

Funds received to support and deliver the recovery services in the Chancetonbury area, part of our 'Downs' service.

CVC Donation

A generous donation, to span over a few years, to assist the charity to adapt and further develop our services to best help people whose mental health has been affected by the pandemic.

Heads On

The receipt of two contracts, one to continue the funding for a further year, of our Littlehampton Peer Hub project, plus a second contract that spans two years and is for a strategic based lead to establish and co-ordinate the development of a West Sussex voluntary, community and social enterprise mental health network.

East Head Impact (Peer Volunteering)

New funding to support the peer volunteering training programme over a period of 2 years.

WEST SUSSEX MIND

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

20 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2021 £	Movement in funds			Transfers £	Balance at 1 April 2022 £	Movement in funds			Balance at 31 March 2023 £
		Incoming resources £	Resources expended £				Incoming resources £	Resources expended £		
NHS Sussex ICB	-	-	-	-	-	-	32,500	(30,357)	2,143	
NHS Sussex ICB (from HEE)	-	-	-	-	-	-	19,808	(8,405)	11,403	
Fixed asset fund	1,007,259	170,592	(33,471)	-	1,144,380	26,937	(43,690)	1,127,627		
Bridging fund	430,524	-	(234,710)	214,298	410,112	-	(76,005)	334,107		
Upkeep of the Cornerhouse building	62,220	-	(19,350)	10,000	52,870	-	-	52,870		
	<u>1,500,003</u>	<u>170,592</u>	<u>(287,531)</u>	<u>224,298</u>	<u>1,607,362</u>	<u>79,245</u>	<u>(158,457)</u>	<u>1,528,150</u>		

NHS Sussex ICB

To fund the strategic partnership role.

NHS Sussex ICB (from HEE)

To fund the HEE Autism Professionals training programme.

Fixed Asset Fund - The Gateway, The Cornerhouse & Office Equipment

The fixed asset fund is an amount equivalent to the net book value of The Gateway building, The Cornerhouse building and the office equipment at the balance sheet date, excluding property revaluation of £544,855.

Bridging Fund

To support the cost of some unfunded projects, either until funding is secured or because trustees feel the offer is part of our charities objectives, growth, sustainability and service user wellbeing of the charity.

Upkeep of The Cornerhouse Building

To maintain the upkeep of The Cornerhouse building over the coming years.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

21 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total Unrestricted funds 2023 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2023 are represented by:					
Tangible assets	1,672,482	-	1,672,482	1,191,158	1,191,158
Current assets/(liabilities)	1,903,833	107,759	2,011,592	1,697,001	1,803,652
	<u>3,576,315</u>	<u>107,759</u>	<u>3,684,074</u>	<u>1,697,001</u>	<u>1,803,652</u>
	<u>3,576,315</u>	<u>107,759</u>	<u>3,684,074</u>	<u>1,697,001</u>	<u>1,803,652</u>

22 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023 £	2022 £
Within one year	2,878	4,314
Between two and five years	5,037	3,015
	<u>7,915</u>	<u>7,329</u>

23 Capital commitments

At 31 March 2023 the charity had capital commitments as follows:

Contracted for but not provided in the financial statements:

Acquisition of property, plant and equipment

	2023 £	2022 £
Acquisition of property, plant and equipment	-	3,939
	<u>-</u>	<u>3,939</u>

24 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2023 £	2022 £
Aggregate compensation	<u>116,706</u>	<u>106,476</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

25 Cash generated from operations	2023	2022
	£	£
Surplus/(deficit) for the year	191,187	(17,116)
Adjustments for:		
Investment income recognised in statement of financial activities	(25,415)	(10,826)
Depreciation and impairment of tangible fixed assets	43,690	33,470
Movements in working capital:		
(Increase) in debtors	(192,249)	(93,026)
Increase in creditors	11,599	14,937
(Decrease)/increase in deferred income	(114,416)	89,895
Cash (absorbed by)/generated from operations	(85,604)	17,334

Testing

26 Analysis of changes in net funds

The charity had no debt during the year.

27 Non-audit services provided by the auditors

In common with many charities of our size and nature we use our auditors to assist with the preparation of the statutory financial statements.

West Sussex Mind

England & Wales - Charity number 1155918

Accounts

Charity registration number 1155918

Company registration number 08884776 (England and Wales)

WEST SUSSEX MIND
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

West Sussex mind

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Daniel Bird (Joint Treasurer)
Susan Hawker (Chair)
Brian Hughes
Robert Smytherman
Robert Leng
Diane Medwell
Martin Sherred
Matthew Copeland (Joint Treasurer)
Nigel Jones
Kirk Lord
Faitma Boesdorfer (Appointed 26 May 2022)
Tanya Marwaha (Appointed 26 May 2022)
Samantha Taylor-Howell (Appointed 26 May 2022)

Chief Executive Officer & Secretary

Katie Glover

Charity number

1155918

Company number

08884776

Registered office

The Gateway
8-10 Durrington Lane
Worthing
West Sussex
BN13 2QG

Auditor

Jones Avens Limited
Piper House
4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Bankers

HSBC Bank Plc
16 Goring Road
Worthing
West Sussex
BN12 4AW

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Statement of cash flows	18
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CHAIR'S REPORT

FOR THE YEAR ENDED 31 MARCH 2022

2021 – 2022 was a further year of running our organisation, meeting needs and providing services during a pandemic. Because of this we continued to face many challenges but our new ways of working and ability to flex and change according to measures and needs were more established and settled. We had also learned a lot about what was needed and where we needed to do things differently or grow and we responded accordingly. There were two big areas where we knew we needed to do more.

Firstly, we saw big increases in need for mental health support for children and young people in our communities. Our new children and young people's social prescribing service in Worthing and Adur, our new support for parents and additional support through our young people's services have helped us to meet these increasing needs and we are very proud of the work they have done.

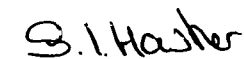
Secondly, we understand more clearly that some people who need us don't reach out to us because they don't know we are there or don't recognise their need and or don't feel we are there for them. Setting up and piloting outreach services to reach these people has been an exciting development for us. It has been great to have a Polish speaking outreach worker join us and also a peer outreach worker working in the most deprived areas in Arun district. We expect to do more of this in 2022-2023 and are looking forward to seeing the new census data alongside our own data to help us to understand more about where we need to be most focusing our work.

Where we have grown and done more we have been able to do this through our partnerships. With other charities like YMCA Downlink Group and also with GP practices and primary care networks

During the year we have also recognised that in order to be a charity for everyone who needs us our Board needs to develop and change so that it is truly representing our diverse communities. I have been delighted to lead this work and oversee a board development and recruitment programme resulting in some new trustees joining our Board early in 2022-23. Embedding the coproduction of our services moving forward is key for the success of our charity.

In order for this to happen during 2021- 2022 a number of longstanding trustees have moved on to make way for the new. I wanted to highlight two trustees here who have retired in 2021-2022 who have made out-standing contributions to our charity and through this to mental health support in West Sussex. Neville Pressley was a founding member of Worthing Mind many years ago and served as a trustee, including as Chair and most recently treasurer for many years. He has helped to grow and steer our organisation to be the charity it is today and we are so grateful to him for this. Denise Carroll was a founding member of Shoreham District Mental Health Association and helped to develop and grow that charity including the purchase and setting up of the Corner House service in Southwick. In 2019 as a longstanding trustee and chair she then led that charity through a merger with Coastal West Sussex Mind to become our current charity West Sussex Mind. She then continued on our Board until 2022 to ensure that the interests of people with mental health problems in Adur were being effectively represented.

As we have got more used to running services during a pandemic in 2021 – 2022 it has in some ways not been as challenging for us as the previous year. But in other ways it has been harder. I know that two years of working and contributing during a pandemic has taken a big toll on many people in public service and I have to end, therefore, with a huge thank you to all our dedicated staff, trustees, volunteers, members, supporters, and funders for their hard work and continuing support for our organisation over the last year. If you have felt tired or burnt out you have not shown this. Your dedication and commitment to our work has shone through and helped us to achieve so much. Thank you again. We could not do what we do without you.



Susan Hawker (Chair)

Trustee

Dated: 26/8/22

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**FOR THE YEAR ENDED 31 MARCH 2022**

The trustees present their annual report and financial statements for the year ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019)

Objectives and activities

Our Objects are to:

- Promote the preservation of good mental health in particular around enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.
- Relieve the needs of people with mental health problems by working to increase understanding of mental health and mental health problems, by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination.

To achieve these Objects we provide mental health support services for people with mental health problems and their families and carers:

- We actively promote our website where anyone can access free mental health self-help on-line learning and development courses, videos and blogs. Once on our website, individuals can also complete a simple e-referral form asking for help.
- We provide telephone and email advice, information and signposting to local support for anyone who contacts us through our website, via email or phone.
- We offer individual and group mental health and social support in person, by phone and through video call and conference to children and young people, families, adults and older adults who feel they would benefit from this. This support helps people develop the skills and confidence to manage their own mental health and well-being. It also helps people connect socially and to give and receive peer support.
- We offer evening and weekend crisis prevention support in Worthing to support individuals struggling to cope out of hours.
- We offer services across Adur, Arun, Worthing, Chichester and Horsham districts from our buildings in Southwick, Worthing and Littlehampton and from a wide range of community venues in other areas including GP practices, community centres etc. We also work proactively and in partnership with many other health, social care and community organisations to deliver our support.
- We recognise that people who need us most may not easily find or access our support so we proactively reach out to people through outreach and community roles to tackle these health inequalities.
- We also work to raise awareness and to challenge stigma and discrimination in our local communities. We do this by providing on-line and face-to-face training courses for people working in West Sussex around emotional and mental health issues, and by engaging with members of local communities through campaigning, workshops, activities and events on-line and using social media and in person.

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit including the guidance "Public Benefit: running a charity (PB2)". The nature of the charity's objectives outlined above help to ensure that all of our activities are undertaken in the public benefit.

Achievements and performance

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2022**

1. Providing Mental health support

2021 – 2022 was a further year of running our services during a pandemic. Because of this we continued to face challenges but the flexible blended offer of mental health support we had set up the previous year meant it was easier to flex and change according to measures and needs and in that respect things were more established and settled.

One very significant and successful development for us in 2021-2022 was that in July we launched our Help Point service.

Our Help Point offers a single point of contact for all phone and email communication. Trained staff and volunteers give advice, information and sign-posting to local support and into our own support and also respond to all web-referrals and enquiries. During the year we have seen the number of Help Point calls increase from 481 in July 21 to 1,429 in March 22. We received 1,062 web referrals in the year, and by the end of March 22 were receiving over 100 per month. 1,783 people were given advice, information and signposting by us during the year.

We have continued to promote our services during the year through a variety of communications channels including social media and our website. Our social media posts covered information about our work, how individuals could reach out to us through our Help Point and linked to more in-depth content on our website. The new single Help Point email and phone contact for all our services made our social media promotion easier.

About 39,050 people used our website, 38,006 (97%) of whom were new visitors. This compares to around 30,000 visitors in the previous year.

A range of self-help resources including booklets, tips and videos continue to be available on our website. During the year, there were around 45,750 page views in our help and support and information and advice section.

Our Help Point is now our gateway into our mental health support services by phone and web-referral. During the year we have continued to offer all our individual and group mental health and social support for children and young people, adults, families and older adults provided in person and through phone, email, text, video-call and conference. During 2021-2022 individual face to face support has been offered to anyone who wishes to access their support in person and the return and availability of face to face group support has continued to grow and develop throughout the year.

5,365 individuals reached out to us for help during the year (including 1,783 getting advice) which is more people than ever before. For people we went on to support we delivered 24,032 individual and group mental health support interventions to these individuals.

We have also developed our services and offer partly in response to growing need and also to what we have learned about how we work best and reach people through the pandemic.

Our social activities programme started the year on Zoom, but as restrictions allowed this was opened up and more activities were held face-to-face, or blended (on Zoom and face-to-face). The social activities team were successful in recruiting volunteers to support them to grow and develop new activities which included two running clubs, a pottery group and photography group. The year ended with a programme of 33 activities being offered each month.

We have seen big increases in need for mental health support for children and young people in our communities. Our Worthing & Adur children's mental health social prescribing service had its first full year of operation in 2021 – 2022 and was able to help meet this growing need. The service received 434 referrals in the first 12 months and delivered great outcomes: 98% of children and young people receiving the service showed an improvement or stability in their wellbeing and 98% of parents and carers said that their children and young people had more coping strategies for managing their emotional wellbeing.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2022**

We were also delighted to be able to do more to support parents and staff working with children. In September we launched our support service for parents and carers of children and young people with mental health needs. This service aims to help parents themselves support their children as effectively as possible and offers parents advice, information and peer support to do this. In the same month we also launched in partnership with another charity YMCA Downslink Group a self harm learning network for schools staff and parents. This network aims to increase confidence and skills of school staff to support children and young people who are self-harming. The Self Harm Learning Networks ran 13 sessions for schools with 118 schools attending and 12 sessions for parents with 299 parents attending. We were also able to offer more support through our BeOK youth mental health service through our peer workers and also free counselling through a partnership with a local counselling charity.

The pandemic has helped us to understand and see that we need to focus more on reaching people who may, for a whole variety of reasons not reach out to us when they need help. Our Equalities, Diversity and Inclusion working group met throughout the year and using data and information we set a priority to develop and pilot outreach work into areas where we knew that people accessing our support were under-represented or where we knew need was most high.

In June we welcomed a Polish speaking community development worker into our team. During the year she has connected with relevant community organisations and services, created Polish language resources and also helped support our staff and volunteers in understanding mental health needs in our local Polish community. In December a new peer outreach worker started working to reach out to people living in most deprived areas of Arun District. Again she has connected with community organisations and services to reach people who may not have recognised their need for support or not trusted or felt able to come to us.

Developing this outreach work further will continue to be a priority for us in 2022-2023.

Our Worthing crisis prevention service has continued to operate throughout the year offering evening and weekend support via phone, video-call and in person for individuals who were struggling the most with their mental health out of hours.

All of this work has been supported and enabled by strong and effective partnerships with a wide range of organisations. In 2021-2022 this has included:

- Sussex Partnership NHS Foundation Trust and other West Sussex mental health providers involved in the Pathfinder West Sussex Alliance
- Worthing Counselling Centre
- Guildcare and Age UK West Sussex & Brighton & Hove
- Carers Support West Sussex
- NHS Primary Care Networks and GP practices
- Borough and District Councils and West Sussex County Council
- Turning Tides
- YMCA Downslink Group
- Allsorts Youth Project

We delivered face-to-face support from our three premises – The Corner House in Southwick, The Gateway in Worthing and Maltravers Drive in Littlehampton – as well as in a wide range of other community premises. We have continued during the year to have a very strong focus on health and safety – ensuring that when people we support have had opportunity to access our premises, they have been Covid secure for them and our staff. We have also undertaken a major refurbishment of our Littlehampton premises (which we lease from West Sussex County Council). This completed in March 2022 and provides us with a much more effective and modern space for the provision of our services in the Arun area. We have had very positive feedback about and support for this development from people we support and the local community.

2. Raising awareness and reaching out into our communities

2021-22 has seen the training team develop a greater reach/audience for their training through continuing to expand online delivery, whilst offering face-to-face where this has been possible.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2022**

In 2021-22 4,686 people benefited from training events and learning opportunities provided by the training team which is more than ever before. The following projects and initiatives helped us to achieve this:

- Online workshops for parents and carers funded by West Sussex County Council and NHS across all areas and also specifically around self harm through our Self-Harm Learning Network (see above). These events are to enable them to understand young people's mental health and better support their well-being.
- We have offered free suicide awareness and prevention training through giving free licences for the LivingWorks START course throughout the year.
- Developing and continuing to run in partnership with Aspens and Impact Initiatives our Health Education England funded autism development programme for professionals.
- Funded by West Sussex County Council we have provided adult and youth mental health first aid training to staff in the County Council and partner agencies.
- The training team also facilitated a range of bespoke training for businesses and organisations within West Sussex, including mental health first aid, but also programmes designed to support Mental Health at Work Week, promoting mental health in the workplace, and supporting staff with poor mental health.

During 2021/22 we were delighted to be able to have greater physical presence again in communities in terms of our community anti-stigma and awareness raising work – Open Minds. In May 2021 we launched our Together we Rise campaign – using kites as a metaphor celebrating diversity yet recognising the need for support to fly – Kites drew people to safe outside spaces many of whom had spent much of the pandemic isolated and at home they enabled people to reconnect and get outside. Our campaign film was watched by 8059 people at the Dome Cinema in Worthing and additional 891 people on our You Tube channel.

Our anti-stigma work was supported by 40 volunteer champions as a result of their involvement in this role 70% reported an increase in their confidence through involvement and 90% felt able to use skills they had not used for some time. Some of our champions have used the experience to move to other volunteer and paid roles both in our organisation and elsewhere.

During the pandemic we embarked on a collaborative project with Creative Counties where we brought creative facilitators and champions to deliver sessions to 8 junior schools year 6' totalling 265 Children and 8 Teachers. We wanted to support the transition process to high school, which we know is a daunting prospect for many, and where many changes increase the chances of poor mental health.

With funding raised in memory of one of our champions we were able to create a series of mental health awareness lessons using an interactive Lego robot RU OK x3 a creation by another champion.

We also partnered with suicide awareness and prevention charity Olly's Future, Worthing Samaritans and Adur and Worthing Councils to run a suicide awareness and prevention campaign - Suicide Safer Adur & Worthing – In Autumn 2021.

We received national recognition for our anti-stigma work by being awarded a Mind Excellence Award for our work which we received in November 2021 at the Mind leadership conference.

Alongside our broader focussed community anti-stigma work in 2021/22 our Equalities, Diversity and Inclusion Working Group has looked at how we can target our anti-stigma work recognising that some individuals with mental health needs experience more stigma than others.

Developing outreach roles in 2021-2022 (described earlier under mental health support) has helped us to connect with groups and people we have not reached before and tackling stigma and discrimination and raising awareness within these groups and communities is a vital part of their roles.

During the year our Open Minds project lead role has been developed and widened to be a Communities and Inclusion Manager role to reflect this.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2022**

3. Involving people with lived experience of mental health problems in our services

During the year we have continued to involve people using our services and people with mental health problems in our work. We have continued to hold service user forums and feedback surveys through the year. Involvement through volunteering has also continued to be strong. We have maintained a group of around 40 volunteer lived experience community champions and 8 volunteer peer mentors who have helped us to deliver services and support during the year.

In August 2021 we undertook a review of our approach to Service User Involvement and developed a plan to look at steps needed to ensure lived experience of service users, staff, volunteers, trustees and the wider community is at the forefront of our service design, delivery and development. In March 2021 we started the recruitment process for a lived experience Chair for our Equality Diversity and Inclusion coproduction panel and will develop this work further in 2022-23.

We have continued to have Kirk Lord who has a wealth of experience as an active volunteer peer mentor on our Board of trustees

4. Staff and Volunteers

In 2021-2022 we have been in the second year of the pandemic and whilst staff and volunteers have become more used to new working practices and settled into routines many are tired and exhausted by the on-going challenges linked to the pandemic they have faced at work and for some at home too. Because of this effectively looking after and communicating effectively with our staff and volunteers continued to be vital for us in 2021-2022. We have continued throughout the year to hold staff forums, send out regular communications bulletins and promote and offer well-being activities including our Employee Assistance Programme. In October 2021 we held an in person whole staff team awayday at Lodge Hill Activity Centre and this was very well received. We also held an on-line staff conference in December 2021.

This year we carried out a staff survey focusing on wellbeing, hybrid working, communication and our organisational values which we continue to work on. The majority of responses were positive and we have responded to the results with an action plan. One thing highlighted by staff was to build on the October away day and offer up opportunities for people to get together. Staff found our regular key messages helpful in knowing what was happening within the organisation and we continue to build on this.

With our increasing numbers and recognition of the benefit to hybrid working we have continued to increase our presence in buildings while maintaining the opportunity for the most of our staff to work in a hybrid way. The majority of staff said in our staff survey that they were happy with their building and home working balance.

Our employees have been a key strand throughout the EDI working group and this year we completed our first diversity audit. Through the audit over 70% of our staff said that they had their own lived experience of mental health problems. This is something which we thought would be the case but had never confirmed so we were pleased and proud to know this. At our December staff conference, we discussed how we fully utilise this lived experience expertise in delivering and developing our work and organisation. Through the year we have continued to develop our recruitment processes and learning and develop to support us to become a more diverse organisation. Large numbers of our staff and volunteers were able to attend LGBTQ+ training delivered by Allsorts which was really well received.

Recruitment has been a country wide issue over the last 12 months, and we did see this impact us. In response to this we uplifted our Grade 1- 3 roles to ensure that we remained competitive, and we have been able to successfully fill all of our vacancies throughout the year. This year we also took part in the kickstart initiative and were fortunate to have four young people join us and bring in their fresh perspective and skills while gaining experience to prepare them for future roles.

Volunteers continue to be a focus for our organisation and through the year a lot of preparation work was done to implement systems and develop volunteer learning so that we are equipped to manage higher numbers of volunteers. Part of this was also changing our culture around volunteers, getting everyone on board and looking for opportunities where volunteers can really add value to what we offer.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2022**

5. Communications

Effective communications are essential for people to know we are here and can help, and to get public and community support for our work and mission. During 2021-2022 communications continued to be a high priority for us. We increased our communications team, creating an additional permanent part-time role, and the team also benefited from intern and trainee roles during the year.

In addition to publicising our regular services, the team launched and promoted all the new developments outlined above including our Help Point, outreach work and parents' support.

One large area of work for us during the year was switching all our communications into the new branding, launched by national Mind. It was a significant task but we really welcomed the refreshed branding and wider range of options it gave us.

The communications team has been an active part of our Equalities, Diversity and Inclusion working group and worked hard throughout the year to make all our communications inclusive and to reach more diverse audiences. One particularly successful campaign led by communications was our trustee recruitment drive. The team created videos, news stories and a broad and a far-reaching social media campaign to promote opportunities. Through this we received many more and diverse applications than previously. We recruited three new trustees as a result.

Other communications highlights included:

- Introducing Polish language pages on our website
- A new video showcasing our peer supporters
- A range of stories on our supporters' fundraising efforts
- A fun video promoting active outdoor fundraising during the pandemic
- Producing a range of new leaflets
- Leading on communications for a partnership campaign to prevent suicide.

The communications team also continued to lead the communications work for the Pathfinder Alliance through the year.

Financial review**1. Financial performance for the year**

In 2021-22, West Sussex Mind spent £2,521,367 (2020/21 £2,045,975) providing services, which was a 23% increase on 2021/2022. During the year our principal funders have been as follows:

- NHS Clinical Commissioning Groups
- West Sussex County Council
- GP practices and primary care networks
- National Lottery Community Fund
- Age UK
- Mind

These sources of funding are generally linked to a contract to provide a specific service – for example, the NHS contract is for our main Pathfinder support services. West Sussex County Council fund some of our support for our young peoples and training services.

2021/22 was the third year of our 3 year contract with CCGs for our main mental health support services from 2019 -2022 but we are pleased that a further contract for the same amount has been secured to run for a further two years from April 2022 to March 2024. We have also secured contracts with West Sussex County Council and CCGs to continue to provide youth mental health services across West Sussex for 2022-2023. Also contracts to provide training and support services to staff working with young people and parents for 2022-23. Our funding from National Lottery will continue for our Families in Mind service and partnership working with Age UK helps to fund our older peoples services in the county.

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

FOR THE YEAR ENDED 31 MARCH 2022

2. Fundraising and donations

During 2021- 2022 we started developing a new fundraising strategy for the organisation which was agreed early in 2022-23. Our new strategy recognises the importance of communicating our case for support effectively and of engaging long-term supporters and donors. We have set targets for ourselves to increase our fundraised and non-statutory income.

It was a challenging year for fundraising due to the pandemic and, understandably, people were hesitant about booking and taking part in fundraising activities. We were, however, an official charity partner in the Worthing 10k in October and had 50 supporters running it in aid of WS Mind.

We launched our West Sussex Mind lottery through Unity Lotteries. For every £1 ticket bought each week, 50p comes to our charity.

We also set up a Facebook donation button, meaning supporters could make simple donations themselves whilst on the platform or ask followers to donate for birthdays and other celebrations instead of buying presents.

A further new initiative started during the year was a free will-writing service through which several people have already pledged to leave us a legacy.

In addition, we continued to receive donations online through our website, including some donors who give every month.

Individuals, schools, businesses and other organisations supported us in a wide variety of ways, from challenge events including a sky dive, to a pottery sale and dress down days. We were impressed by the enthusiasm and generosity of our supporters. We are very grateful to them and to our staff, volunteers and trustees who have contributed to fundraising in 2021-2022.

The Trustees are grateful to all the organisations who have so generously supported us financially in 2021-2022, as set out in note 4 to the accounts.

3. Reserves policy

West Sussex Mind held free reserves of £1,234,019 at 31 March 2022. The table below details how this figure is calculated.

Balance 31 March	2022	2021
Total charity funds	£2,994,810	£3,011,926
Less: restricted funds	£106,651	£166,025
Less: net book value tangible fixed assets (see note 19)	£1,144,380	£1,007,259
Less: other designated funds (see note 19)	£462,982	£492,744
Less: revaluation reserve	£46,778	£46,778
Free reserves	£1,234,019	£1,299,120

Restricted funds represent amounts which have been received for specific purposes and which have not yet been spent. Designated funds represent amounts which the trustees have set aside to ensure that projects can continue to run while options are explored and to ensure that the important services remain available for our beneficiaries in the future. Within designated funds is included a functional fixed assets fund which represents assets used to further the charity's aims on an ongoing basis. This fund is shown separately within the table above for clarity.

With annual budgeted expenditure of around £2,814,509, and a forecast deficit of around £300,565 for the year to 31st March 2023 and significant service funding uncertainty for 2023 – 2022, the trustees consider it prudent to maintain this level of designated reserves to cover these potential risks and maintain free reserves of around 6 months operating costs. This is in line with our policy of holding 3 – 6 months operating expenditure as free reserves to ensure that the services we provide to a vulnerable set of service users can continue for a reasonable period in the event of a loss of income.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2022

4. Managing Risks to our business

During 2021-2022 we have adhered to our risk management policy which follows the risk management model recommended by the Charity Commission in its publication "Charities and Risk Management" (CC26 - 2010). During 2021-2022 we have reviewed and continue to regularly review our risk management policy.

The CEO, Deputy CEO, Head of Operations, Finance and Resources and HR and Governance Manager maintain and update the risk register and are responsible for ensuring that trustees are aware of risks, and that any agreed actions to mitigate risks are undertaken. These officers are also responsible for ensuring that Business Continuity Plans are maintained and updated. During 2021-22 the risk register has also been regularly reviewed and updated in light of additional risks relating to the Coronavirus pandemic.

Each Finance and Resources Sub-committee reviews the full risk register in detail and a summary of the major risks with mitigating actions being taken is presented at each full Board meeting. Other Sub-committee keep oversight of any risks relevant to their areas of responsibility, and contribute to the assessment and mitigation of any risks.

Planning for the future 2022 - 2023

In July 2021 we reviewed and redeveloped our 2020-2025 five-year plan in the light of changing and emerging needs and our learning in the preceding year (which given the pandemic has been considerable). We review this plan on an annual basis and will, therefore, review again in July 2022.

Our current plan takes into account national and local contexts including the pandemic, needs and issues, the views of our service users, staff and stakeholders, reflects on what we have achieved in the previous period and outlines what we need to achieve going forward. Key goals are for us to:

- **Make sure people know help is out there** – Ensuring we have strong and effective communications about services and support and how people can get help
- **Offer and develop high quality and flexible mental health support provided through a range of channels including:** In person/face to face, by phone, By email, By text, Through video-call and conference, Through social media and through our website
- **Raise awareness and run anti-stigma campaigns in local communities in West Sussex** - Working in partnership with community services and groups and people with mental health problems to do this and focusing our work around reaching key priority/at risk groups and tackling inequalities
- **Expand our early intervention and prevention work targeting groups and audiences who need this most**– In schools and with children, young people, parents and in workplaces
- **Build a strong West Sussex Mind team, organization and brand so that** People want to work with and for us, people want to support and invest in us, we are using all of our resources most effectively, we can effectively achieve our goals.

In order to achieve both our objects and our strategic aims we actively work in partnership with local authorities and NHS services and other mental health and community service providers in West Sussex and across Sussex within the Integrated Care System where this is required. Through partnership working with these organisations we are able to contribute to better supporting and understanding around mental health across our area of benefit generally as well as reaching more people ourselves.

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

FOR THE YEAR ENDED 31 MARCH 2022

In order to achieve both our objects and our strategic aims we actively work in partnership with local authorities and NHS services and other mental health and community service providers in West Sussex and across Sussex within the Integrated Care system where this is required. Through partnership working with these organisations we are able to contribute to better supporting and understanding around mental health across our area of benefit generally as well as reaching more people ourselves.

In 2022-23 we aim to focus on....

1. Mental health support

- Further developing work in GP Practices through partnerships with Primary Care Networks
- Contribute to the leadership and transformation of community mental health services in West Sussex. Also continuing to actively be involved in the Pathfinder West Sussex Alliance to ensure the provision and development of the best possible mental health support services in West Sussex and
- Securing funding for our youth services from April 2023 in order to continue to provide these services.
- Strengthening and securing funding from April 2023 for our crisis prevention service in Worthing, working towards being part of a network of out of hours support across Sussex
- Continuing to support parents and carers of children and young people with mental health problems through the development of new peer support groups and networks and the ongoing provision of learning and development including e-learning
- Strengthening our social support services involving more volunteers in this work
- Developing and delivering more outreach work to support increasing access to our services including outreach project in Adur and also work with Refugees
- Continuing to enhance our offer by ensuring that lived experience is at the heart of what we do, developing our co-production and expanding peer support offer

2. Raising awareness and anti-stigma work in communities

- Reaching out to and targeting communities in West Sussex where needs may be highest including in more deprived areas and within Polish and Ukrainian community.
- Continuing to raise our profile in the community through effective external communications
- Delivering more training to people who work with those who have mental health problems and the community at large.
- Alongside these plans we will ensure our service users and people with lived experience of mental health problems are actively involved in all our work
- Continue to develop our use of digital technology to achieve the above
- Establishing peer led LGBTQ+ groups within our services

Structure, governance and management

The charity is a company limited by guarantee, where all guarantors agree to contribute £1 in the event of a winding up.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Daniel Bird (Joint Treasurer)

Susan Hawker (Chair)

Brian Hughes

Sally Lefroy

(Resigned 27 April 2021)

Neville Pressley (Joint Treasurer)

(Resigned 9 November 2021)

Robert Smytherman

Paul Karas

(Resigned 27 May 2021)

Denise Carrol

(Resigned 24 February 2022)

Robert Leng

Diane Medwell

Martin Sherred

Matthew Copeland (Joint Treasurer)

Nigel Jones

Kirk Lord

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2022**

Faitma Boesdorfer
Tanya Marwaha
Samantha Taylor-Howell

(Appointed 26 May 2022)
(Appointed 26 May 2022)
(Appointed 26 May 2022)

During the year the Board has worked hard to implement its Board diversity plan agreed in 2020-2021. Two very valued and longstanding trustees have retired during the year – Neville Pressley – a founding member of Worthing Mind and Denise Carroll a founding member of Shoreham & District Mental Health Association. Following a successful recruitment campaign three new trustees were recruited in January 2022 and have been co-opted onto the Board in May 2022. In addition staff have undertaken training around various aspects of equalities, diversity and inclusion and this will continue in 2022-23.

Where there are vacancies on the Board Trustees are recruited through an external recruitment process. Once recruited trustees will be co-opted onto the Board and then will stand for election at the next Annual General Meeting. In addition, as outlined in the Memorandum and Articles of Association, a proportion of trustees are required to retire and then stand for re-election (if they wish to) at each Annual General Meeting. There are no appointed trustees to the Board.

During 2021-2022 the Board met formally on 6 occasions, the AGM was held in November 2021 and a Board development workshops were held in July 2021 and February 2022. All formal Board meetings were held on-line during 2021-2022 but the July workshop was held in person. For 2022-2023 the Board will be running all its meetings as hybrid meetings where trustees will be able to choose whether to attend in person or on-line.

The Board's scheme of delegation outlines clearly Board responsibilities and also how three Board sub-committees (Finance and Resources, Human Resources and Governance and Operations) aim to provide more in-depth review and scrutiny and then report to Board on their work. These 3 sub-committees have met throughout the year in advance of and then reported into each Board. Each sub-committee has an annual work-plan and a clear framework for their delegated responsibilities.

All trustees have access to WSX Mind's internet based filing system (Sharepoint). This means that trustees can much more easily access a whole range of relevant information and documents enabling easier scrutiny of WSX Mind's work by trustees. A number of trustees have undertaken training and development by attending external trustee workshops. As part of their induction all Trustees have been given a copy of the Charity Commission's "The Essential Trustee: What You Need to Know" and "Good Governance: A Code for the Voluntary and Community Sector". Trustees visit projects and actively support events and activities of the Charity. On appointment Trustees are briefed on the activities of the Charity, its management and administration by the Chair and the Chief Executive Officer. They are also updated by regular briefings by staff at Board Meetings and at Trustee Away Days.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2022**

Statement of trustees' responsibilities

The trustees, who are also the directors of West Sussex Mind for the purpose of company law, are responsible for preparing the Trustees' 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

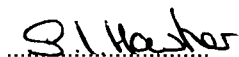
Auditors

In accordance with the company's articles, a resolution proposing that Jones Avens Limited be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditors

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

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



Susan Hawker (Chair)

Trustee

Dated: 26/8/22

**INDEPENDENT AUDITOR'S REPORT
TO THE TRUSTEES OF WEST SUSSEX MIND**

Opinion

We have audited the financial statements of West Sussex Mind (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the accounts* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

**INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF WEST SUSSEX MIND**

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Identification and assessment of irregularities including fraud

As part of our approach to identifying and assessing the risks of material misstatement in respect of irregularities we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including The Companies Act 2006 and The Charities Act 2011.

We also made appropriate enquiries of management as well as considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

Audit response to risks of irregularities including fraud

In addressing the identified risk, our procedures included, but were not limited to:

- performing analytical procedures to identify any unusual or unexpected relationships;
- assessing whether judgements and assumptions made in determining the accounting estimates set out in note 2 were indicative of potential bias;
- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;

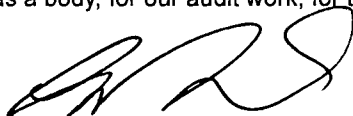
There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF WEST SUSSEX MIND

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Claire Norwood BSc FCA ATII (Senior Statutory Auditor)
for and on behalf of Jones Avens Limited

31/8/22

Chartered Accountants
Statutory Auditor

Piper House
4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Jones Avens Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022**

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Notes							
<u>Income and endowments from:</u>							
Donations and legacies	3	67,369	5,500	72,869	168,236	140,410	308,646
Charitable activities	4	2,275,210	142,370	2,417,580	1,735,329	243,879	1,979,208
Investments	5	10,826	-	10,826	13,809	-	13,809
Other income	6	2,976	-	2,976	3	-	3
Total income		2,356,381	147,870	2,504,251	1,917,377	384,289	2,301,666
<u>Expenditure on:</u>							
Raising funds	8	51,537	-	51,537	49,546	-	49,546
Charitable activities	7	2,262,586	207,244	2,469,830	1,778,165	218,264	1,996,429
Total expenditure		2,314,123	207,244	2,521,367	1,827,711	218,264	2,045,975
Gross transfers between funds		-	-	-	300,000	(300,000)	-
Net income/(expenditure) for the year/							
Net movement in funds		42,258	(59,374)	(17,116)	389,666	(133,975)	255,691
Fund balances at 1 April 2021		2,845,901	166,025	3,011,926	2,456,235	300,000	2,756,235
Fund balances at 31 March 2022		2,888,159	106,651	2,994,810	2,845,901	166,025	3,011,926

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

All income and expenditure derive from continuing activities.

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

BALANCE SHEET

AS AT 31 MARCH 2022

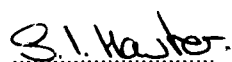
	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	13		1,191,158		1,054,036
Current assets					
Debtors	14	126,985		33,959	
Investments	15	1,337,101		1,510,703	
Cash at bank and in hand		632,073		600,903	
		2,096,159		2,145,565	
Creditors: amounts falling due within one year	16	(292,507)		(187,675)	
Net current assets			1,803,652		1,957,890
Total assets less current liabilities			2,994,810		3,011,926
Income funds					
Restricted funds	18		106,651		166,025
<u>Unrestricted funds</u>					
Designated funds	19	1,607,362		1,500,003	
General unrestricted funds		1,234,019		1,299,120	
Revaluation reserve		46,778		46,778	
			2,888,159		2,845,901
			2,994,810		3,011,926

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

The financial statements were approved by the Trustees on 28/7/22.



Susan Hawker (Chair)
Trustee

Company Registration No. 08884776

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash generated from operations	24		17,334		194,729
Investing activities					
Purchase of tangible fixed assets		(170,592)		(19,458)	
Purchase of investments		-		(302,056)	
Proceeds on disposal of investments		173,602		76,808	
Investment income received		10,826		13,809	
Net cash generated from/(used in) investing activities			13,836		(230,897)
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			31,170		(36,168)
Cash and cash equivalents at beginning of year			600,903		637,071
Cash and cash equivalents at end of year			632,073		600,903

NOTES TO THE FINANCIAL STATEMENTS**FOR THE YEAR ENDED 31 MARCH 2022**

1 Accounting policies**Charity information**

West Sussex Mind is a private company limited by guarantee incorporated in England and Wales. The registered office is The Gateway, 8-10 Durrington Lane, Worthing, West Sussex, BN13 2QG.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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

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

1.2 Going concern

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

1.3 Charitable funds

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

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

1.4 Income

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

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

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

Grant income from charitable activities is accounted for when performance related conditions have been met.

Grant income is deferred where it relates to a future period.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**FOR THE YEAR ENDED 31 MARCH 2022****1 Accounting policies****(Continued)****1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

All expenditure is dealt with on an accruals basis, and allocated to the appropriated heading in the financial statements.

Governance costs are those costs incurred with constitutional and statutory requirements.

Expenditure is either allocated or is apportioned to individual areas based on staff costs or headcount or by the relevant staff or activity. Funds are transferred from unrestricted funds to fund deficits on restricted areas where no further funding will be forthcoming.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	75 years straight line
Leasehold improvements	12 year straight line
Office equipment	20% straight line & 33.3% straight line (IT)

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Assets below £3,000 are not capitalised.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.9 Financial instruments

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

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

Derecognition of financial liabilities

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

1.10 Employee benefits

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

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

1.11 Retirement benefits

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

2 Critical accounting estimates and judgements

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

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

Key sources of estimation uncertainty**Useful life of tangible fixed assets**

The useful lives of assets are determined by management at the time the asset is acquired and reviewed for appropriateness. The lives are based on historical experience with similar assets as well as anticipation of future events, which may impact their life.

Deferred income

Income is deferred if funding is received in advance of project start date. If funding received straddles the year end, management proportion income on a pro-rata basis over the life of the project funding.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022 £	2022 £	2022 £	2021 £	2021 £	2021 £
Donations and gifts	60,389	5,500	65,889	163,236	140,410	303,646
Legacies receivable	6,980	-	6,980	5,000	-	5,000
	<u>67,369</u>	<u>5,500</u>	<u>72,869</u>	<u>168,236</u>	<u>140,410</u>	<u>308,646</u>
Donations and gifts						
CVC Donation	-	-	-	-	135,410	135,410
Other	60,389	5,500	65,889	163,236	5,000	168,236
	<u>60,389</u>	<u>5,500</u>	<u>65,889</u>	<u>163,236</u>	<u>140,410</u>	<u>303,646</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

4 Charitable activities

	Mental health support £	Mental health awareness £	Total 2022 £	Total 2021 £
Project and training income	668	11,942	12,610	17,784
Contracts and Performance related grants	2,219,271	172,109	2,391,380	1,959,822
Charitable rental income	12,820	-	12,820	180
Other income	770	-	770	1,422
	<u>2,233,529</u>	<u>184,051</u>	<u>2,417,580</u>	<u>1,979,208</u>
Analysis by fund				
Unrestricted funds	2,091,159	184,051	2,275,210	
Restricted funds	142,370	-	142,370	
	<u>2,233,529</u>	<u>184,051</u>	<u>2,417,580</u>	
For the year ended 31 March 2021				
Unrestricted funds	1,545,982	189,347		1,735,329
Restricted funds	243,879	-		243,879
	<u>1,789,861</u>	<u>189,347</u>		<u>1,979,208</u>
Contracts and Performance related grants				
NHS	1,912,339	13,626	1,925,965	1,441,760
Big Lottery Fund	138,670	-	138,670	149,489
West Sussex County Council	51,299	148,640	199,939	208,074
National MIND	3,700	-	3,700	5,500
Pathfinder Alliance	-	-	-	86,946
Groundwork UK	2,000	-	2,000	-
Age UK	58,266	-	58,266	-
Other	52,997	9,843	62,840	68,053
	<u>2,219,271</u>	<u>172,109</u>	<u>2,391,380</u>	<u>1,959,822</u>

5 Investments

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Interest receivable	<u>10,826</u>	<u>13,809</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

6 Other income

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Other income	2,976	3

7 Charitable activities

	Mental health support 2022	Mental health awareness 2022	Total 2022	Total 2021
	£	£	£	£
Staff costs	1,725,930	84,281	1,810,211	1,502,705
Depreciation and impairment	24,770	929	25,699	17,638
Non staff costs	240,402	105,804	346,206	252,654
	1,991,102	191,014	2,182,116	1,772,997
Share of support costs (see note 10)	255,399	25,259	280,658	212,373
Share of governance costs (see note 10)	6,421	635	7,056	11,059
	2,252,922	216,908	2,469,830	1,996,429
Analysis by fund				
Unrestricted funds	2,045,678	216,908	2,262,586	1,778,165
Restricted funds	207,244	-	207,244	218,264
	2,252,922	216,908	2,469,830	1,996,429
For the year ended 31 March 2021				
Unrestricted funds	1,577,648	200,517		1,778,165
Restricted funds	218,264	-		218,264
	1,795,912	200,517		1,996,429

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

8 Raising funds

	2022	2021
	£	£
<u>Fundraising and publicity</u>		
Other fundraising costs	9,009	9,738
Staff costs	42,392	39,808
Depreciation and impairment	136	-
	<u>51,537</u>	<u>49,546</u>

9 Description of charitable activities

Mental health support

Services which support achieving our objective around promoting the preservation of good mental health in particular around enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.

Mental health awareness

Services with support achieving our objective around relieving the needs of people with mental health problems by working to increase understanding of mental health and mental health problems, by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination.

10 Support costs

	Support costs	Governance costs	2022	2021
	£	£	£	£
Staff costs	190,315	-	190,315	144,390
Premises costs	29,211	-	29,211	23,089
Insurances	9,787	-	9,787	8,676
Information technology	11,826	-	11,826	8,257
Other general costs	31,884	-	31,884	20,738
Depreciation	7,635	-	7,635	7,223
Audit fees	-	7,030	7,030	7,286
Legal and professional	-	26	26	3,773
	<u>280,658</u>	<u>7,056</u>	<u>287,714</u>	<u>223,432</u>
Analysed between				
Charitable activities	<u>280,658</u>	<u>7,056</u>	<u>287,714</u>	<u>223,432</u>

Basis of allocation: Support and Governance costs are allocated to Charitable Activities on the basis of the percentage of direct charitable costs.

Governance costs includes payments to the auditors of £7,600 (2021- £7,500) for audit fees.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but two of them were reimbursed a total of £40.90 for travelling expenses and a training event (2021- £nil).

12 Employees

Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Staff	110	88
Employment costs	2022 £	2021 £
Salaries	1,818,529	1,500,722
Social security costs	124,637	105,624
Other pension costs	99,752	80,557
	<u>2,042,918</u>	<u>1,686,903</u>

There were no employees whose annual remuneration was £60,000 or more.

13 Tangible fixed assets

	Freehold land and buildings £	Leasehold improvements £	Office equipment £	Total £
Cost or valuation				
At 1 April 2021	1,060,000	-	81,707	1,141,707
Additions	-	159,012	11,580	170,592
At 31 March 2022	<u>1,060,000</u>	<u>159,012</u>	<u>93,287</u>	<u>1,312,299</u>
Depreciation and impairment				
At 1 April 2021	33,301	-	54,371	87,672
Depreciation charged in the year	14,130	2,288	17,051	33,469
At 31 March 2022	<u>47,431</u>	<u>2,288</u>	<u>71,422</u>	<u>121,141</u>
Carrying amount				
At 31 March 2022	<u>1,012,569</u>	<u>156,724</u>	<u>21,865</u>	<u>1,191,158</u>
At 31 March 2021	<u>1,026,699</u>	<u>-</u>	<u>27,337</u>	<u>1,054,036</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

13 Tangible fixed assets**(Continued)**

Land and buildings for The Gateway, Worthing with a carrying amount of £413,222 were revalued on 11 October 2017 by C.G. Spratt & Son Limited at £460,000, independent valuers not connected with the charity on the basis of market value.

Following the merger with Shoreham & District Mental Health Association, The Cornerhouse was acquired which was valued at £600,000. This valuation was provided by Cranes Chartered Surveyors on 22 January 2019, independent valuers not connected with the charity on the basis of market value.

Both valuations conform to International Valuation Standards and were based on recent market transactions on arm's length terms for similar properties.

A 12 year lease was entered in to with West Sussex County Council on 23 Maltravers Drive, Littlehampton, BN17 5EY. Significant refurbishment works were completed on the ground floor of the property in the year to make it suitable for the Charity's needs.

At 31 March 2022, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, the carrying amount would have been approximately £966,858 (2021 - £980,715).

14 Debtors

	2022	2021
	£	£
Amounts falling due within one year:		
Trade debtors	85,150	8,420
Other debtors	15,933	11,542
Prepayments and accrued income	25,902	13,997
	<u>126,985</u>	<u>33,959</u>

15 Current asset investments

	2022	2021
	£	£
Cash deposits with notice period of 90 days or more	1,337,101	1,510,703
	<u>1,337,101</u>	<u>1,510,703</u>

16 Creditors: amounts falling due within one year

		2022	2021
	Notes	£	£
Other taxation and social security		33,857	29,898
Deferred income	17	174,315	84,420
Trade creditors		36,428	33,222
Other creditors		12,256	-
Accruals and deferred income		35,651	40,135
		<u>292,507</u>	<u>187,675</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

17 Deferred income

	2022	2021
	£	£
Arising from government contracts and grants	120,191	54,010
Other deferred income	54,124	30,410
	<u>174,315</u>	<u>84,420</u>
Current liabilities	<u>174,315</u>	<u>84,420</u>

Government contracts and grants in advance have been deferred on the basis that they represent contracts and grants received relating to future financial periods.

WEST SUSSEX MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

18 Restricted funds

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

	Balance at 1 April 2020 £	Movement in funds			Transfers £	Balance at 1 April 2021 £	Movement in funds			Balance at 31 March 2022 £
		Incoming resources £	Resources expended £				Incoming resources £	Resources expended £		
MIND	-	-	-	-	-	-	3,700	(3,700)	-	-
Big Lottery Fund	-	139,489	(122,926)	-	-	16,563	135,830	(126,500)	25,893	-
The National Lottery Community Fund (Awards for All)	-	-	-	-	-	-	2,840	(2,840)	-	-
Fixed asset fund - The Cornerhouse	300,000	-	-	(300,000)	-	-	-	-	-	-
Chanctonbury Fund	-	104,390	(70,947)	-	-	33,443	-	-	33,443	-
CVC Donation	-	135,410	(19,391)	-	-	116,019	-	(68,704)	47,315	-
Boltini Trust	-	5,000	(5,000)	-	-	-	5,500	(5,500)	-	-
	300,000	384,289	(218,264)	(300,000)	-	166,025	147,870	(207,244)	106,651	-

WEST SUSSEX MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

18 Restricted funds

(Continued)

The National Lottery Community Fund (Big Lottery Fund)

A three year grant, funds for 2021/22 (year 3), to run our Families in Mind service which supports parents.

The National Lottery Community Fund (Awards for All)

A grant for equipment towards Hybrid Social group digital equipment at each of our sites.

MIND

Grants were received to set up beginners' running group, linked to our social activities team, along with a further grant through their Digital Transformation Fund.

Fixed Asset Fund - The Cornerhouse

Second charge on the property given to assist with the original purchase of the property from which services are run in the Shoreham area. This charge was removed in 2021.

Chancetonbury Fund

Funds received to support and deliver the recovery services in the Chancetonbury area, part of our 'Downs' service.

CVC Donation

A generous donation, to span over a few years, to assist the charity to adapt and further develop our services to best help people whose mental health has been affected by the pandemic.

Boltini Trust

Awarded to support our Midhurst Hub service who support individuals in Midhurst and the surrounding rural areas north of Chichester in 2020/21, Plus additional support for our Youth Service in Chichester and Midhurst in 2021/22.

WEST SUSSEX MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

19 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2020 £	Movement in funds			Transfers £	Balance at 1 April 2021 £	Movement in funds			Transfers £	Balance at 31 March 2022 £
		Incoming resources £	Resources expended £	Incoming resources £			Incoming resources £	Resources expended £	Incoming resources £		
Youth project support	56,205	-	(56,205)	-	-	-	-	-	-	-	-
Fixed asset fund	712,661	19,458	(24,860)	170,592	300,000	1,007,259	170,592	(33,471)	-	-	1,144,380
Bridging fund	500,834	-	(70,310)	-	-	430,524	-	(234,710)	214,298	214,298	410,112
Upkeep of the Cornerhouse building	66,999	-	(4,779)	-	-	62,220	-	(19,350)	10,000	10,000	52,870
	<u>1,336,699</u>	<u>19,458</u>	<u>(156,154)</u>	<u>170,592</u>	<u>300,000</u>	<u>1,500,003</u>	<u>170,592</u>	<u>(287,531)</u>	<u>224,298</u>	<u>224,298</u>	<u>1,607,362</u>

Fixed Asset Fund - The Gateway, The Cornerhouse & Office Equipment

The fixed asset fund is an amount equivalent to the net book value of The Gateway building, The Cornerhouse building and the office equipment at the balance sheet date, excluding property revaluation of £46,778.

Bridging Fund

To support the cost of some unfunded projects, either until funding is secured or because trustees feel the offer is part of our charities objectives, growth, sustainability and service user wellbeing of the charity.

Upkeep of The Cornerhouse Building

To maintain the upkeep of The Cornerhouse building over the coming years.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

20 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	1,191,158	-	1,191,158	1,054,036	-	1,054,036
Current assets/(liabilities)	1,697,001	106,651	1,803,652	1,791,865	166,025	1,957,890
	<u>2,888,159</u>	<u>106,651</u>	<u>2,994,810</u>	<u>2,845,901</u>	<u>166,025</u>	<u>3,011,926</u>

21 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	4,314	4,314
Between two and five years	3,015	7,329
	<u>7,329</u>	<u>11,643</u>

22 Capital commitments

	2022 £	2021 £
At 31 March 2022 the charity had capital commitments as follows:		
Contracted for but not provided in the financial statements:		
Acquisition of property, plant and equipment	3,939	-
	<u>3,939</u>	<u>-</u>

23 Related party transactions**Remuneration of key management personnel**

The remuneration of key management personnel is as follows.

	2022 £	2021 £
Aggregate compensation	106,476	105,674
	<u>106,476</u>	<u>105,674</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

24 Cash generated from operations	2022 £	2021 £
(Deficit)/surplus for the year	(17,116)	255,691
Adjustments for:		
Investment income recognised in statement of financial activities	(10,826)	(13,809)
Depreciation and impairment of tangible fixed assets	33,470	24,861
Movements in working capital:		
(Increase)/decrease in debtors	(93,026)	51,314
Increase/(decrease) in creditors	14,937	(8,364)
Increase/(decrease) in deferred income	89,895	(114,964)
Cash generated from operations	17,334	194,729

25 Analysis of changes in net funds
The charity had no debt during the year.

26 Non-audit services provided by the auditors

In common with many charities of our size and nature we use our auditors to assist with the preparation of the statutory financial statements.

West Sussex Mind

England & Wales - Charity number 1155918

Accounts

Charity Registration No. 1155918

Company Registration No. 08884776 (England and Wales)

WEST SUSSEX MIND
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

West Sussex mind

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Daniel Bird (Joint Treasurer)
Susan Hawker (Chair)
Brian Hughes
Sally Lefroy
Neville Pressley (Joint Treasurer)
Robert Smytherman
Denise Carroll
Robert Leng
Diane Medwell
Martin Sherred
Matthew Copeland (Appointed 24 September 2020)
Nigel Jones (Appointed 24 September 2020)
Kirk Lord (Appointed 17 November 2020)

Chief Executive Officer & Secretary

Katie Glover

Charity number

1155918

Company number

08884776

Registered office

The Gateway
8-10 Durrington Lane
Worthing
West Sussex
BN13 2QG

Auditor

Jones Avens Limited
Piper House
4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Bankers

HSBC Bank Plc
16 Goring Road
Worthing
West Sussex
BN12 4AW

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CHAIR'S REPORT

FOR THE YEAR ENDED 31 MARCH 2021

The last year, from April 2020 to March 2021 has been a year like no other in recent times. During this exceptional year our Charity's mission was to do whatever we could to provide community support around mental health to as many people as possible who needed us. Also to work collaboratively with a wide range of community groups and partners (including the NHS) to keep our local population safe and well during the Covid 19 pandemic. We feel we have achieved this to the best of our ability.

All our longstanding services stayed open and available. We frequently and actively promoted these on social media and through partners to ensure that anyone who was struggling knew we were still open and there to help. Existing and new volunteers and our staff helped us to ensure that people getting our support who were most in need had regular contact from us and were helped to access wider community support when they needed it. With the support of new and existing funders we were able to do more. We increased our mental health support offer for adults and children in GP practices. We extended our offer to young people who we knew were being particularly adversely affected. We also opened our evening and weekend Worthing crisis prevention service – Staying Well – which could not have been more needed.

Alongside providing direct support we also wanted to ensure that everyone in our communities had understanding around mental health and resources to support themselves and each other to stay mentally well and healthy during the pandemic. We developed digital self-help materials including videos which we shared widely and we provided free on-line training and webinars open to all including around suicide awareness and prevention. Our amazing Open Minds Champions continued to tell their stories to raise awareness and help others and reached out in person to connect with people where they could.

2020 was the 50th Anniversary of West Sussex Mind's founding charity. We had high hopes of celebrating this through a wide range of public events focusing on our work and achievements but in the end all these plans had to be cancelled. This was a shame but I know that our work and community contribution during 2020-21 stands as a true celebration of who we are as a charity and what we can do. I am so proud of the way that our hugely dedicated staff and volunteers (including our Board of trustees) have been able to rise to meet the immense challenges which our communities and people with mental health problems have faced in 2020 – 21.

I would, therefore, like to say an exceptionally big thank you to all our dedicated staff, trustees, volunteers, members, supporters, and funders for all their hard work and continuing support for our organisation over the last year. It is solely due to their dedicated commitment to our work that we have been able to achieve so much. With their help I also know we can continue to overcome considerable challenges which we and people with mental health needs in West Sussex will face in the next 12 months of these ongoing exceptional times.



Susan Hawker (Chair)

Trustee

Dated: 23/8/21

**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021**

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

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019)

Objectives and activities

Our Objects are to:

- Promote the preservation of good mental health in particular around enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.
- Relieve the needs of people with mental health problems by working to increase understanding of mental health and mental health problems, by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination.

To achieve these Objects we provide mental health support services for people with mental health problems and their families and carers:

- We actively promote our website where anyone can access free mental health self-help on-line learning and development courses, videos and blogs. Once on our website, individuals can also complete a simple e-referral form asking for help.
- We provide telephone and email advice, information and signposting to local support for anyone who contacts us through our website, via email or phone.
- We offer individual and group mental health and social support in person, by phone and through video call and conference to children and young people, families, adults and older adults who feel they would benefit from this. This support helps people develop the skills and confidence to manage their own mental health and well-being. It also helps people connect socially and to give and receive peer support.
- We offer evening and weekend crisis prevention support in Worthing to support individuals struggling to cope out of hours.
- We offer services across Adur, Arun, Worthing, Chichester and Horsham districts from our buildings in Southwick, Worthing and Littlehampton and from a wide range of community venues in other areas including GP practices, community centres etc. We also work proactively and in partnership with many other health, social care and community organisations to deliver our support.
- We also work to raise awareness and to challenge stigma and discrimination in our local communities. We do this by providing on-line and face-to-face training courses for people working in West Sussex around emotional and mental health issues, and by engaging with members of local communities through campaigning, workshops, activities and events on-line and using social media and in person.

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit including the guidance "Public Benefit: running a charity (PB2)". The nature of the charity's objectives outlined above help to ensure that all of our activities are undertaken in the public benefit.

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

FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

1. Providing Mental health support during an exceptional year

In 2020-21 we responded effectively to a hugely changing pattern of mental health need, demand and service use as a consequence of the Covid 19 pandemic. During the year and in consultation with people we support we redeveloped and established an effective and long term flexible blended offer of mental health support which has enabled us to meet needs as effectively as possible within this changing environment. Key aspects of this blended multi-channel delivery model are:

- Proactive and regular social media promotion and communication about our work and how we can help linking individuals through to our website. We launched a new website at the beginning of July 2020 and from then to end of March 2021 there were around 30,000 users of our website, of which around 80% (24,000) were new visitors.
- A range of self-help resources available to all on our website and opportunity to ask for help through website. Around 7500 people looked at service and help pages from July 2020 to end of the year and by March 2021 we were getting around 85 new referrals through our website each month. From September 2020 we employed two video content production interns who created 25 self-help videos and vlogs.
- Phone and email advice, information and signposting to local support and into our own support where this is required including responding to web-referrals and enquiries. Around 1750 people were given advice, information and signposting by us during the year.
- **Individual and group mental health and social support** for children and young people, adults, families and older adults provided in person and through phone, email, text video-call and conference. Around **5000 individuals** reached out to us for help during the year (including 1750 getting advice) and we **delivered 28,000** individual and group mental health support interventions to these individuals. Through this work we proactively and regularly kept in touch with and supported those people with mental health needs who were most vulnerable during the pandemic. This included those with longer term mental health needs, those with disabilities and other health problems, people living alone and those who were financially and or digitally challenged or excluded. Our **volunteer befrienders, peer mentors** and champions played a significant role in helping us to do this offering much needed telephone contact and support through the year. We were able to offer a wide range of video-conference and outside in person **social activities** alongside Facebook peer support groups to help everyone using our services stay connected. These were invaluable for many individuals particularly those living alone during the two periods of lockdown.
- Our Worthing **crisis prevention** service opened in March 2020 right at the beginning of the pandemic and quickly established itself in 2020-21 as a vital life-line of evening and weekend support via phone, video-call and in person for individuals who were struggling the most with their mental health out of hours. Our service worked alongside local NHS mental health services to ensure that people in crisis got the support they needed to stay safe including clinical support where this was required. We also extended our **GP mental health services** into the Chancetonbury and Lancing areas during the year and in Worthing and Lancing introduced roles for children and young people alongside adults. Finally, we also increased our **BeOK offer for young people** offering additional peer support, social activities and counselling for young people adversely affected by the lockdown.

Face-to-face and in-person support remained a cornerstone of how we worked during the year and will continue to work in the future. However, we know that new email, phone and video support services enabled us to reach people in 2020-2021 whom we have not previously reached. Because of this our new model retains these elements in the longer term so we can offer the best choice and access to everyone who needs us.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021**

All of this work has been supported and enabled by strong and effective partnerships with a wide range of organisations. In 2020-21 this has included:

- Sussex Partnership NHS Foundation Trust and other West Sussex mental health providers involved in the Pathfinder West Sussex Alliance
- Worthing Counselling Centre
- Guildcare and Age UK West Sussex & Brighton & Hove
- Carers Support WSX
- NHS Primary Care Networks and GP practices
- Borough and district councils and West Sussex County Council
- Turning Tides

We delivered face-to-face support from our three premises – The Corner House in Southwick, The Gateway in Worthing and Maltravers Drive in Littlehampton – as well as in a wide range of other community premises. During this year we have needed to have a very strong focus on health and safety – ensuring that when people we support have had opportunity to access our premises, they have been Covid secure for them and our staff. This has involved redesigning layouts, getting new signage, bringing in new facilities (including screens and hand sanitisers), providing protective equipment (particularly masks) and also developing clear policies and guidance around these and other aspects. We feel that through doing all these things we have been able to make it safe for all using our buildings and premises.

2. Raising awareness and anti-stigma work in the community

During the year we continued to do what we could to raise awareness and tackle stigma around mental health in our community. We understood that many people were finding that their mental health and well-being was being adversely impacted by the Covid 19 pandemic and that our community work was more important than ever. Because we could no longer run and be involved in face-to-face activities and events we had to quickly learn and develop new ways of working and different approaches to ensure we were still responding to this need.

We redeveloped our training offer so that courses ran as video conference webinars and we increased the amount of free on-line training which people could access anytime through our website. We also significantly increased our own self-help video content through our YouTube channel. Key learning and training achievements were:

In 2020-21 we ran around 170 training events with around 3750 people attending these:

- We successfully delivered a fifth and final year of a contract for West Sussex County Council and Clinical Commissioning Groups (CCGs) in West Sussex to train staff working with children and young people in West Sussex around mental health and emotional well-being.
- We continued to provide our learning and development offer to parents and carers of children and young people. The aim of these courses is to develop the skills and resilience of parents to help them understand and support their children effectively and reduce the need for professional help. In 2020-21 there was a huge demand for these webinars and on-line courses as parents struggled to support their children through massive upheaval and change and mental health needs amongst children and young people increased. We ran 58 workshops for parents with 1115 parents attending.
- We got funding for and were able to offer free to anyone living or working in West Sussex the LivingWorks on-line suicide awareness and prevention course START. This course had very strong take-up with more than 400 people completing the course in the year.
- In the autumn/spring of 20/21 we were commissioned to run a programme of virtual workshops across Kent, Surrey and Sussex, focused on enabling people working in the field of autism and autism and learning difficulties to better support families in this region. Commissioned by Health Education England (Kent, Surrey and Sussex), the workshops were mapped to the Learning Disabilities Framework and delivered by a partnership between Aspens, Impact Initiatives and West Sussex Mind. The programme was oversubscribed in excess of 100%.
- In addition, we ran 29 workshops for local organisations including businesses, voluntary sector organisations and health services.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021**

Our community awareness and anti-stigma Open Minds team re-prioritised in the early part of the year to:

- Ensure that our support staff were effectively connected to and knew about changing and developing community resources and support that people with mental health needs could benefit from
- Ensure that our volunteer community champions were supported effectively to stay well and where possible continue to contribute to our work

Alongside this and later in the year our Open Minds Champions regrouped and focussed on some key areas of work during lockdown:

- We hand delivered 1140 Kindness in Care support packages expressly for residential care staff who we knew were struggling with their own self-care while under immense pressure caring for residents many who were extremely ill or passing away from Covid 19. We covered all residential homes on the coastal strip and some northwards.
- We delivered a schools selfcare video to 1700 children looking at building a well-being box and talking about self-care and kindness to one another. Working also with Oaklands Beavers we developed their very own superpowers character Captain Positive who will guide them to support their mental health.
- We continued to develop our superpowers work and sadly lost one of our amazing Champions Kevin Connell R.I.P who was so supportive of raising awareness about mental health with children and their families. Kevin's family are supporting our work in his memory.
- With the kind support of SPX FLOW we have set up a virtual group of Open Minds Champions for Crawley
- The last part of the year we worked with over 40 champions and volunteers to plan mental health awareness 2021. A huge thank you to those champions who share their insight, stories, energy and skills to support our community anti-stigma and awareness work.

3. Involving people with lived experience of mental health problems in our services

During the year we have continued to involve people using our services and people with mental health problems in our work. We have continued to hold service user forums by video conference. We have also undertaken two widescale surveys – In May and then again in October. The first survey focused on how people were coping and what people needed from us during the pandemic. Also helping us to understand how people were adapting to our new ways of working with people and what people liked or didn't like about these. The second survey consulted people around our proposals to make a longer-term shift in how we were working in the light of our learning from the earlier survey and working during the pandemic. Both surveys had a strong response.

Involvement through volunteering has continued to be strong. We have maintained a group of around 40 volunteer lived experience community champions and around 10 volunteer peer mentors who have helped us to deliver services and support during the year. To support this we adapted our Laser accredited Level 2 Volunteering in Mind and Peer Mentor courses to take place through webinars and on-line enabling us to run one Volunteering in Mind and two Peer Mentor courses during the year.

Finally, we have been delighted to welcome Kirk Lord who has a wealth of experience as an active volunteer peer mentor onto our Board of trustees.

4. Equalities, Diversity and Inclusion

Pre Covid 19 it has been well evidenced that there are inequalities around who accesses mental health support and services related to economic status, age, gender, ethnicity and race. Local NHS and Mind research during the pandemic has shown that general mental health needs are and will continue to increase significantly as a consequence, and that these pre-existing inequalities have been significantly widened with individuals in most deprived areas, unemployed, elderly, young people and families, migrant workers and people from BAME communities most at risk. Because of this, during the year we have increased our focus on how we can ensure that those people who need us most know about us, can access what we are offering and see us as an organisation that is there for them.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021**

In January 2021 we set up an Equalities, Diversity and Inclusion working group which involves trustees, staff, volunteers and people who use our services. The group has developed a plan which the Board of trustees agreed in March 2021 and will be implemented throughout 2021-22.

5. Staff and Volunteers

Looking after our staff and volunteers effectively has been essential during this year because our work and success relies totally on their contribution and we know they have been affected as everyone has been. We have, therefore, needed to invest significantly in staff well-being and health and safety as follows:

- Staff well-being: Staff forum, staff well-being activities, staff survey, flexibility and adjustments needed for remote working or coming into the office if this was beneficial.
- Home-working: Right from the beginning of 2020-21 all our mental health support staff had the ability to work from home when this was required. Between March and August 2020 staff worked from home and in-person support was not available. From August 2020 to end of March 2021 limited socially distanced face to face support continued to be available for individuals with some staff regularly working in buildings.
- Throughout this time, we have provided staff with regularly updated guidance, equipment to work at home and have supported staff to access early vaccination programmes for frontline workers.

In the summer we welcomed our Senior HR and Governance Officer and Business and Finance roles to support the head office functions of our growing organisation.

During the year we have also undertaken some restructuring of our operational staff, in part to deliver the new blended model. This created some new opportunities for existing staff, defined our management team and increased our senior leadership capacity.

As part of our structure review we identified the need for a Head of Operations role to continue to support the development of the organisation and they started in January 2021.

Volunteers are a big part of our strategy going forward so in January 2021 we also welcomed our volunteer co-ordinator to increase our number of volunteers and to support this growth within West Sussex Mind.

6. Communications

Effective communications through the year became more important than ever due to the pandemic as it was essential the public knew we were still there and available to help with mental health problems. When the massive impact on the need for mental health support started to become clear, it was also vital that we communicated with funders, fundraisers and the public about our need for funding and the obvious challenges we were facing, which we did with our Covid Crisis Appeal.

In July 2020 we launched our new website, which included lots of self-help resources, a self-referral form, fundraising pages and regular news updates. The new website attracted around 30,000 users between its launch in July and the end of the year.

During the year, we expanded into using video for communications, using film for sharing messages and telling stories from people who get support with us.

We increased our posts and engagement on social media, and took part in live chat on Instagram, had several local press articles in print and online and a 50th anniversary feature across the local titles.

The communications team also led the communications work for the Pathfinder Alliance through the year.

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

FOR THE YEAR ENDED 31 MARCH 2021

Financial review

1. Financial performance for the year

In 2020/21, West Sussex Mind spent £1,772,997 (2019/20 £1,379,940) providing services, which was a 28% increase on 2019/20. During the year our principal funders have been as follows:

- NHS Clinical Commissioning Groups
- West Sussex County Council
- GP practices and primary care networks
- National Lottery Community Fund

2020/21 has been the second year of our 3 year contract with CCGs for our main mental health support services from 2019 -2022. We have also secured contracts with West Sussex County Council and CCGs to continue to provide youth mental health services across West Sussex and also to provide training services to staff working with young people and parents for 2020-21. These sources of funding are generally linked to a contract to provide a specific service – for example, the NHS contract is for our main Pathfinder support services. West Sussex County Council fund some of our Communities in Mind service for older adults and support the funding of some of our young peoples and training services.

Due to the Coronavirus pandemic, we have mentioned that we had to quickly adapt our business and service provision through a new blended offer, and this had an impact on our planned expenditure for the year. With staff working remotely for most of the year, our expenditure on IT, equipment, mobile phone contracts, and staff well-being increased to facilitate this new style of working, but savings to budget were experienced in other areas such as room hire, catering, client arranged activities, ongoing building maintenance and staff travel expenses.

2. Fundraising and donations

The year 2020 was the 50th anniversary of West Sussex Mind's founding charity and we had planned several fundraising activities and an appeal to celebrate this which all had to be cancelled. Our fundraising team had to swiftly change approach to continue to raise much-needed funding to ensure we could continue to provide all our services, additional costs and to meet the fundraising targets we had set for ourselves.

The Trustees are grateful to all of the organisations who have so generously supported us financially in 2020/21, as set out in note 4 to the accounts.

We were also supported by several individuals and organisations who managed to do some Covid-secure community fundraising for us. In 2020/21 some money was raised through online quizzes and streamed events. But most people fundraising for us chose various outdoor fitness activities including a skateboarding marathon, sea swims, runs and football as well as our Active Every Day challenge. We also received generous donations from many people.

This year, more than ever, we were impressed by the enthusiasm and generosity of the individuals and organisations who support us. We are very grateful to them and to our staff, volunteers and trustees who have contributed to fundraising in 2020/21.

3. Reserves policy

West Sussex Mind held free reserves of £1,299,120 at March 31st 2021. The table below details how this figure is calculated.

Balance 31 March	2021	2020
Total charity funds	£3,011,926	£2,756,235
Less: restricted funds	£166,025	£300,000
Less: net book value tangible fixed assets (see note 20)	£1,007,259	£712,661
Less: other designated funds (see note 20)	£492,744	£624,038

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021

Less: revaluation reserve	£46,778	£46,778
Free reserves	£1,299,120	£1,072,758

Restricted funds represent amounts which have been received for specific purposes and which have not yet been spent. Designated funds represent amounts which the trustees have set aside to ensure that projects can continue to run while other options are explored and to ensure that the important services remain available for our beneficiaries in the future. Within designated funds (note 20 is included a functional fixed assets fund which represents assets used to further the charity's aims on an ongoing basis. This fund is shown separately within the table above for clarity.

With annual budgeted expenditure of around £2,193,145 and a forecast deficit of around £374,664 for the year to 31st March 2022 and significant service funding uncertainty for 2021-2023, the trustees consider it prudent to increase designated funds to cover these potential risks and maintain free reserves of around 6 months operating costs. Therefore from 1st April 2021 our reserves will be as follows:

Balance 1 April 2021

Total charity funds	£3,011,926
Less: restricted funds	£183,168
Less: net book value tangible fixed assets	£1,007,259
Less: other designated funds	£717,042
Less: revaluation reserve	£46,778
Free reserves	£1,057,679

This is in line with our policy of holding 3 – 6 months operating expenditure as free reserves to ensure that the services we provide to a vulnerable set of service users can continue for a reasonable period in the event of a loss of income.

4. Managing Risks to our business

During 2020-21 we have adhered to our risk management policy which follows the risk management model recommended by the Charity Commission in its publication "Charities and Risk Management" (CC26 - 2010). During 2020-21 we have reviewed and continue to regularly review our risk management policy.

The CEO, Deputy CEO and HR and Governance Manager maintain and update a risk register and are responsible for ensuring that trustees are aware of risks, and that any agreed actions to mitigate risks are undertaken. These officers are also responsible for ensuring that Business Continuity Plans are maintained and updated. During 2020-21 the risk register has also been regularly reviewed and updated in light of additional risks relating to the Coronavirus pandemic. Each Finance Sub-committee reviews the full risk register in detail and a summary of the major risks with mitigating actions being taken is presented at each full Board meeting.

Planning for the future 2021 - 2022

In July 2020 we reviewed and redeveloped our 2020-2025 five-year plan in the light of the impact of and early learning from the Covid 19 pandemic. We will be reviewing the plan again in July 2021 as we recognise we are in changing times which mean we need to develop and respond accordingly. Our current plan takes into account national and local contexts including the on-going pandemic, needs and issues, the views of our service users, staff and stakeholders, reflects on what we have achieved in the previous period and outlines what we need to achieve going forward. Key goals are for us to:

- **Make sure people know help is out there** – Ensuring we have strong and effective communications about services and support and how people can get help

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021

- **Offer and develop high quality and flexible mental health support provided through a range of channels including:** In person/face to face, by phone, By email, By text, Through video-call and conference, Through social media and through our website
- **Raise awareness and run anti-stigma campaigns in local communities in West Sussex -** Working in partnership with community services and groups and people with mental health problems to do this and focusing our work around reaching key priority/at risk groups and tackling inequalities
- **Expand our early intervention and prevention work targeting groups and audiences who need this most –** In schools and with children, young people, parents and in workplaces
- **Build a strong West Sussex Mind team, organization and brand so that** People want to work with and for us, people want to support and invest in us, we are using all of our resources most effectively, we can effectively achieve our goals

In order to achieve both our objects and our strategic aims we actively work in partnership with local authorities and NHS services and other mental health and community service providers in West Sussex and across Sussex within the Integrated Care system where this is required. Through partnership working with these organisations we are able to contribute to better supporting and understanding around mental health across our area of benefit generally as well as reaching more people ourselves.

In 2021-22 we aim to focus on....

1. Mental health support

- Launching our single point of access for all information advice and support
- Further developing work in GP Practices through partnerships with Primary Care Networks
- Continuing to actively be involved in the Pathfinder West Sussex Alliance to ensure the provision and development of the best possible mental health support services in West Sussex
- Securing funding for our youth and family services from April 2022 in order to continue to provide these services.
- Strengthening and securing funding from April 2022 for our crisis prevention service in Worthing
- Continuing to support parents and carers of children and young people with mental health problems through the development of new peer support groups and networks and the ongoing provision of learning and development including e-learning
- Developing our new older adult mental health social services in partnership with Age UK West Sussex & Brighton & Hove
- Strengthening our social support services involving more volunteers in this work

2. Raising awareness and anti-stigma work in communities

- Reaching out to and targeting individuals whose mental health may be most adversely affected by the Coronavirus pandemic including in more deprived areas and within Polish community.
- Continuing to raise our profile in the community through effective external communications
- Delivering more training to people who work with those who have mental health problems and the community at large.
- Alongside these plans we will ensure our service users and people with lived experience of mental health problems are actively involved in all our work
- Continue to develop our use of digital technology to achieve the above

Structure, governance and management

The charity is a company limited by guarantee, where all guarantors agree to contribute £1 in the event of a winding up.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021**

Daniel Bird (Joint Treasurer)	
Susan Hawker (Chair)	
Brian Hughes	
Sally Lefroy	
Neville Pressley (Joint Treasurer)	
Robert Smytherman	
Paul Karas	(Resigned 27 May 2021)
Christine Eccleston	(Resigned 2 November 2020)
Denise Carrol	
Robert Leng	
Diane Medwell	
Martin Sherred	
Matthew Copeland	(Appointed 24 September 2020)
Nigel Jones	(Appointed 24 September 2020)
Kirk Lord	(Appointed 17 November 2020)

During the year the national charity Mind undertook an external review of our charity's activities, performance and quality including around Governance which we welcomed. This external review – The Mind Quality Mark – which is undertaken every few years was undertaken between June and October. The review identified 2 key areas related to Governance for us to work on. The first area was for us to strengthen and develop the Board's Scheme of Delegation. A new structure around this was agreed by our Board in January 2021 and a new sub-committee structure was developed through this which will be implemented from April 2021. The second area was for us to work on increasing the diversity of our Board of trustees. During the Spring of 2021 the Board undertook developed a Board Diversity Plan which was agreed by the Board of trustees in March 2021. Through this the Board has committed to increasing it's diversity over the next 2 years and will be undertaking steps in 21/22 to work towards achieving this. Following completion of these pieces of work we were then awarded the Mind Quality Mark.

Where there are vacancies on the Board Trustees are recruited through an external recruitment process . Once recruited trustees will be co-opted onto the Board and then will stand for election at the next Annual General Meeting. In addition, as outlined in the Memorandum and Articles of Association, a proportion of trustees are required to retire and then stand for re-election (if they wish to) at each Annual General Meeting. There are no appointed trustees to the Board.

During 2020-21 it was not possible to hold in person Board meetings and all were held using the video conference platform Zoom. The Board met formally on 7 occasions, the AGM was held in November 2020 and a Board development workshop was held in July 2020. Between April 2020 and July 2020 the Chair, Vice-Chairs, treasurers, Safeguarding Lead, CEO and Deputy CEO also met regularly as an Executive Group to ensure that there was strong and responsive leadership of the organisation during the first few months of the Pandemic.

Sub-committees aim to provide more in-depth review and scrutiny and then report to Board on their work. The Board Finance sub-committee has met regularly throughout the year with other sub-committees including Policies, Operations, Human Resources and Fundraising being convened and meeting as required. All trustees have access to WSX Mind's internet based filing system (Sharepoint). This means that trustees can much more easily access a whole range of relevant information and documents enabling easier scrutiny of WSX Mind's work by trustees. A number of trustees have undertaken training and development by attending external trustee workshops. As part of their induction all Trustees have been given a copy of the Charity Commission's "The Essential Trustee: What You Need to Know" and "Good Governance: A Code for the Voluntary and Community Sector". Trustees visit projects and actively support events and activities of the Charity. On appointment Trustees are briefed on the activities of the Charity, its management and administration by the Chair and the Chief Executive Officer. They are also updated by regular briefings by staff at Board Meetings and at Trustee Away Days.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021

Statement of trustees' responsibilities

The trustees, who are also the directors of West Sussex Mind for the purpose of company law, are responsible for preparing the Trustees' 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

In accordance with the company's articles, a resolution proposing that Jones Avens Limited be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditors

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

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



Susan Hawker (Chair)

Trustee

Dated: 23/8/21

**INDEPENDENT AUDITOR'S REPORT
TO THE TRUSTEES OF WEST SUSSEX MIND**

Opinion

We have audited the financial statements of West Sussex Mind (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF WEST SUSSEX MIND

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Identification and assessment of irregularities including fraud

As part of our approach to identifying and assessing the risks of material misstatement in respect of irregularities we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including The Companies Act 2006 and The Charities Act 2011.

We also made appropriate enquiries of management as well as considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

**INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF WEST SUSSEX MIND**

Audit response to risks of irregularities including fraud

In addressing the identified risk, our procedures included, but were not limited to:

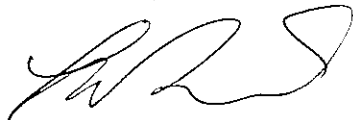
- performing analytical procedures to identify any unusual or unexpected relationships;
- assessing whether judgements and assumptions made in determining the accounting estimates set out in note 2 were indicative of potential bias;
- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Claire Norwood BSc FCA ATII (Senior Statutory Auditor)
for and on behalf of Jones Avens Limited

15/9/21

**Chartered Accountants
Statutory Auditor**

Piper House
4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Jones Avens Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

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

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
<u>Income and endowments from:</u>							
Donations and legacies	3	168,236	140,410	308,646	729,151	311,500	1,040,651
Charitable activities	4	1,735,329	243,879	1,979,208	1,451,712	178,494	1,630,206
Investments	5	13,809	-	13,809	13,145	-	13,145
Other income	6	3	-	3	10,966	-	10,966
Total income		1,917,377	384,289	2,301,666	2,204,974	489,994	2,694,968
<u>Expenditure on:</u>							
Raising funds	8	49,546	-	49,546	52,624	-	52,624
Charitable activities	7	1,778,165	218,264	1,996,429	1,426,809	189,994	1,616,803
Total resources expended		1,827,711	218,264	2,045,975	1,479,433	189,994	1,669,427
Net incoming resources before transfers		89,666	166,025	255,691	725,541	300,000	1,025,541
Gross transfers between funds		300,000	(300,000)	-	-	-	-
Net income/(expenditure) for the year/ Net movement in funds		389,666	(133,975)	255,691	725,541	300,000	1,025,541
Fund balances at 1 April 2020		2,456,235	300,000	2,756,235	1,730,694	-	1,730,694
Fund balances at 31 March 2021		2,845,901	166,025	3,011,926	2,456,235	300,000	2,756,235

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

All income and expenditure derive from continuing activities.

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

BALANCE SHEET

AS AT 31 MARCH 2021

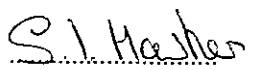
	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	13		1,054,036		1,059,439
Current assets					
Debtors	14	33,959		85,273	
Investments	15	1,510,703		1,285,455	
Cash at bank and in hand		600,903		637,071	
		2,145,565		2,007,799	
Creditors: amounts falling due within one year	16	(187,675)		(311,003)	
Net current assets			1,957,890		1,696,796
Total assets less current liabilities			3,011,926		2,756,235
Income funds					
Restricted funds	18		166,025		300,000
<u>Unrestricted funds</u>					
Designated funds	19	1,500,003		1,336,699	
General unrestricted funds		1,299,120		1,072,758	
Revaluation reserve		46,778		46,778	
			2,845,901		2,456,235
			3,011,926		2,756,235

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

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

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

The financial statements were approved by the Trustees on 22/7/21


 Susan Hawker (Chair)
 Trustee

Company Registration No. 08884776

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash generated from operations	23		194,729		1,004,474
Investing activities					
Purchase of tangible fixed assets		(19,458)		(625,160)	
Purchase of investments		(302,056)		(1,029,362)	
Proceeds on disposal of investments		76,808		703,511	
Investment income received		13,809		13,145	
Net cash used in investing activities			(230,897)		(937,866)
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(36,168)		66,608
Cash and cash equivalents at beginning of year			637,071		570,463
Cash and cash equivalents at end of year			600,903		637,071

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

1 Accounting policies**Charity information**

West Sussex Mind is a private company limited by guarantee incorporated in England and Wales. The registered office is The Gateway, 8-10 Durrington Lane, Worthing, West Sussex, BN13 2QG.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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

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

1.2 Going concern

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

1.3 Charitable funds

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

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

1.4 Income

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

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

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

Grant income from charitable activities is accounted for when performance related conditions have been met.

Grant income is deferred where it relates to a future period.

1.5 Expenditure

All expenditure is dealt with on an accruals basis, and allocated to the appropriated heading in the financial statements.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Governance costs are those costs incurred with constitutional and statutory requirements.

Expenditure is either allocated or is apportioned to individual areas based on staff costs or headcount or by the relevant staff or activity. Funds are transferred from unrestricted funds to fund deficits on restricted areas where no further funding will be forthcoming.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	75 years straight line
Office equipment	20% straight line & 33.3% straight line (IT)

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Assets below £3,000 are not capitalised.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

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

1.9 Financial instruments

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

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

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

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

Derecognition of financial liabilities

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

1.10 Employee benefits

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

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

1.11 Retirement benefits

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

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

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

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

2 Critical accounting estimates and judgements

(Continued)

Key sources of estimation uncertainty

Useful life of tangible fixed assets

The useful lives of assets are determined by management at the time the asset is acquired and reviewed for appropriateness. The lives are based on historical experience with similar assets as well as anticipation of future events, which may impact their life.

Deferred Income

Income is deferred if funding is received in advance of project start date. If funding received straddles the year end, management proportion income on a pro-rata basis over the life of the project funding.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021 £	2021 £	2021 £	2020 £	2020 £	2020 £
Donations and gifts	163,236	140,410	303,646	720,300	311,500	1,031,800
Legacies receivable	5,000	-	5,000	8,851	-	8,851
	<u>168,236</u>	<u>140,410</u>	<u>308,646</u>	<u>729,151</u>	<u>311,500</u>	<u>1,040,651</u>
Donations and gifts						
Donations on merger	-	-	-	637,089	300,000	937,089
CVC Donation	-	135,410	135,410	-	-	-
Other	163,236	5,000	168,236	83,211	11,500	94,711
	<u>163,236</u>	<u>140,410</u>	<u>303,646</u>	<u>720,300</u>	<u>311,500</u>	<u>1,031,800</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

4 Charitable activities

	Mental health support £	Mental health awareness £	Total 2021 £	Total 2020 £
Project and training income	265	17,519	17,784	35,291
Contracts and Performance related grants	1,787,994	171,828	1,959,822	1,525,439
Charitable rental income	180	-	180	17,811
Other income	1,422	-	1,422	51,665
	<u>1,789,861</u>	<u>189,347</u>	<u>1,979,208</u>	<u>1,630,206</u>
Analysis by fund				
Unrestricted funds	1,545,982	189,347	1,735,329	
Restricted funds	243,879	-	243,879	
	<u>1,789,861</u>	<u>189,347</u>	<u>1,979,208</u>	
For the year ended 31 March 2020				
Unrestricted funds	1,257,782	193,930		1,451,712
Restricted funds	73,292	105,202		178,494
	<u>1,331,074</u>	<u>299,132</u>		<u>1,630,206</u>
Contracts and Performance related grants				
NHS	1,382,501	59,259	1,441,760	1,062,078
Big Lottery Fund	149,489	-	149,489	105,202
West Sussex County Council	111,890	96,184	208,074	153,311
National MIND	5,440	60	5,500	-
Pathfinder Alliance	86,946	-	86,946	161,335
Groundwork UK	-	-	-	12,000
Other	51,728	16,325	68,053	31,513
	<u>1,787,994</u>	<u>171,828</u>	<u>1,959,822</u>	<u>1,525,439</u>

5 Investments

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Interest receivable	<u>13,809</u>	<u>13,145</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

6 Other income

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Other income	3	10,966

7 Charitable activities

	Mental health support 2021	Mental health awareness 2021	Total 2021	Total 2020
	£	£	£	£
Staff costs	1,432,201	70,504	1,502,705	1,103,688
Depreciation and impairment	17,269	369	17,638	9,993
Non staff costs	165,462	87,192	252,654	264,714
Involvement and peer support costs	-	-	-	1,545
	<u>1,614,932</u>	<u>158,065</u>	<u>1,772,997</u>	<u>1,379,940</u>
Share of support costs (see note 10)	172,022	40,351	212,373	226,070
Share of governance costs (see note 10)	8,958	2,101	11,059	10,793
	<u>1,795,912</u>	<u>200,517</u>	<u>1,996,429</u>	<u>1,616,803</u>
Analysis by fund				
Unrestricted funds	1,577,648	200,517	1,778,165	1,426,809
Restricted funds	218,264	-	218,264	189,994
	<u>1,795,912</u>	<u>200,517</u>	<u>1,996,429</u>	<u>1,616,803</u>
For the year ended 31 March 2020				
Unrestricted funds	1,213,312	213,497		1,426,809
Restricted funds	84,792	105,202		189,994
	<u>1,298,104</u>	<u>318,699</u>		<u>1,616,803</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

8 Raising funds

	2021	2020
	£	£
<u>Fundraising and publicity</u>		
Other fundraising costs	9,738	4,029
Staff costs	39,808	48,595
Fundraising and publicity	<u>49,546</u>	<u>52,624</u>

9 Description of charitable activitiesMental health support

Services which support achieving our objective around promoting the preservation of good mental health in particular around enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.

Mental health awareness

Services with support achieving our objective around relieving the needs of people with mental health problems by working to increase understanding of mental health and mental health problems, by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination.

10 Support costs

	Support costs	Governance costs	2021	2020
	£	£	£	£
Staff costs	144,390	-	144,390	131,806
Premises costs	23,089	-	23,089	28,413
Insurances	8,676	-	8,676	5,176
Information technology	8,257	-	8,257	16,534
Other general costs	20,738	-	20,738	37,451
Depreciation	7,223	-	7,223	6,690
Audit fees	-	7,286	7,286	8,618
Legal and professional	-	3,773	3,773	2,175
	<u>212,373</u>	<u>11,059</u>	<u>223,432</u>	<u>236,863</u>
Analysed between				
Charitable activities	<u>212,373</u>	<u>11,059</u>	<u>223,432</u>	<u>236,863</u>

Basis of allocation: Support and Governance costs are allocated to Charitable Activities on the basis of the percentage of direct charitable costs.

Governance costs includes payments to the auditors of £7,500 (2020- £8,500) for audit fees.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, and none of them were reimbursed any expenses (2020- £9.50 for travel expenses).

12 Employees**Number of employees**

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Staff	88	65

Employment costs

	2021 £	2020 £
Salaries	1,500,722	1,141,115
Social security costs	105,624	80,573
Other pension costs	80,557	62,401
	<u>1,686,903</u>	<u>1,284,089</u>

There were no employees whose annual remuneration was £60,000 or more.

13 Tangible fixed assets

	Freehold land and buildings £	Office equipment £	Total £
Cost or valuation			
At 1 April 2020	1,060,000	62,249	1,122,249
Additions	-	19,458	19,458
At 31 March 2021	<u>1,060,000</u>	<u>81,707</u>	<u>1,141,707</u>
Depreciation and impairment			
At 1 April 2020	19,171	43,639	62,810
Depreciation charged in the year	14,130	10,731	24,861
At 31 March 2021	<u>33,301</u>	<u>54,370</u>	<u>87,671</u>
Carrying amount			
At 31 March 2021	<u>1,026,699</u>	<u>27,337</u>	<u>1,054,036</u>
At 31 March 2020	<u>1,040,829</u>	<u>18,610</u>	<u>1,059,439</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

13 Tangible fixed assets

(Continued)

Land and buildings for The Gateway, Worthing with a carrying amount of £413,222 were revalued on 11 October 2017 by C.G. Spratt & Son Limited at £460,000, independent valuers not connected with the charity on the basis of market value. The valuation conforms to International Valuation Standards and was based on recent market transactions on arm's length terms for similar properties.

Following the merger with Shoreham & District Mental Health Association, The Cornerhouse was acquired which had a value totalling £600,000.

At 31 March 2021, had the revalued assets been carried at historic cost less accumulated depreciation and accumulated impairment losses, the carrying amount would have been approximately £980,715 (2020 - £994,573).

14 Debtors

	2021	2020
	£	£
Amounts falling due within one year:		
Trade debtors	8,420	67,827
Other debtors	11,542	8,310
Prepayments and accrued income	13,997	9,136
	<u>33,959</u>	<u>85,273</u>

15 Current asset investments

	2021	2020
	£	£
Cash deposits with notice period of 90 days or more	1,510,703	1,285,455
	<u>1,510,703</u>	<u>1,285,455</u>

16 Creditors: amounts falling due within one year

	2021	2020
	£	£
Other taxation and social security	29,898	26,720
Deferred income	84,420	199,384
Trade creditors	33,222	15,492
Other creditors	-	8,596
Accruals and deferred income	40,135	60,811
	<u>187,675</u>	<u>311,003</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

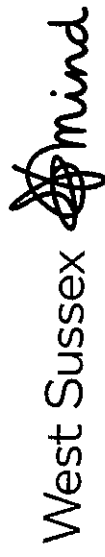
17 Deferred income

	2021 £	2020 £
Arising from government contracts and grants	54,010	66,810
Other deferred income	30,410	132,574
	<u>84,420</u>	<u>199,384</u>
Current liabilities	<u>84,420</u>	<u>199,384</u>

Government contracts and grants in advance have been deferred on the basis that they represent contracts and grants received relating to future financial periods.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

18 Restricted funds

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

	Movement in funds			Balance at	Movement in funds			Transfers	Balance at
	Incoming	Resources	expended	1 April 2020	Incoming	Resources	expended	31 March 2021	
	£	£	£	£	resources	£	£	£	£
Big Lottery Fund 'Awards for All'	10,000	(10,000)	-	-	-	-	-	-	-
National Lottery Community Fund	95,202	(95,202)	-	-	139,489	(122,926)	-	-	16,563
Ian Askew Charitable Trust	500	(500)	-	-	-	-	-	-	-
Garfield Weston	10,000	(10,000)	-	-	-	-	-	-	-
Friarsgate Trust	1,000	(1,000)	-	-	-	-	-	-	-
Fixed asset fund - The Cornerhouse	300,000	-	300,000	-	-	-	(300,000)	-	-
Chanctonbury Fund	73,292	(73,292)	-	-	104,390	(70,947)	-	-	33,443
CVC Donation	-	-	-	-	135,410	(19,391)	-	-	116,019
Boltini Trust	-	-	-	-	5,000	(5,000)	-	-	-
	489,994	(189,994)		300,000	384,289	(218,264)	(300,000)		166,025

WEST SUSSEX MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

18	Restricted funds	(Continued)
	The National Lottery Community Fund A three year grant, funds for 2020/21 (year 2), to run our Families in Mind service which supports parents. Fixed Asset Fund - The Cornerhouse Second charge on the property given to assist with the original purchase of the property from which services are run in the Shoreham area. This charge was removed in the year. Chanctonbury Fund Funds received to support and deliver the recovery services in the Chanctonbury area, part of our 'Downs' service, during 2020/21. CVC Donation A generous donation, to span over 2 years, to assist the charity to adapt and further develop our services to best help people whose mental health has been affected by the pandemic. Boltini Trust Awarded to support our Midhurst Hub service who support individuals in Midhurst and the surrounding rural areas north of Chichester.	

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

19 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds			Movement in funds			Transfers	Balance at 31 March 2021
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 1 April 2020 £	Incoming resources £	Resources expended £		
Youth project support	38,950	56,205	(38,950)	56,205	-	(56,205)	-	-
Families in mind support	14,620	-	(14,620)	-	-	-	-	-
Bridging fund	58,120	-	(58,120)	-	-	-	-	-
Development fund	19,296	12,851	(32,147)	-	-	-	-	-
Fixed asset fund	404,184	325,160	(16,683)	712,661	19,458	(24,860)	300,000	1,007,259
Legacy	600,000	-	(99,166)	500,834	-	(70,310)	-	430,524
Upkeep of the Cornerhouse building	-	70,000	(3,001)	66,999	-	(4,779)	-	62,220
Merger costs	-	10,000	(10,000)	-	-	-	-	-
	1,135,170	474,216	(272,687)	1,336,699	19,458	(156,154)	300,000	1,500,003

Youth Project Support

This fund will be used to partially support our young peoples project while funding is sought and secured.

Fixed Asset Fund - The Gateway, The Cornerhouse & Office Equipment

The fixed asset fund is an amount equivalent to the net book value of The Gateway building, The Cornerhouse building and the office equipment at the balance sheet date, excluding property revaluation of £46,778.

Legacy

To support the cost of some unfunded projects, either until funding is secured or because trustees feel the offer is part of our charities objectives, growth, sustainability and service user wellbeing from April 2019 of the charity. Support is expected to span for three years.

Upkeep of The Cornerhouse Building

To maintain the upkeep of The Cornerhouse building over the coming years.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

20 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	1,054,036	-	1,054,036	759,439	300,000	1,059,439
Current assets/ (liabilities)	1,791,865	166,025	1,957,890	1,696,796	-	1,696,796
	<u>2,845,901</u>	<u>166,025</u>	<u>3,011,926</u>	<u>2,456,235</u>	<u>300,000</u>	<u>2,756,235</u>

21 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Within one year	4,314	3,807
Between two and five years	7,329	9,147
	<u>11,643</u>	<u>12,954</u>

22 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2021 £	2020 £
Aggregate compensation	<u>105,674</u>	<u>105,642</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

23 Cash generated from operations	2021 £	2020 £
Surplus for the year	255,691	1,025,541
Adjustments for:		
Investment income recognised in statement of financial activities	(13,809)	(13,145)
Depreciation and impairment of tangible fixed assets	24,861	16,683
Movements in working capital:		
Decrease/(increase) in debtors	51,314	(41,235)
(Decrease)/increase in creditors	(8,364)	17,081
(Decrease) in deferred income	(114,964)	(451)
Cash generated from operations	194,729	1,004,474
24 Analysis of changes in net funds		
The charity had no debt during the year.		
25 Non-audit services provided by the auditors		

In common with many charities of our size and nature we use our auditors to assist with the preparation of the statutory financial statements.

