

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

---

**CONTENTS**

---

	<b>Page</b>
Chair's report	1
Trustees' report	2 - 11
Independent auditor's report	12 - 14
Statement of financial activities	15
Balance sheet	16
Statement of cash flows	17
Notes to the financial statements	18 - 32

---

## 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
<b>Free reserves</b>	<b>£1,299,120</b>	<b>£1,072,758</b>

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
<b>Free reserves</b>	<b>£1,057,679</b>

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:

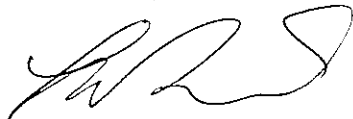
- performing analytical procedures to identify any unusual or unexpected relationships;
- assessing whether judgements and assumptions made in determining the accounting estimates set out in note 2 were indicative of potential bias;
- agreeing financial statement disclosures to underlying supporting 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 £
<b><u>Income and endowments from:</u></b>							
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
<b>Total income</b>		<b>1,917,377</b>	<b>384,289</b>	<b>2,301,666</b>	<b>2,204,974</b>	<b>489,994</b>	<b>2,694,968</b>
<b><u>Expenditure on:</u></b>							
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
<b>Total resources expended</b>		<b>1,827,711</b>	<b>218,264</b>	<b>2,045,975</b>	<b>1,479,433</b>	<b>189,994</b>	<b>1,669,427</b>
<b>Net incoming resources before transfers</b>		<b>89,666</b>	<b>166,025</b>	<b>255,691</b>	<b>725,541</b>	<b>300,000</b>	<b>1,025,541</b>
Gross transfers between funds		300,000	(300,000)	-	-	-	-
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>389,666</b>	<b>(133,975)</b>	<b>255,691</b>	<b>725,541</b>	<b>300,000</b>	<b>1,025,541</b>
Fund balances at 1 April 2020		2,456,235	300,000	2,756,235	1,730,694	-	1,730,694
<b>Fund balances at 31 March 2021</b>		<b>2,845,901</b>	<b>166,025</b>	<b>3,011,926</b>	<b>2,456,235</b>	<b>300,000</b>	<b>2,756,235</b>

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

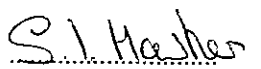
	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	13		1,054,036		1,059,439
<b>Current assets</b>					
Debtors	14	33,959		85,273	
Investments	15	1,510,703		1,285,455	
Cash at bank and in hand		600,903		637,071	
		2,145,565		2,007,799	
<b>Creditors: amounts falling due within one year</b>	16	(187,675)		(311,003)	
Net current assets			1,957,890		1,696,796
<b>Total assets less current liabilities</b>			3,011,926		2,756,235
<b>Income funds</b>					
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 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	23		194,729		1,004,474
<b>Investing activities</b>					
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	
<b>Net cash used in investing activities</b>			(230,897)		(937,866)
<b>Net cash used in financing activities</b>			-		-
<b>Net (decrease)/increase in cash and cash equivalents</b>			(36,168)		66,608
Cash and cash equivalents at beginning of year			637,071		570,463
<b>Cash and cash equivalents at end of year</b>			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>
<b>Donations and gifts</b>						
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>	
<b>For the year ended 31 March 2020</b>				
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>
<b>Contracts and Performance related grants</b>				
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>
<b>Analysis by fund</b>				
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>
<b>For the year ended 31 March 2020</b>				
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 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	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 £
<b>Cost or valuation</b>			
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>
<b>Depreciation and impairment</b>			
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>
<b>Carrying amount</b>			
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**

---

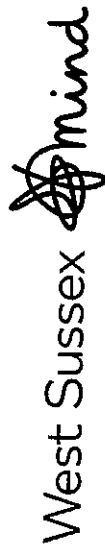
**17 Deferred income**

	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.

\*

# WEST SUSSEX MIND



## 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)
<p><b>The National Lottery Community Fund</b> A three year grant, funds for 2020/21 (year 2), to run our Families in Mind service which supports parents.</p>	
<p><b>Fixed Asset Fund - The Cornerhouse</b> 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.</p>	
<p><b>Chanctonbury Fund</b> Funds received to support and deliver the recovery services in the Chanctonbury area, part of our 'Downs' service, during 2020/21.</p>	
<p><b>CVC Donation</b> 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.</p>	
<p><b>Boltini Trust</b> Awarded to support our Midhurst Hub service who support individuals in Midhurst and the surrounding rural areas north of Chichester.</p>	



# WEST SUSSEX MIND

West Sussex ~~mind~~

## 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**

<b>23</b>	<b>Cash generated from operations</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	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)
	<b>Cash generated from operations</b>	<b>194,729</b>	<b>1,004,474</b>
<b>24</b>	<b>Analysis of changes in net funds</b>		
	The charity had no debt during the year.		
<b>25</b>	<b>Non-audit services provided by the auditors</b>		

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

