

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 la 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:

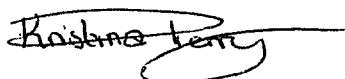
- Making enquiries of management about any known or suspected instances of non-compliance with laws and regulations and fraud;
- Reviewing minutes of meetings of the board and senior management;
- Reading correspondence with regulators;
- Challenging assumptions and judgements made by management in their 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>

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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).

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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.