

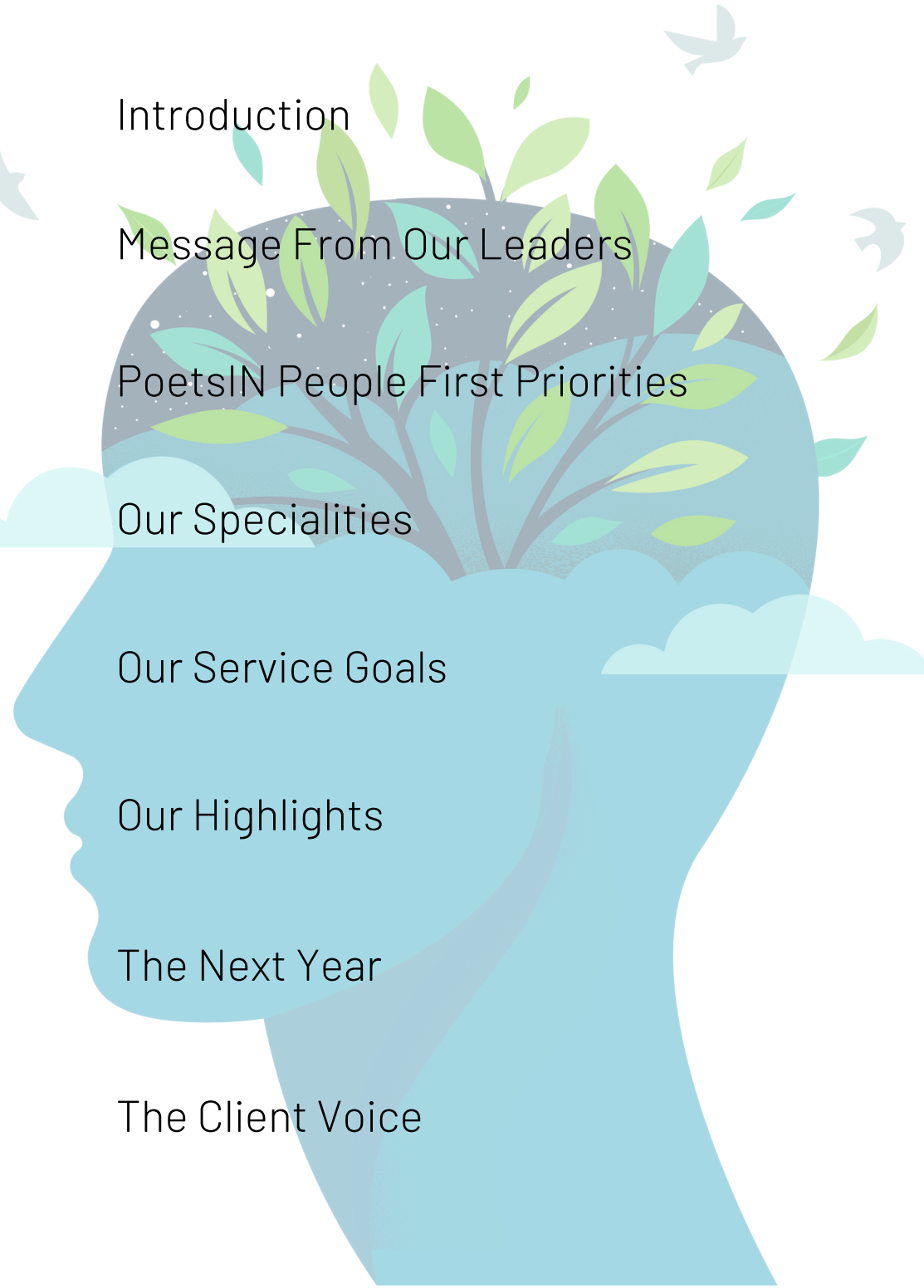
# POETSIN END OF YEAR REPORT



# 2022-2023

# Table of Contents

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01	Introduction
02	Message From Our Leaders
03	PoetsIN People First Priorities
04	Our Specialities
05	Our Service Goals
06	Our Highlights
07	The Next Year
08	The Client Voice

# Introduction

Since inception, PoetsIN has been dedicated in providing mental health support to those in need. Utilising its award-winning creative mental health services, alongside a team with lived-experience, PoetsIN has supported thousands of individuals from all walks of life to change, improve, and save lives.

Over the last year, we have worked with over 5000 people across the UK, providing vital support to adults, children, and young people.

We have provided support via our creative services:

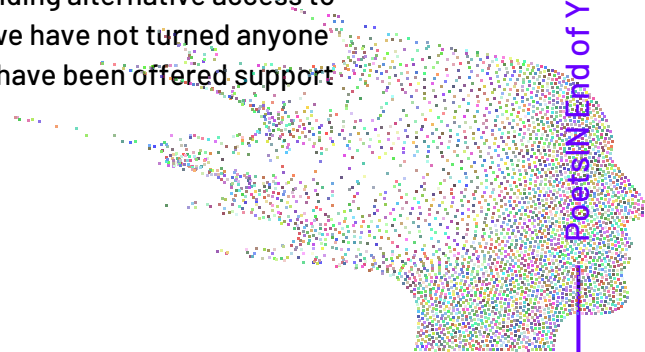
- Creative Mental Health Programme™ Standard
- Creative Mental Health Programme™ Advanced
- The Buddy Service™
- Wellbeing Workshops
- Creative Mental Health Mentorship™
- Creative Mental Health Community™
- Wellbeing in the Workplace Services
- Wellbeing Calls
- Topical Mental Health Sessions
- Coping and understanding grief

We have also empowered individuals to utilise our free resources to improve their mental health and wellbeing with over 5000 downloads.

We have achieved our target of ensuring no one is waiting for support for more than two weeks and have ensured that no one is waiting for a response for longer than 24 business hours.

Whilst providing the above support, we have worked diligently as a team to provide advice, guidance, and education across social media and our website, providing a plethora of free downloadable resources to provide everyone with access to the most up-to-date information on mental health and wellbeing, and managing symptoms with our innovative tools.

This year, we have continued to demonstrate our belief that everyone should have equal access to and opportunity of mental health support by providing alternative access to those who are digitally or physically excluded. This means we have not turned anyone away from our support. 100% of people who have enquired have been offered support from PoetsIN.



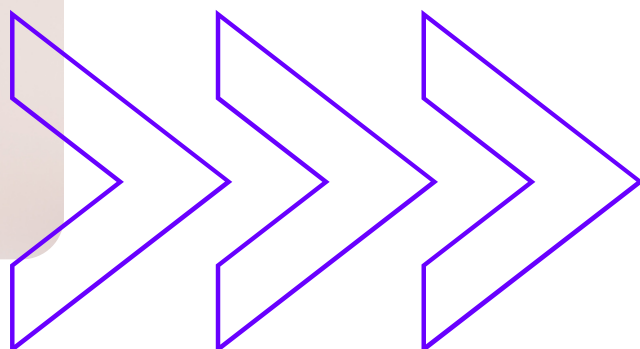
We couldn't be  
more honoured to  
do the work we do.  
We're a small  
charity with big  
goals, creating big  
impact for those  
who struggle with  
their mental  
health.

## Message From Our Leaders

The last 12 months has again proven to be the busiest in our history. Deteriorating mental health across the country has seen PoetsIN receive a high number of self-referrals with clients stating that they have been waiting longer than 12 months for NHS support due to rising waiting lists and a reduction in NHS funding surrounding mental health support. We've also seen a significant increase in the number of under 16's being referred to us by schools, local authorities, and worried parents/carers/loved ones.

We have spent the last 12 months supporting and educating those with varying diagnoses, coming from all walks of life and all corners of the country.

Not only have we improved our services over the last year, we have developed new ones. We are so proud of the results we have achieved both within the efficacy of our support and within client feedback which focuses on the quality of our services and their experiences of it.



# PoetsIN People First Priorities

## Our people first priorities

We have many KPI's and quality driven targets at PoetsIN. The following people first priorities are to ensure that everyone who contacts PoetsIN gets treated equally, fairly, and with the utmost respect and dignity in accordance with our governing policies. Everyone who contacts PoetsIN or utilises our services should feel heard, valued, cared for, and supported.



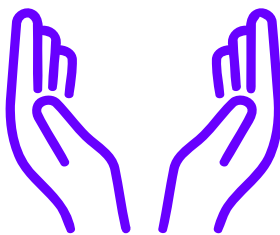
### Priority 1 - Equal access and opportunity

We believe that there are too many discrepancies within our mental health system, with some people not fitting primary criteria but not being "ill enough" for secondary criteria. We believe everyone should have equal opportunity of and access to mental health support.

# 2

### Priority 2 - Quick access to support

Accessing mental health support is often a postcode lottery with some people waiting for 2 years for support – all whilst their mental health deteriorates. We believe that no one should wait longer than 2 weeks for support. Early intervention is key.



### Priority 3 - How we treat clients

Mental health services can often feel as clinical as physical health services. We believe that clients should feel valued, cared for, heard, respected, understood, and supported at all times.



### Priority 4 - Physical and mental health equality

Mental health is often not regarded as equally important as physical health. We believe that mental health should be regarded equally alongside physical health.

# Our Specialities

We are proud to be known by referrers as specialists in our field, working with clients who have complex needs. We've defined our specialities to ensure ease of access for public and private sectors who may want to engage our services for their people. We continue our services to adults, children, and young people, across the UK.

## Children and young people

Alongside our regular services, we provide support for looked after children via virtual schools, schools or social services. We also provide one page profiles, wellbeing reports, attend professionals and PEPs meetings, and provide mental health training and support for teaching and non-teaching staff. We have an excellent track record of working with students who currently are not accessing school.

## Prisons, Probation, and Ex-offenders

We specialise in working with people in prison, those who are on probation, and ex-offenders with both our Creative Mental Health Programme and our bespoke one-to-one services for those within high risk categories. We further specialise in MAPPA clients and working within a multi-disciplinary team to ensure the wellbeing and overall welfare of the client. We ensure that offenders and ex-offenders have equal opportunity of and access to mental health support with a compassionate approach, respecting their dignity.

## Safeguarding

As an organisation that works with children, young people, and vulnerable adults, we have a duty of care to ensure the safety and wellbeing of our clients. We have been commended by social care, educational psychologists, and the MET Police for our excellence within safeguarding.

## Food Banks

We work with a number of food banks across the country and are able to provide food bank vouchers for those struggling to afford food. We are working hard on being able to do this in more areas across the UK.

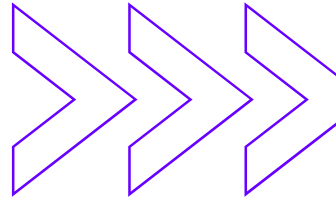
## Social Prescribers / MH Teams / GPs

We often receive referrals from the above and are proud to be able to support the NHS during times where waiting lists are at an all-time high. This demonstrates the trust we have built with Drs, psychologists, and other health professionals.

## Welfare to work

We are proud to be able to provide welfare to work health services. This includes removing mental health barriers allowing clients to access meaningful employment.

# Our Service Goals



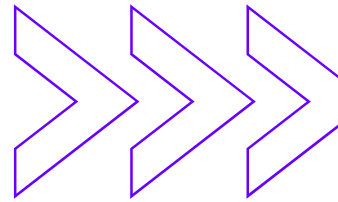
Our service goals are a good way to monitor and measure our progress.

The following are standards we have achieved in the last 12 months, which remain consistent from last year. Our target percentages are between 95% and 100% as we aim to achieve the very best level of service for our clients.

Our KPI Goals	% of the time
Referrals to be acknowledged within 24 business hours.	100%
Triage to be arranged within 48 business hours of initial referral	100%
Clients who disengage to be contacted 3 times to explore ways to support reengagement. Contact must begin 1 day after disengagement.	100%
All clients completing our programme services to have a Wellbeing Report.	100%
All records to be kept up-to-date with clear and concise notes about contact with client.	100%
Clients who have not notified of absence to session to be called to check in on their wellbeing and to arrange session participation.	100%
All clients to receive feedback forms at the end of their programme sessions to give us vital feedback on our service and how we can improve.	100%



# Our Service Goals Contd...



Our service goals are a good way to monitor and measure our progress.

The following are standards we have achieved in the last 12 months, which remain consistent from last year. Our target percentages are between 95% and 100% as we aim to achieve the very best level of service for our clients.

Our KPI Goals	% of the time
All clients must have a session booked to start within one month of referral.	98%
Those who have a session booked within a month but longer than two weeks to have weekly wellbeing calls until session start.	100%
All clients who miss a session are given the opportunity to catch up with the session content.	100%
All clients to have their WEMWBS and impact assessment captured and documented before and after session.	98%
Client feedback rates their experience as positive.	100%
Client feedback rates our service at good or excellent.	100%
Digitally excluded clients are given alternative provision to join.	100%
Clients are either signposted or referred to other support services should this need be identified (housing support, debt support etc).	100%

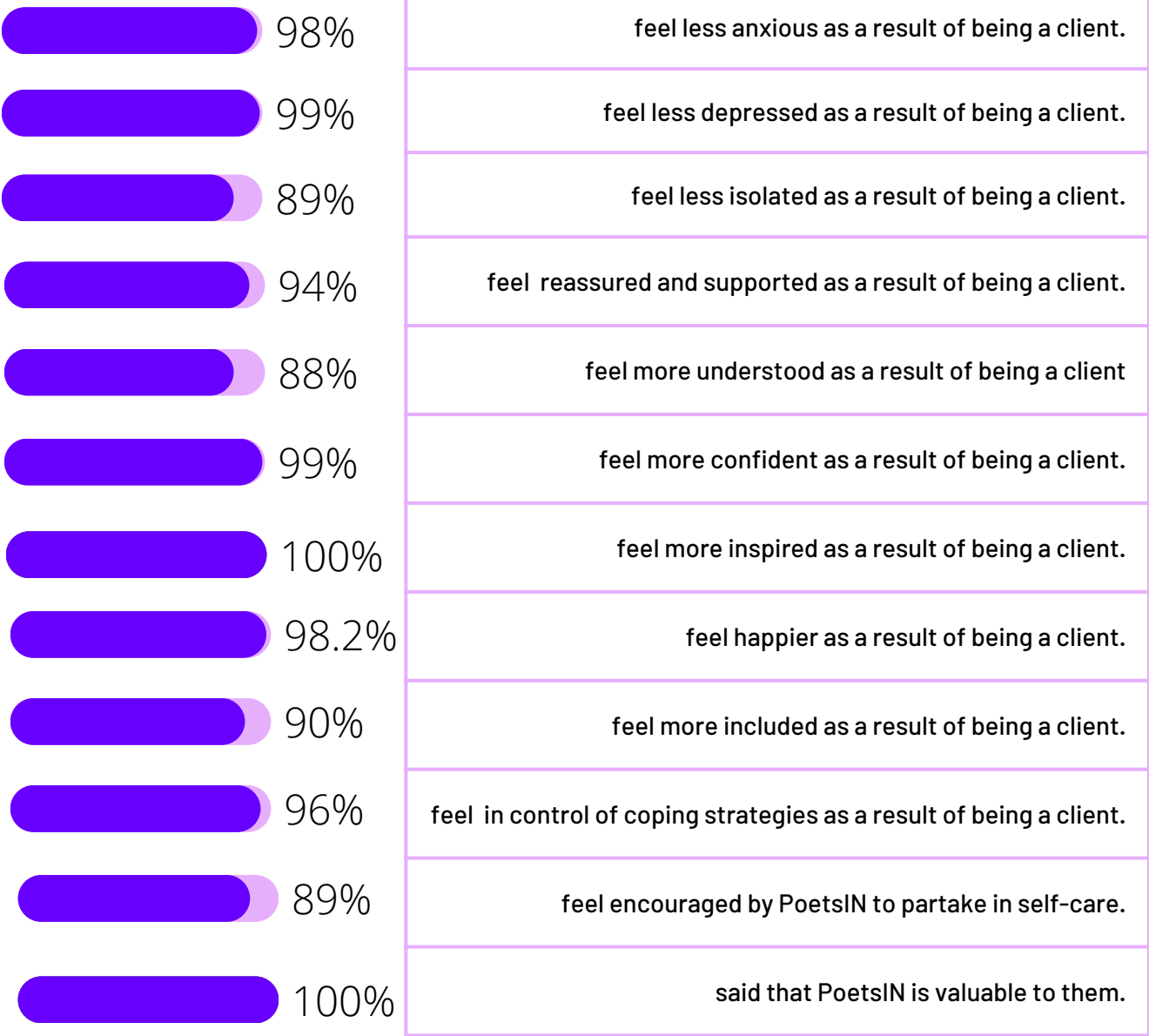


# Service goals are a great way to measure our impact.

Our service goals outlined on the previous two pages set the standard to allow or support provisions to provide maximum impact for our clients.

## Our Impact

Our direct impact within our support programmes is outlined below:



100%

of clients rate their experience as positive and rate our service as good or excellent.

# Our Highlights

Looking back at the last 12 months

We have picked out some of our highlights of the past year.

Through our continued excellence as a specialist service provider for complex cases, providing support where other organisations may struggle.

- Children looked after
- SEND
- Domestic violence
- Complex mental health needs
- Offenders and ex-offenders
- NEET
- Welfare to Work
- Employment wellbeing
- And more...

Delivering our services to other third-sector organisations:

- Stroke Association
- The Princes Trust
- Resolve
- Hacro
- Nacro
- And so many more...

Receiving referrals from our colleagues across statutory agencies, helping lighten their load and provide our insight and expertise:

- NHS IAPT referrals
- NHS CAMHS referrals
- GP referrals
- Probation Service referrals
- Social Prescriber referrals.
- Social services and local authority referrals.
- And more...



- Delivering a workshop to The Royal College of Psychiatry
- Being chosen as Charity of the Year for the second year running for Redwood Bank.
- Speaking on Herts Heart FM every day in Mental Health Awareness week.
- Connected with Clinical Psychologists in West Herts and North and East Herts.
- Nominated charity for Everpress x Kessels Kramer 'on the inside' campaign.
- Working with many organisations to enhance the wellbeing in their workplace.
- Supporting 345 people through our Welfare to work contract via Shaw Trust, commissioned by the DWP.
- Chosen by CCFS for their charity fashion show, raising £36,000 for PoetsIN.
- Delivered session to Ministry of Justice.
- Delivered session to University of Hertfordshire.
- Provided support to older people in Oakview Care Home.
- We were supported by bestselling authors Irvine Welsh and Michael Marshall Smith.
- Provided Programmes, Mentorships and single sessions to schools all across Bedfordshire and Hertfordshire.
- Delivered to Herts Young Homeless, Recovery College Luton, Mind in Mid Herts and more...

# The Next Year

Looking forward over the next 12 months.

We have many goals for the next year and below are the three main continued focuses for the charity which have been identified based on need and demand.



## 01 Children and Young People in Schools

Where 1 in 6 struggle with their mental health, we are committed to working within schools to improve mental health and wellbeing whilst training teachers in mental health matters.



## 02 Adults via third party or self-referrals.

Where 1 in 4 have a diagnosed mental illness, we remain committed to providing impactful support that improves, changes, and saves lives.



## 03 Employees within Organisations.

In a workplace where mental illness is the leading cause of absence, we endeavour to provide employers with wellbeing in their workplace support to reduce mental ill-health within the workplace and increase mental health awareness.

# The Client Voice

You've heard from us, let's hear from them.

Our clients are the most important part of the charity. After all, that's why we exist. To end our report, we think there's no better way than to share their voice and trust us when we say there's plenty more where these came from!

I'm a PoetsIN advocate. What you guys do is amazing. I have seen it make such a huge difference with so many of my participants !!! I had some come back to me and say they want to do it again!

Life changing. So helpful and so grateful for all the help and support I've been given. I was in a bad way before at the end of 2021, was referred to PoetsIN and what a life line. Genuinely the most highly respected people in my life, purely because they have helped me with my mental health, to bring me peace back into my life using coping mechanisms and just manage my mental health more. I will forever be indebted to PoetsIN for all their help. The most selfless, understanding and caring team ever. I hope everyone gets the kind of help and support I have received. Genuinely the nicest and kindest souls I have had the pleasure to work with.

Provide excellent tools for coping with stress, anxiety, depression. I feel a definite improvement in my day-to-day mood.  
Would recommend PoetsIN.

One pupil chose to share his free-writing purge with the group, his form tutor, another teacher and his mum. Both the form tutor and the other teacher said that it made them cry, but also that it seemed that a weight had lifted from his shoulders. The following day, he remained in lessons for the first time in several weeks – then, the next day, he made it two in a row. As this pupil was a reluctant writer, it was phenomenal to see this pupil carry the notebook everywhere he went and putting it all down on paper.

The response from all involved has been amazing and we cannot wait to go again with the next group. PoetsIN – you rock!

What a privilege to experience the amazing work of The Creative Mental Health Charity, PoetsIN. They ran an amazing wellbeing workshop which had us all captivated and inspired. I have been told by staff and volunteers this was "the best mental health session I've been on" and "I'm taking these tools straight to my manager to use in my team". Needless to say we loved it.

Looking forward to having PoetsIN back for more.

Very honest and open. No judgement on what people were saying. Quite fun and also thought provoking.

# POETSIN

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	A McCart I Hawtin B Alexander L Wilsher Mr M Walters Mr B Smyth
<b>Charity number</b>	1174754
<b>Principal address</b>	Eco Innovation Centre Peterscourt City Road Peterborough United Kingdom PE1 1SA
<b>Independent examiner</b>	Azets Westpoint Lynch Wood Peterborough Cambridgeshire United Kingdom PE2 6FZ

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# POETSIN

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 30 SEPTEMBER 2023

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The trustees present their annual report and financial statements for the year ended 30 September 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 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) (effective 1 January 2019)".

#### **Objectives and activities**

The objects of the CIO are: to promote the rehabilitation and the physical and mental health of those with mental illness, disabilities, addictions, those who are homeless or imprisoned or at risk of offending / reoffending upon release from prison through the use of creative writing and mentoring to help aid mental wellbeing, reduce anxiety, depression, self harm and to increase self confidence and self-worth of those who struggle with social anxiety.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

The accompanying end of year report outlines our progress and achievements over the last year.

#### **Financial review**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between six and nine month's expenditure. The trustees consider that reserves at this level will ensure that, given the risk nature of our beneficiaries, they will be able to continue to benefit from the charity's support while consideration is given to ways in which additional funds may be raised, and to further ensure financial resilience and stability to provide beneficiaries with continued and consistent support.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Structure, governance and management**

The charity is a charitable incorporation organisation which was registered with the Charity Commission on 20 September 2017.

The trustees who served during the year and up to the date of signature of the financial statements were:

A McCart  
I Hawtin  
B Alexander  
L Wilsher  
Mr M Walters  
Mr B Smyth

The charity's constitution requires a minimum of three Trustees. Trustees are appointed for a term of three years. They are appointed by majority agreement of current trustees.

The charity looks to recruit trustees that have experience in one of the key areas agreed upon by the trustees. These include, but are not limited to: finance, third sector experience, and mental health sector experience.

Trustees are required to attend any training sessions that aid their understanding and increase their knowledge to be able to continue to carry out their duties as a trustee effectively.

None of the trustees have any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.



## POETSIN

### TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

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#### Public benefit statement

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

The board of trustees (also known as the Charity Directors), administer the charity. The board meets quarterly to discuss performance, development, finance, policy, and impact. A CEO and COO are appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the CEO and COO have delegated authority, within terms of delegation approved by the trustees, for operational matters including recruitment, employee and volunteer management, developing services, and interagency relationships. The scope of delegation approved by the trustees may change from time to time where it benefits the interests of the charity and its service users.

#### Statement of trustees' responsibilities

The trustees 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).

The law applicable to charities in England and Wales 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 of the charity 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 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 sufficient 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

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



I Hawtin  
Trustee

Date: 16/4/24



# POETSIN

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF POETSIN

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I report to the trustees on my examination of the financial statements of Poetsin (the charity) for the year ended 30 September 2023.

### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of , which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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



**Mark Jackson FCA DChA**

Westpoint  
Lynch Wood  
Peterborough  
Cambridgeshire  
PE2 6FZ  
United Kingdom

Dated: 19/04/2024.....

# POETSIN

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 30 SEPTEMBER 2023**

### Current financial year

		Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
	Notes					
<b>Income from:</b>						
Donations and legacies	3	123,240	-	92,569	215,809	224,937
Charitable activities	4	44,486	-	-	44,486	40,371
<b>Total income</b>		167,726	-	92,569	260,295	265,308
<b>Expenditure on:</b>						
Raising funds	5	3,649	-	-	3,649	12,510
Charitable activities	6	138,385	-	92,569	230,954	167,046
<b>Total expenditure</b>		142,034	-	92,569	234,603	179,556
<b>Net incoming resources before transfers</b>		25,692	-	-	25,692	85,752
Gross transfers between funds		(2,250)	-	2,250	-	-
<b>Net income for the year/ Net movement in funds</b>		23,442	-	2,250	25,692	85,752
Fund balances at 1 October 2022		151,627	10,000	-	161,627	75,875
<b>Fund balances at 30 September 2023</b>		175,069	10,000	2,250	187,319	161,627

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

All income and expenditure derive from continuing activities.

# POETSIN

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

**FOR THE YEAR ENDED 30 SEPTEMBER 2023**

Prior financial year

		Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes				
<b>Income from:</b>					
Donations and legacies	3	163,325	-	61,612	224,937
Charitable activities	4	40,371	-	-	40,371
<b>Total income</b>		203,696	-	61,612	265,308
<b>Expenditure on:</b>					
Raising funds	5	12,510	-	-	12,510
Charitable activities	6	105,434	-	61,612	167,046
<b>Total expenditure</b>		117,944	-	61,612	179,556
<b>Net incoming resources before transfers</b>		85,752	-	-	85,752
<b>Net income for the year/ Net movement in funds</b>		85,752	-	-	85,752
Fund balances at 1 October 2021		65,875	10,000	-	75,875
<b>Fund balances at 30 September 2022</b>		151,627	10,000	-	161,627

# POETSIN

## BALANCE SHEET

AS AT 30 SEPTEMBER 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	11		-		298
<b>Current assets</b>					
Debtors	12	101,929		105,578	
Cash at bank and in hand		88,344		58,353	
		190,273		163,931	
<b>Creditors: amounts falling due within one year</b>	13	(2,954)		(2,602)	
Net current assets			187,319		161,329
<b>Total assets less current liabilities</b>			187,319		161,627
<b>Income funds</b>					
Restricted funds	14		2,250		-
<u>Unrestricted funds</u>					
Designated funds	15	10,000		10,000	
General unrestricted funds		175,069		48,677	
			185,069		58,677
			187,319		161,627

The financial statements were approved by the Trustees on 16/4/24

I Hawtin  
Trustee

# POETSIN

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

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### 1 Accounting policies

#### Charity information

Poetsin is a charitable incorporation organisation which was registered with the Charity Commission on 20 September 2017.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 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) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

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

#### 1.2 Going concern

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

#### 1.3 Charitable funds

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

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

#### 1.4 Income

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

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

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

#### 1.5 Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to expenditure.

# POETSIN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

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### 1 Accounting policies

(Continued)

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

#### 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:

Computers	33% Straight line
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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.

#### 1.7 Impairment of fixed assets

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

#### 1.8 Cash and cash equivalents

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

#### 1.9 Financial instruments

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

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

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

##### **Basic financial assets**

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

# POETSIN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

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### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

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

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

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

#### **Derecognition of financial liabilities**

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

#### **1.10 Employee benefits**

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

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

#### **1.11 Retirement benefits**

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

### 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.



# POETSIN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 30 SEPTEMBER 2023**

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023 £	2023 £	2023 £	2022 £	2022 £	2022 £
Donations and gifts	23,240	-	23,240	15,303	-	15,303
Grants receivable	100,000	92,569	192,569	148,022	61,612	209,634
	<u>123,240</u>	<u>92,569</u>	<u>215,809</u>	<u>163,325</u>	<u>61,612</u>	<u>224,937</u>

# POETSIN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

### 4 Charitable activities

	2023 £	2020 £
Delivering workshops and group sessions	44,486	40,371

### 5 Raising funds

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
<u>Fundraising and publicity</u>		
Other fundraising costs	3,649	12,510
	3,649	12,510

### 6 Charitable activities

	2023 £	2022 £
Staff costs	148,620	120,320
Depreciation and impairment	298	429
Creative design services	13,254	12,742
Project workers	30,765	9,180
	192,937	142,671
Share of support costs (see note 7)	32,156	21,345
Share of governance costs (see note 7)	5,861	3,030
	230,954	167,046
<b>Analysis by fund</b>		
Unrestricted funds	138,385	105,434
Restricted funds	92,569	61,612
	230,954	167,046

# POETSIN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

### 7 Support costs

	Support costs £	Governance costs £	2023 Support costs £	Governance costs £	2022 £
Advertising and marketing	9,763	-	9,763	9,308	9,308
Bank charges	-	-	-	12	12
Insurance	1,069	-	1,069	1,094	1,094
Rent	432	-	432	432	432
Subscriptions	9,311	-	9,311	3,305	3,305
Payroll charges	889	-	889	648	648
Office administration costs	4,982	-	4,982	1,624	1,624
Computer running costs	3,789	-	3,789	2,300	2,300
Travel	1,850	-	1,850	722	722
Sundry costs	71	-	71	1,900	1,900
Independent examination	-	1,890	1,890	-	1,830
Legal and professional	-	3,971	3,971	-	1,200
	<u>32,156</u>	<u>5,861</u>	<u>38,017</u>	<u>21,345</u>	<u>24,375</u>
Analysed between Charitable activities	<u>32,156</u>	<u>5,861</u>	<u>38,017</u>	<u>21,345</u>	<u>24,375</u>

### 8 Trustees

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

### 9 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	<u>6</u>	<u>5</u>
<b>Employment costs</b>	<b>2023 £</b>	<b>2022 £</b>
Wages and salaries	144,968	117,557
Other pension costs	3,652	2,763
	<u>148,620</u>	<u>120,320</u>

There were no employees whose annual remuneration was more than £60,000.

# POETSIN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

### 10 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.

### 11 Tangible fixed assets

	Computers £
<b>Cost</b>	
At 1 October 2022	1,299
At 30 September 2023	1,299
<b>Depreciation and impairment</b>	
At 1 October 2022	1,001
Depreciation charged in the year	298
At 30 September 2023	1,299
<b>Carrying amount</b>	
At 30 September 2022	298

### 12 Debtors

	2023 £	2022 £
<b>Amounts falling due within one year:</b>		
Trade debtors	865	2,664
Prepayments and accrued income	101,064	102,914
	101,929	105,578

### 13 Creditors: amounts falling due within one year

	2023 £	2022 £
Other creditors	1,034	772
Accruals and deferred income	1,920	1,830
	2,954	2,602

# POETSIN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 30 SEPTEMBER 2023

#### 14 Restricted funds

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

	Movement in funds			Movement in funds			Balance at 30 September 2023
	Incoming resources	Resources expended	Balance at 1 October 2022	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£	£	£
Bedfordshire and Luton Community Foundation	18,459	(18,459)	-	34,928	(34,928)	-	-
Hertfordshire Community Fund	-	-	-	9,920	(9,920)	-	-
NHS Central and North West London	8,258	(8,258)	-	-	-	-	-
NHS BLMK	4,940	(4,940)	-	7,731	(7,731)	-	-
The Lady Margaret Paterson Osbourne Trust (Welwyn)	29,955	(29,955)	-	-	-	2,250	2,250
National Lottery	-	-	-	9,990	(9,990)	-	-
Postcode Places Trust	-	-	-	25,000	(25,000)	-	-
Wixam Tree	-	-	-	5,000	(5,000)	-	-
	<u>61,612</u>	<u>(61,612)</u>	<u>-</u>	<u>92,569</u>	<u>(92,569)</u>	<u>2,250</u>	<u>2,250</u>

# POETSIN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 30 SEPTEMBER 2023

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#### 14 Restricted funds

(Continued)

The grant received from Bedfordshire and Luton Community Foundation is to provide mental health support in and around Luton only.

The grant received from Hertfordshire Community Fund is to provide mental health support in Hertfordshire.

The grant received from NHS Central and North West London is to provide suicide prevention support.

The grant received from NHS BLMK is to provide suicide prevention support within Milton Keynes and surrounding areas.

The grant received from The Lady Margaret Paterson Osbourne Trust (Welwyn) is to provide support for predominantly young people and 20% for older people in Welwyn Garden City and Hatfield.

The grant received from The National Lottery is a core cost to provide mental health support in Bedfordshire and Hertfordshire.

The grant received from Postcode Places Trust is a core cost to provide mental health support in Bedfordshire and Hertfordshire.

The grant received from Wixam Tree is a core cost to provide mental health support in a number of locations.

# POETSIN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

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### 15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 October 2021	Movement in funds Incoming resources	Balance at 1 October 2022	Movement in funds Incoming resources	Balance at 30 September 2023
	£	£	£	£	£
Tech development	10,000	-	10,000	-	10,000
	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>10,000</u>
	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>10,000</u>

A designated fund exists for the future development of technology to further support the service users.



# POETSIN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 30 SEPTEMBER 2023**

### 16 Analysis of net assets between funds

	Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 30 September 2023 are represented by:								
Tangible assets	-	-	-	-	298	-	-	298
Current assets/(liabilities)	175,069	10,000	2,250	187,319	151,329	10,000	-	161,329
	<u>175,069</u>	<u>10,000</u>	<u>2,250</u>	<u>187,319</u>	<u>151,627</u>	<u>10,000</u>	<u>-</u>	<u>161,627</u>

# POETSIN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) *FOR THE YEAR ENDED 30 SEPTEMBER 2023*

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### 17 Related party transactions

There were no disclosable related party transactions during the year.