

# **Openmind.ed CIO**

registered charity (England & Wales) 1185048

## **Trustees' Report for 2023**

This report is for the Charity's financial year 1 Jan to 31 Dec 2023.

In 2023 the Trustees and Members of Openmind.ed CIO ("the Charity") were:

- Chair: Luke Menzies
- Trustee and CEO: Clare Short
- Trustee and Treasurer: Isabel de Salis

The role of Charity Secretary is provided by the Operations Manager, who attends trustee meetings.

### **General**

The Charity, a CIO, is governed by its Constitution as approved by the Charity Commission. The Charity operates on a simple and informal basis, run by its board of trustees. It delivered its charitable activities (services to clients) during the year through the voluntary work of its CEO, Treasurer and Secretary and several fee-paid Associates.

The Charity is governed, and managed at a high level, through periodic trustee meetings and occasional less formal meetings. There is also a Management team. The CEO leads on matters of policy and direction. Financial affairs are handled by the Treasurer and governance oversight provided by the Chair. The Secretary role, currently carried out by the Operations Manager, is responsible for correspondence and records of trustee meetings. The Operations Manager is responsible for carrying out or overseeing administrative activities.

No new trustees were recruited during the year. Since the end of this year, the Charity has developed a recruitment and appointment policy for new trustees and is actively recruiting.

The Charity's work focusses on undertaking and funding activities to promote good mental health and wellbeing amongst those in Education, with a current focus on school students and university students in Bristol. This includes working with school staff, students and their parents. The work includes facilitation of reflective practice groups, running workshops, providing one-to-one mentoring, speaking at school assemblies and holding discussion sessions with parents of students. In addition, the Charity provides occasional funding to small projects aimed at improving mental health and wellbeing of young persons.

### **Main achievements this year**

The main achievements of the Charity in this year were:

- A major contract for reflective practice supervision was agreed with a large multi-academy trust.
- A project to trial the charity working with families was developed.
- Financial processes were developed.
- Reviewing and improving our contractual terms with client schools, including developing pricing structures.
- Recruitment of additional Associates, with a wider range of complementary skills, to deliver services to clients and to run projects.
- Development of recruitment procedures.
- Training funding for key personnel to allow them to develop skills to enhance service delivery.
- Continuing to develop our provision of well-being programmes to Bristol University medical students and liaison with other University faculties to develop offers suited to them.
- The holding of the charity's second 'away day', in which trustees and practitioners met for a day to discuss the work of the Charity, its future, their individual contributions and potential developments.

The Charity was able to achieve its intended public benefit through its delivery of the above activities, on the basis that these activities directly relate to the Charity's charitable objectives. The trustees have had regard to the Charity Commission's guidance on public benefit.

### **Future plans**

The Charity's plans for the future are to continue and expand its current work. This includes engaging more Associates to expand the Charity's work and funding training on key skills for some of those who work for it to assist in the quality and breadth of their delivery.

### **Financial**

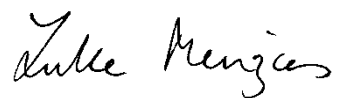
In financial terms, during the year the Charity received income of £107,619 (2022 £49,104) through donations and client fees. Expenditure was £73,100 (2022 £38,952), resulting in a surplus of £34,519 (2022 £10,151) although the majority of this figure is already committed to the payment of Associates to complete the ongoing work with client schools to the end of the current academic year. There were no creditors or debtors at year end.

There were no material risks or uncertainties worthy of note.

The Charity's principal source of fundings are client fees from the educational institutions it works with; donations from private individuals; and donations from other organisations. There are no restricted funds and the Charity's policy is not to accept any restricted funds.

The Charity does not employ any person on a PAYE basis, and has no current plans to do so. Its Associates engaged to assist in the delivery of the Charity's services are engaged on a self-employed, fee-paid basis.

The Charity has no reserves policy and no plan to accumulate substantial reserves. No funds were held by any custodian trustee.

A handwritten signature in black ink, reading "Luke Menzies". The signature is written in a cursive style with a large initial 'L'.

**Luke Menzies**  
Chair of Trustees

Date: 28 August 2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Openmind.ed CIO

1185048

## Receipts and payments accounts

CC16a

For the period  
from

1/1/2023

To

12/31/2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations, legacies & grants	12,478	-	-	12,478	6,609
Fees for charitable services	93,154	-	-	93,154	40,440
Bank interest	101	-	-	101	18
Other	1,886	-	-	1,886	2,037
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Sub total (Gross income for AR)</b>	107,619	-	-	107,619	49,104
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	107,619	-	-	107,619	49,104
<b>A3 Payments</b>					
Bank charges	22	-	-	22	12
Regulatory compliance	97	-	-	97	35
Insurance	447	-	-	447	314
Professional fees	30,115	-	-	30,115	26,382
Travel expenses	3,641	-	-	3,641	4,736
Room hire	11,455	-	-	11,455	2,103
Grants & donations paid	1,301	-	-	1,301	4,923
Training	2,697	-	-	2,697	-
Administration and operational	22,453	-	-	22,453	447
Other	874	-	-	874	-
<b>Sub total</b>	73,100	-	-	73,100	38,952
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	73,100	-	-	73,100	38,952
<b>Net of receipts/(payments)</b>	34,519	-	-	34,519	10,151
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	£26,119.80	-	-	26,120	15,969
<b>Cash funds this year end</b>	60,639	-	-	60,639	26,120

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
<b>B1 Cash funds</b>	Cash in bank account	60,639	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	60,639	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

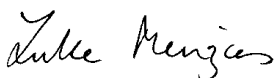
	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Luke Menzies	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Openmind.ed

On accounts for the year  
ended

31/12/2023

Charity no  
(if any)

1185048

Set out on pages

3-4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date:

01/08/2024

Name:

Sally Renison

Relevant professional  
qualification(s) or body  
(if any):

Chartered Accountant (ICAEW)

Address:

86 Kennington Avenue

Bristol BS7 9ES

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.





CHARITY COMMISSION  
FOR ENGLAND AND WALES

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	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

*Luke Menzies*

Print Name

Luke Menzies

Date of approval