



Trustees' Annual Report & Statement of Financial Activity

**for the period 1 April 2022 to 31 March
2023**

Trustees

Eleanore Hargreaves
Diana Davies
Pauline Saxby

Completed 5/10/2023

Mindful Surrey
Charity No: 1187713

1. Introduction

1.1 Charitable Objects

The object of the CIO for the year ending March 31st 2023 was:
To advance education for the public benefit in Surrey and Sussex through the provision of courses in the study and practice of mindfulness training, particularly but not exclusively in educational settings, which enable participants to develop their understanding and awareness of the practice of mindfulness and the beneficial impact it may have upon good mental health and wellbeing.

1.2 Financial period

Our financial period lasts 12 months and runs from April 1st to March 31st.

1.3 Income and spending

Our gross income for the year was £23,619.

This is an increase from the previous year which was £15,591.

The spending was £15,733.

Our accounts are prepared on a receipts and payments basis.

We started the year on 1.4.23 with cash funds of £787.

End of year balance, 31.3.23: £7,886

Full details of receipts and payments can be found in the accounts for the year.

We kept the price for the course at £195 for online and £225 for in-person, as the previous year.

The weekly drop-ins cost £60 for two months.

Our charge to schools varied, according to their location and the length of sessions we provided.

1.4 Government contracts

Mindful Surrey did not receive any contracts from central government or a local authority during the financial period of this return.

1.5 Government grants

Mindful Surrey did not receive any grants from central government or a local authority during the financial period of this return.

1.6 Income breakdown

The total value of income received during the financial period of this return was as follows:

- | | |
|-----------------------------|---------|
| a) Donations and legacies | £7,094 |
| b) Charitable activities | £16,525 |
| c) Other trading activities | Zero |
| d) Investments | Zero |

1.7 Details of Any Funds Materially in Deficit

The Charity has no funds which are materially in deficit.

1.8 Investments Policy & Objectives

The charity does not make investments.

2. Spend

2.1 Grant making

Grant making is not the main way Mindful Surrey carries out its purposes. The charity does not award any grants or make social or programme-related investments.

2.2 Trustee payments

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the charity are reimbursed at cost.

2.3 Statements on liabilities

The trustees declare that:

The charity has given no guarantees where potential liability under the guarantee is outstanding at the date of this statement.

The charity has no debt outstanding at the date of this statement which is owed by the CIO and which is secured by an express charge on any assets of the CIO.

3. Activities outside of the United Kingdom

3.1 Income received from outside the United Kingdom

The charity did not receive income from outside of the United Kingdom in the financial period of this return.

3.2 Delivering charitable activities outside of the United Kingdom

The charity did not deliver charitable activities outside of the United Kingdom in the financial period of this return.

3.3 Spending outside the United Kingdom

The charity did not spend funds outside of the United Kingdom in the financial period of this return.

4. Trading subsidiaries

The charity does not have any trading subsidiaries.

5. Charity addresses and property

The public address details displayed on the Register of Charities are correct.

6. Structure and membership

The charity is not part of a wider group structure with a parent body and subsidiary bodies.

7. Employees and volunteers

7.1 Employees

At the end of the financial period of this return, one self-employed person was working for the charity; she did not work on behalf of the charity outside the UK. There were no permanent employees or people on fixed-term contracts.

7.2 Volunteers

Excluding trustees, approximately four volunteers carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return. Volunteers are used by Mindful Surrey to help with the website, marketing and Google Ads. We are in the Reach volunteering programme and this is the main way we find volunteers to help with aspects of running the charity that Catherine Nasskau does not have time or expertise to do. We worked with 4 people last year: a graphic designer, who designed flyers and posters, and who is in the process of redesigning the website. Also three digital marketing consultants helped with the Google Ads. Our Reach advert for assistance with Google Ads is still open and we hope to find someone with more time to assist in the future.

7.3 Trustee selection methods

There must be at least three charity trustees. The maximum number of trustees is 12.

In accordance with the constitution, trustees are appointed or re-appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

In appointing trustees, due consideration is given to ensuring that the trustees have, between them, the skills and experience necessary to manage the charity effectively and in accordance with charity law.

8. Governance

8.1 Policies and procedures

The charity had the following policies and procedures in place at the end of the financial period of this annual return:

Financial controls policy and procedures
Safeguarding policy and procedures
Risk management policy and procedures
Privacy policy

8.2 Statutory Declaration

The Trustees confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

9. Safeguarding and risk

9.1 Safeguarding

The charity provided services to children and adults at risk in the financial period of the return.

The charity obtained the required level of DBS Checks for all roles which were eligible for them in the financial period of this return.

All required Standard and Enhanced DBS checks were obtained.

9.2 Serious Incidents

The charity is not aware of any serious incidents during the financial period of this return.

10. Activities & achievements

10.1 Overview

Over the year Mindful Surrey has continued to offer mindfulness training to help people with their mental health and wellbeing. Our sessions have been in the form of 8-week courses, drop-in sessions, one-to-one coaching and sessions in schools. Our sessions have been run online and in-person in Dorking, Surrey. Using Zoom has meant that local people who cannot travel can be offered support. More elderly people and those with young children have been coming to online sessions compared to in-person.

10.2 Outputs and outcomes

MBSR (Mindfulness-Based Stress Reduction) courses:

We ran 8-week courses throughout the year. Now most people have had Covid vaccinations and feel comfortable to attend live sessions, many people were keen to attend. Our online courses were popular throughout the year, particularly in the autumn and spring. The MBSR course is the standard mindfulness course taught all over the world which helps people with a wide range of experiences and challenges.

Drop-in sessions:

We ran weekly, live online classes throughout the year. We ran weekly Tuesday morning sessions for everyone and monthly Thursday evenings for people who had taken the MBSR course, with us or elsewhere, or who had a similar level of meditation experience.

One-to-one sessions:

Demand for these continued to grow throughout the year. Some people prefer these to being in a group, or sometimes want to have a few sessions on their own before joining a group.

Schools:

As our public profile and online presence increased, so too did enquiries from schools and colleges who wanted us to run one-off mindfulness sessions. We worked at the Old Vicarage Prep School in Kingston, running sessions for several hundred children at a time. CN uses the Mindfulness in Schools Dotbreathe and Dotbe programmes as the basis for mindfulness with under 18s. We also gave a second introductory session at Godalming Sixth Form College. The World Wildlife Fund (WWF) based in Surrey employed us to run sessions for their staff. The Redoak Centre invited us to run a session for their Surrey Headteachers conference.

Testimonials and feedback:

We request feedback following every course or class, which is shared with trustees. We also publish testimonials on the website. Mindful Surrey is registered with Coursecheck, an organisation that publishes online, unedited feedback and reviews of courses. There is a link to Coursecheck on the website so the public can discover what participants have gained from our MBSR course and other sessions.

Conclusion:

Mindful Surrey is fairly unique as an organisation offering mindfulness training to individuals, schools and organisations who cannot afford to pay for it – not many mindfulness classes are delivered by charities and offered for free. It is worth spending time fund-raising in order to fulfil our mission of making our classes accessible to all.

There continues to be a great need to support people of all ages with their mental health, particularly younger people and children. The NHS waiting lists are long and many people are unable to pay for professional support.

Mindfulness training is very effective at helping people deal with stress, anxiety, depression, bereavement, sleep problems, as well as difficulties with relationships, and physical pain or illness. It is useful that it works so well delivered via live, online sessions.

It is rewarding to read people's testimonials following our courses and to hear how beneficial people found them over the last year. Many people reported that coming to the sessions really helped them with the consequences of the pandemic and the cost-of-living crisis.

10.3 How the public have benefitted

We were delighted to be awarded a grant of £6,500 from the Community Foundation for Surrey (CFS) in December. This was used to support Surrey residents on low incomes. We invite anyone on a low income to attend the online drop-in sessions for free if they cannot afford to pay. Our approach is that income from people who can afford to pay the full amount is used to support the participation of those who are less well-off.

Mindful Surrey ran a free workshop with the Merstham Community Hub support group for people with depression. Thanks to the grant, these will continue with these throughout 2023. We also ran a free introduction event again as part of the Dorking Mindfest Fair, which served to inform local people about the different organisations and support that was available to help with mental health.

10.4 Performance

We met our target for raising sufficient income to run effective courses and events for adults.

10.5 Looking ahead

It was very gratifying to be able to help Surrey residents on low incomes who were in desperate need of help and who could not access any other professional support following the CFS grant. We look forward to continuing with this in the future.

We have applied to the Charity Commission for permission to change our object clause, so that we can increase the number of beneficiaries we support. We want to extend the area we work in from Surrey and Sussex to the whole of the UK. (The application was made on August 7, 2023, and the CC have informed us we should have their answer by December, 2023).

10.6 Principal risks facing the charity

The principal risk facing the charity would be if we were no longer able to participate in the Google Ads Non-profit programme, which gives us \$10,000 worth of Ads a month. This allows us to promote our work online at no cost and results in around 150 website visits a day. There are certain things we need to do on a regular basis for Google to allow us to stay in the programme. Catherine Nasskau spends time working with the digital volunteer managing the ads. This is the most significant factor in maintaining and developing our online presence.

As our classes are delivered online as well as in-person, and what we offer can be adapted according to our income, the charity does not face any other major risks.

Awareness of mindfulness as an effective intervention and tool to support good mental health and wellbeing continues to grow, as does our public profile, and we are steadily

getting an increasing number of referrals, both from professional health practitioners as well as word of mouth. Therefore we have no concerns about Mindful Surrey as a going concern.

11.Reference and administration details

11.1 Charity name & registration

Name of the Charity: Mindful Surrey

Charity No: 1187713

Mindful Surrey is not registered with HM Revenue & Customs

11.2 Charity's principal address

13 Warrenne Rd, Brockham, Surrey RH3 7JY

e-mail: info@mindfulsurrey.co.uk

website: www.mindfulsurrey.co.uk

11.3 Names of the trustees who manage the charity

Diana Davies, Eleanore Hargreaves, Pauline Saxby.

The role of Chair is rotated between the trustees.

11.4 Names of advisors & senior members of staff

Catherine Nasskau, Director of Mindful Surrey, Mindfulness teacher

11.5 Bank

NatWest Bank

12 Station Road East, Oxted, Surrey RH8 0PR

Depot code 063

12.Structure, governance & management

12.1 Type of governing document

Constitution

12.2 Policy on reserves

£200 is to be kept as reserves. Although our income forecast is uncertain, we are able to adapt our expenditure according to our income, and we rarely incur unexpected expenses. We have an arrangement with our usual venue in Dorking that if we are unable to run a course, we do not need to pay any charges as long as we give one month's notice; the venue management are willing to make this a shorter period in exceptional situations, such as during the pandemic when our ability to run in-person sessions was not in our control.

In an emergency we can reduce all costs apart from annual expenses such as website, email, Zoom, insurance and perhaps venue hire. Our reserves would cover those costs for six months. We can always reduce service delivery on a temporary basis in an emergency too. There would be no costs incurred if we had to close down, such as redundancy and we have no outstanding debtors.

Catherine Nasskau is employed on a freelance basis and the agreement is that she would not be employed if there are insufficient funds to pay her quarterly salary. Most participants pay for sessions in advance, with people on low incomes sometimes paying in instalments; all final payments are made by the last session of a course. Therefore it is straightforward to budget and plan for emergencies.

Approved by the Trustees and signed on their behalf.

5 October, 2023

Catherine Nasskau



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
Mindful Surrey	

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01.04.22		3.1.23

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 £
A1 Receipts					
Summer 22 MBSR, Intro	1,330				1,564
Autumn 22 MBSR, Intro	2,453	-	-		2,961
Spring 23 MBSR (x2)	2,850				3,791
June 23 Intro, Autumn 23 MBSR	375				
Drop-ins, retreats	1,690				1,527
1:1s	1,737	-	-		745
Joy Club	4,260				-
Schools, businesses	1,830				550
Grants (6,500), donations (594)	7,094				4,453
Sub total (Gross income for AR)	23,619	-	-		15,591
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts		-	-		15,591
A3 Payments					
April-June 22, CN salary	3,010	-	-		2,720
July-Sept 22, CN salary	3,190				3,190
Oct-Dec 22, CN salary	3,550				3,270
Jan-March 23, CN salary	4,080				3,970
Posters, laminating pouches	40	-	-		41
CPD Supervision	450	-	-		45
Email	66				67
Wix website, domain	141				84
Zoom	120	-	-		144
Venue hire, 120, 120, 420	660				1,105
Insurance	53				58
Leaflet printing	108	-	-		54
Handbooks (200), laminator (40)	240	-	-		110
Stripe banking fees	25				26
Sub total	15,733	-	-		14,884
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments			-		
Net of receipts/(payments)		-	-		
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	787	-	-	787	-
Cash funds this year end	7,886		-		

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds			-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

Summer MBSR

Hazel McNeil	225
Maddy M	30
Miriam McDermott	192
Hannah Spencer	185
Sarah Venn	135
Total	767

Summer Intro

Julia Goddard	65
Dave Hall	60
Elizabeth Pettit	80
Salter	60
Standish	60
Total	325

Summer courses total 1,092

Autumn MBSR

John Harmer	195
Amakye	195
Amanda Wheatland	195
Faye	192
Lizzie Larkun	192
Dawn Green	225
Linda Robson	150

Total 1,344

Autumn Intro

Paul Martin	60
Julia	40

Total 100

Autumn courses total

Spring MBSR

Drop-ins

Leila	120	May-60	Sep-60	
Hanna	180	May-60	Aug-60	Sep-60
Rosemary	120	May-60	Sep-60	
Malcolm	60	Jun-60		
Laura	20			
Rosy	30	Apr-30		
Avril	30	May-30		
Stef	20			
Chantal	60	May-30	Sep-30	
Dara	10			
Hazel	30	Sep-30		
Julia	30	Jun-20	Aug-10	

Total **710**

One-to-ones

Adam Hegarty	700
Katie N-Best	650
Will Simpson	140
Sadie Evans	60
Ellie Hames	70

Total **1,620**

Corporate/Schools

Old Vicarage School	450					
Nestle	80					
Merstham Hub	75					
<i>Surrey Police</i>	<i>120</i>					
Joy Club	1,005	April 110	May 110	June 110	July 135	Aug 540

Total **1,730**

Donations

Mole Valley Lottery	158	Apr-34	May-37	Jun-33	Jul-28	Aug-26
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Total, 19/09 **6,754**

Sept Oct Nov Dec Jan Feb March

Sept Oct Nov Dec Jan Feb March