

**CALM MINDS\_UK YEAR ENDED 31<sup>ST</sup> MARCH 2023**

Company Number 11592461

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
CALM MINDS\_UK**

# **CALM MINDS \_UK YEAR ENDED 31<sup>ST</sup> MARCH 2023**

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## **CALM MINDS \_UK YEAR ENDED 31<sup>ST</sup> MARCH 2023**

### **1<sup>st</sup> Annual Report and Un Audited Accounts**

1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

### **Summary of the Legal and Administrative information**

**For the financial year ending 31<sup>st</sup> March 2023:**

#### **Reference and Administrative Information**

**Charity Name:** Calm Minds-UK

**Charity Registration Number:** 1195611

**Company Registration Number:** 11592461

**Registered Office Address:** Unit 9, New Business Centre, Durning Hall, Earlham Grove,  
London E7 9AB

A Registered Charity and is constituted by a Memorandum and Articles of Association.

The following served as the trustees for the financial year ending 31<sup>st</sup> March 2023:

Miss. Olive Namugalu

M/s. Barbara Were

Mr. Jimmy Mubiru

Mr. William Isiko

Mr. Alphonse Hakimana

# **CALM MINDS\_UK YEAR ENDED 31<sup>ST</sup> MARCH 2023**

## **1 Responsibilities of the Trustees in the preparation of financial Statements:**

The Trustees, who are also directors of the organisation/charity for the purposes of the Companies Act, submit their annual report and the financial statements of Calm Minds-UK for the financial year ending 31 March 2023. The Trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, this includes the company's governing document and the provisions of the Statement of the Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

### **1.1 Organisation status:**

Calm Minds-UK is a registered charity number **1195611**, and it is also registered as a charitable company limited by guarantee but without share capital. First incorporated on the 27<sup>th</sup> of September 2018 under company number **11592461** under the name of Calm Minds-UK.

The Organisation was established under the Memorandum of Association. It is governed under the Articles of Association available on request. If the company is wound up, members are required to contribute an amount not exceeding £1.

### **1.2 Trustees:**

Under the Articles of Association, the Trustees are elected at the Annual General Meeting to serve until the next general meeting. Under the Memorandum and Articles of Association the board composed of the Trustees, at any point in time consists of not less than three and not more than nine members.

### **Induction and training of new Trustees**

New Trustees are provided with the most recent annual accounts, report, and a portfolio of policies and procedures. A Trustees' Handbook with a comprehensive reference pack that includes the governing instrument, details of activities, organisation, assets, accounts, responsibilities, and procedures of the charity. A meeting is held to give new Trustees an understanding of the charity and its activities. Training for Trustees takes place as and when training needs are identified.

### **1.3 Foundation Administration:**

The Trustees and their professional advisors carry out the administration of the Foundation.

### **1.4 Organisational Structure:**

To achieve the main objectives of the organisation, the composition of the Board of Trustees considers the need for specialist skills on the board. The Trustees exercise the legal responsibilities and requirements of a charitable company and meet regularly to receive reports from the staff on work undertaken and the financial position of the organisation. The Chair will oversee the organisation's day-to-day operations, currently managing a team of 12 volunteers, and one sessional/ part-time staff.

### **1.5 Internal control and risk management**

This being our 4<sup>th</sup> year of financial reporting, the Trustees examined the major risks which the charity faces in relation to external factors and relationships, its governance and management, its internal operations, and its business. The management of risk is reviewed by the existing Board of Trustees.



## **CALM MINDS\_UK YEAR ENDED 31<sup>ST</sup> MARCH 2023**

The Trustees will continue to keep under review their systems of internal financial control. The systems being designed will provide reasonable, but not absolute, assurance against material misstatement or loss. They include:

- a) An annual budget approved by the Board of Trustees, but which is regularly reviewed.
- b) Regular consideration by the Trustees of financial results, variance from budgets and performance against the non-financial annual plan.
- c) Delegation of authority and separation of duties.
- d) The internal financial controls conform to guidelines issued by the Charity Commission.

Other risk assessments will be focused on risks arising from fire, Health and Safety of clients visiting premises, in the delivery of our services which includes volunteering in the community and mental health support services to vulnerable people in the community. This year's work has identified only a few minor new risks as we are mainly focussed on organisational development, capacity building, planning and the continuation of recently funded programmes.

Further control and risk management will be focused on the following:

- a) An annual review of the risks the charity may face.
- b) The establishment of systems and procedures to mitigate those risks identified in the assessment; and,
- c) The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

### **1.6 Mission Statement:**

Our mission is to empower and promote the independence of vulnerable people in the community, particularly those who are faced with health and income inequalities in society, while providing a direct response to the challenges they face in life and working with them to overcome lifelong term challenges which may include dealing health challenges such Mental Health, HIV/Aids, and other challenges affecting their progress in life, both in United Kingdom, and in their countries of origin.

### **1.7 Main aims and key objectives of the organisation/charity:**

- The relief of those in need by promoting and supporting the development of advocacy and provision of independent advocacy and support services to individuals and families.
- The relief of the physical and mental sickness of persons in need by reason of loneliness and isolation, addiction to alcohol and substances, by the provision of advocacy to people living with long-term health conditions, Information guidance and support to those struggling to find a purpose in their lives.
- To encourage people who are struggling in life to take an active role in society through volunteering, working together with others towards building-up strong communities through the provision of support to those in need.
- To develop employability skills through training, access to education, and other opportunities.



## **CALM MINDS\_UK YEAR ENDED 31<sup>ST</sup> MARCH 2023**

- To reduce social and economic inequalities among the most disadvantaged families, and others living in the most deprived sections of society, both in the United Kingdom.
- To encourage people from all walks of life to take an active role in society, as well as work together with others towards building-up strong communities and supporting others in need.

### **2.0 Current services**

Our work is mainly focused on providing advocacy and support to people struggling to find a purpose in their lives, supporting those engaged in volunteering work to acquire skills and opportunities for work placements which can enable them to build their skills and knowledge, gain experience and be able to compete in the employment market more effectively. We have continued to engage volunteers in our work ranging from the considerably basic like admin, updating our website and fundraising research, through to assisting us with our youth work as mentors, with the outreach sessions and supervising our youth group.

Our overseas volunteering program is designed for many of our special supporters and friends to make their donations in kind, in terms of their time, expertise and advice, driven by the ethos that by working together we can achieve a lot. Through this programme, we intend to offer a diversity of inspiring projects in other countries, particularly in Africa with prospective volunteer-led programmes to suit groups and individual circumstances.

The year 2021/22 left a huge strain on our organisation in terms of financial challenges, and the loss of many key supportive individuals whom we lost to the pandemic. By the time the pandemic started affecting our way of life, we were in the process of organisational restructuring, and trying to put together new streams of income, have strong teams in place and improve services.

We are currently struggling to get the organisation back on track, as we are faced with several challenges including resource mobilisation and the capacity to deliver our intended services. Something which presents a strong challenge as all activities are volunteer led. The covid-19 lockdown affected most of our programmes and we are now living with uncertainties over the future of the organisation.

Our focus now is on strengthening our capacity once again and delivering effective services, which will include recruiting and training volunteers with the necessary skills needed to mobilise the required resources and meet the needs of those we are intending to serve in the community.

### **2.1 Service Delivery Achievements**

As in the last financial year, over 90% of our beneficiaries were mainly from BAME communities, the majority being people in Africa and of the Asian sub-continent, often stuck in a vicious cycle. It is hard for them to access support programmes like volunteering because of perceptions that "nothing will be gained from working for free". They are resigned to being passive recipients of services and many consider themselves to have nothing to offer. They would also be suffering from the problems of the stigma associated with their immigrant or social /health status for instance in relation to mental health. Some may also be involved in post-code gangs, knife and gun crime and drug and alcohol abuse. They tend to be perceived by other providers as unreliable, lacking skills, violent and dangerous. Other providers may also consider themselves as lacking the necessary skills and knowledge to offer our service users the support that they need. To enable them to recover and play a fuller role in society they would need a culturally appropriate, tailored service, sensitive to events in their lives and their needs.



## **CALM MINDS\_UK YEAR ENDED 31<sup>ST</sup> MARCH 2023**

The aim of our activities has been to break this cycle of deprivation and create opportunities for those holding their lives back in isolation so that they can make informed choices, succeed and make positive contributions to their communities and the wider society.

### **2.2 Leadership and advocacy skills:**

The idea to form the organisation was mainly on working with individuals struggling to find a purpose in their lives, hence helping them to identify and develop their leadership and advocacy skills, with emphasis on overcoming the challenges that they face as disadvantaged members of society. Our aim is to provide them with a wide range of leadership skills which enables them to explore their potential as well as engage them in peer-to-peer advocacy activities around a wide range of issues contributing towards influencing service delivery, policy, and practice.

We hope our work will continue through facilitating and empowering our peer advocacy volunteers to develop projects of their own choice for which we encourage them to successfully apply for funding from a wide range of sources and start projects of their own interest. This will enable many to gain the necessary experience needed to support their peers in developing advocacy skills, developing their own advocacy issues, expressing themselves and finding solutions to challenges that they may be facing in their lives.

### **2.3 Outcome:**

As a result of our efforts to make a difference in the community, and our great work which is currently volunteer-led by the service users themselves, we have increased our services user's database by 83 clients in our 3<sup>rd</sup> financial year as we work towards addressing various mental health-related concerns within the BME communities. We have also been granted further funding from the People's Post Code Lottery/Postcode Society Trust to improve our capacity to deliver elderly services, mental health, and well-being, as well as organizational development.

The funding has enabled us to focus on developing further projects, including IT/Digital Support, working towards reducing the fear and stigma around mental health, encouraging early diagnosis, and increasing access to mental health services for many people. The move will help us to combat and reduce isolation, anxiety, COVID-19 pandemic post-traumatic stress and depression, building the capacities of those who are struggling in their lives to increase their skills, knowledge, and employability through advocacy work.

### **2.4 Our workforce:**

Currently, we have 2 part-time members of staff but most of our services are largely run by volunteers with the support of our trustees. The volunteers are involved in a wide range of activities according to their skills and abilities based on well-structured advocacy and support work plans. Volunteers are actively engaged in various activities which enabled them to support causes they know are important to enriching the lives of others in their communities. The value of the services provided by our volunteers is difficult to quantify but it is agreed, without question, that their support through the different activities that they undertake is extremely valuable to us and remains core to our work. As an organisation, we are truly humbled by the people who come forward to volunteer with us. Our challenge, as ever, is to ensure that we create a mutually beneficial experience. As a result, we extremely value their input in our service planning and delivery. As an organisation, we are focused on providing our volunteers with several training opportunities which will allow them to evaluate all the activities give us feedback and enable us to learn from our mistakes to improve our future performance.

### **3.0 Mental Health Counselling, Advocacy and Support.**



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We have plans in place to develop partnerships with a wide range of other providers with expertise and skills to support our efforts to make a difference in people's. This will include a working partnership with mental health clinics, and other agencies in the community. We are focused on working with others while supporting individuals and families experiencing mental breakdown, depression, or anxieties, while helping them through various campaigns and activities which include the following:

- Befriending, and bereavement consoling
- Self-guided support through one-to-one and group discussion forums
- Advice and information on recovery and wellbeing
- Access to training, and employment opportunities
- Working with volunteers to provide a variety of services to individuals and families.

### **3.1 Digital Inclusion programme:**

This financial year 2022/23, we launched a digital Support Hub for the struggling elderly in the community, and other vulnerable individuals, particularly people from refugees and migrant backgrounds who are being digitally excluded from accessing mainstream online services. The programme provides the elderly with digital knowledge, which in return improves their overall wellbeing and financial independence through our one-to-one online support.

### **3.2 Recycling.**

It's our policy to make our contribution to keeping a clean environment by recycling all our used paper, cardboard paper, files, magazines, junk mail, and delivery boxes, and buy recycled printing paper for office use.

### **3.3 Socially**

Social inclusion is part of our effort in making a difference in the community, we empower those who are socially excluded in society, including refugees, asylum seekers, and members of African and minority ethnic groups. We provide employment support to aid our users to compete within the employment market. We encourage users to be active in enabling social integration, through volunteering and work placements within local community organisations.

### **3.4 Volunteer Support:**

Volunteers are encouraged to use public transport while on volunteer placements; refunds are given to volunteers to cover their out-of-pocket expenses, which include travel and lunch.

## **4.0 Financial Review**

The financial year ending 31st March 2023 was driven by our values and commitment to transparency. The full Statement of our Financial Activities is set out from pages 10 to 12 of this report.

### **4.1 Reserves Policy**

A key element in the management of financial risk is the setting up of a reserves policy and its regular review by trustees. The trustees consider that as a new organisation that is growing and facing several risks, the current reserve level is not adequate. The trustees equally believe that for better organisational development, there is a need to maintain free reserves for the purposes of having a working capital and to undertake research for service/project development.

### **4.2 Trustees' responsibilities in relation to the financial Statements:**



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### 4.2 Trustees' responsibilities in relation to the financial Statements:

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the situation of the charity at the end of the financial year and of its incoming resources and application of resources, including income and expenditure for the financial year. In doing so the trustees are required to:

- a. Select suitable accounting policies and then apply them consistently.
- b. Make judgements and estimates that are reasonable and prudent.
- c. Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.
- d. The trustees are responsible for maintaining proper accounting records which 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 1985.
- e. The trustees 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.
- f. In accordance with company law, as the company's directors, we certify that:
- g. So far as we are aware, there is no relevant audit information of which the examiners of our accounts are unaware; and
- h. As the directors of the company, we have taken all the steps that we ought to have taken to make ourselves aware of any relevant audit information and to establish that the company's independent auditors of accounts are aware of that information.

### 5. Acknowledgement:

The Trustees wish to express a great thanks to all organisations, groups and individuals who have helped us in many ways, while supporting our organisation to develop the capacity and services delivered at our centre.

To mention but a few among them include The Aviva Community Foundation, London City Airport Foundation, The Postcode Society Trust, and many others, as well as members' contributions.

We gratefully appreciate all kinds of support received this financial year, and we extend further thanks to many others who generously donated to our work either in cash or in kind that we have not been able to name here.

Signed on behalf of the Board of Trustees by:



Mr Jimmy Kasawuli Mubiru  
Chair, Board of Trustees



M/s Barbara Were  
Treasurer Board of Trustees

Approved by the Board on: 28<sup>th</sup> April 2023

Calm Minds -UK

Company Nos 11592461

Charity Nos 1195611

Income and Expenditure accounts for Period 1st April 2022 to 31st March 2023

	March 2023	March 2022
<b>Incoming Resources</b>		
Aviva Croud Funding	6,142	-
Post code Lottery donated	22,200	-
City Airport Foundation	2,970	-
W.G Edwards	1,240	-
Arnold Clark	1,000	-
Paypal	1,062	-
GLA	3,072	-
Good things Foundation	3,020	-
HG Wills	500	-
Groundwork UK	-	1,000
Digital Connect Up/ Ocada Volunteer Support)	-	4,060
Contributions from members & supporters		388
Total Incoming Resources	41,206	5,448
<b>Resources Expended</b>		
<b>Salaries</b>	13,355	-
Office Rent	4,950	3,500
Office Admin Expenses	7,272	777
Funded Events & Activities	5,999	-
Insurance	704	385
Covid 19 materials	-	442
Volunteer Expenses	3,293	980
Beneficiaries Covid support	-	3,757
Leaflet Advertising & Promotion	668	-
Website host & Upgrade	2,205	-
Bookkeeping & Accounting Fees	150	-
Total Resources Expended	38,596	10,053
 Net Incoming / Outgoing Resources	 2,610	 -4,605
 Opening Fund Balance B/ Forward	 2202	 6,807
 Closing Fund Balance 31st March 2023	 4,812	 2,202



**Calm Minds -UK**  
**Company Nos 11592461**  
**Charity Nos 1195611**  
**Balance Sheet as at 31st March 2023**

	Notes	2023	2022
			£
<b>Current Assets</b>			
Cash & Bank Balance		4932	162
Debtors		-	2,040
Total Current Assets		<u>4,932</u>	<u>2,202</u>
<b>Creditors: Current Liabilities</b>		120	-
Net Assets as at 31st March 2023		<u><u>4,812</u></u>	<u><u>2,202</u></u>
<b>Net Fund Balance</b>			
<b>Fund</b>			
General ( Unrestricted ) Fund Balance		<u><u>4,812</u></u>	<u><u>2,202</u></u>

The company is entitled to exemption from audit under section 477(2) of the Companies Act 2006 for the period ended 31st March 2023

The members have not required the company to obtain an audit of its financial statements for the period ended 31st March 2023 in accordance with Section 476 of the act.

The directors acknowledge their responsibility for:

- (1) Ensuring that the company keeps accounting records which comply with Section 386
- (2) Preparing the financial statements which gives a true and fair view of the state of affairs of the company as at the end of each finance year in accordance with the requirements of Section 393 of the act and which otherwise comply with the requirements of this Act relating to accounts so far as applicable to the company

The accounts have been prepared in accordance with the special provisions relating to small companies.

Approved by the Trustees on .....

and sig Date 28th/APR/2023

Signed [Signature]

## Notes to the Accounts For Period to 31st March 2023

### 1 Accounting Policies

The accounts have been prepared under historic cost conventions in accordance with applicable accounting standards and the companies Act 2006

The Income and expenditure relating to the activities have been taken into account on an accruals basis

- 2 The main source of Income is from donations and contributions of members. Some income are derived from fundraising activities of the charity and are applied in the furtherance of its charitable objectives
- 3 During the period reported on the charity employd one funded part time position
- 4 No payments were made to Committee members and there was No related party transactions

As a registered charity, the company is exempt from income & corporation tax on income derived from its charitable activities as it falls within the various exemptions available to companies with not for profit charitable activities