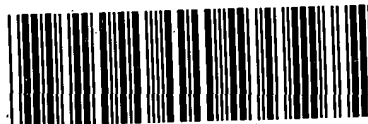


Charity Registration No. 1103172

Company Registration No. 4657718 (England and Wales)

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016

WEDNESDAY



A19 *A5EJWC1M* #264
31/08/2016
COMPANIES HOUSE

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Colin Griffin (Chair) Linda Blake-James Tamsy Baker Neil Chambers Dr Ian Cunliffe Thomas Feury Dr Syed Zaidi
Charity number	1103172
Company number	4657718
Registered office	23 Warterden Road Guildford Surrey GU1 2AZ
Independent examiner	Frances Wilde FCCA DChA Warner Wilde Chartered Certified Accountants 4 Marigold Drive Bisley Surrey GU24 9SF

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

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SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2016

The trustees present their report and accounts for the year ended 31 March 2016.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's governing document, the Charities Act 2011, the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/07/14.

Structure, governance and management

The charity is a company limited by guarantee, it is governed by its Memorandum and Articles of Association and is controlled by the Board of Directors who are also the Trustees.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Colin Griffin (Chair)
Linda Blake-James
Tamsy Baker
Neil Chambers
Dr Ian Cunliffe
Thomas Feury
Dr Syed Zaidi

The business of the Association is managed by the Directors who meet regularly. The day-to-day management of the Canterbury Care Centre is delegated to the Centre Manager.

None of the trustees has 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.

Trustee applications are invited from interested parties and references are taken. An applicant is provided with an induction pack (code of conduct and sample programme), and access to the previous minutes of Trustee meetings and the constitution. To gain an understanding of the Centre's activities and operations, the applicant meets with the Chair and is invited to visit the Centre prior to attending a Board meeting as an observer. If the Trustees and the applicant mutually agree, the applicant's election is recorded at the subsequent AGM.

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. The Association's activities were reviewed periodically in the light of the association's 'Policies' which are updated frequently to ensure that best practice is observed in all its undertakings. The Association also reviews and makes any required revisions to the Policies from time to time as new legislation is enacted.

Objectives and activities

The objectives of the Association are to promote mental health in South West Surrey and to assist in relieving and rehabilitating people suffering from mental health problems or conditions of emotional or mental distress requiring advice and support.

The principal activity of the Association during the year was running a drop-in centre (The Canterbury Care Centre in Guildford) for people with any mental health problems, providing social contact, organised activities and advice.

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

The Directors confirm that they have complied with the duty in of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on Public Benefit.

The beneficiaries of the Association are those who are suffering from mental health problems or conditions of emotional or mental distress. The charity supports people in the local community through provision of a drop-in facility which is not otherwise considered to be available from other local establishments and which is a valuable preventative measure in reducing our members' needs for more complex mental health support and treatment.

The Canterbury Care Centre is open 9:30am to 15:00 on Monday and 9:30am to 13:00 on Thursday and Friday (excluding public holidays). In addition, a number of special activities take place (Christmas Party, Summer picnic, barbeque and seaside trip, etc.). The number of members attending varies. There is an up to date website and facebook page.

Achievements and performance

The Centre has had a successful year, meeting all its objectives. The main aim of the Centre is to provide a drop in facility for members with emotional problems, enduring mental illness and social isolation. It is managed by a part-time paid Manager and a part-time paid Assistant Manager, and they are assisted by a team of dedicated volunteers. A wide range of activities are provided which includes occupational therapy, art classes, relaxation, group work, social groups, discussion groups, and advice sessions from visiting professionals.

Members' views are monitored 6 monthly and their feedback and comments, together with photographs on the website, help provide evidence to funders of the benefits of the activities offered.

An example of a new activity for this year has been regular cultural awareness sessions when a visiting speaker leads members in looking positively at the world around them and encouraging discussion, debate and appropriate expression of views and ideas.

A second new development this year has been a monthly craft activity, which is proving very popular and enabling people to express themselves creatively.

Financial review

The Association has had a good performance this year. This year the Association has achieved a surplus of £7,469 due primarily to grants of £22,500 from Guildford Borough Council, £8,104 from Surrey County Council (via Catalyst/Welcome Project), and £6,240 from Guildford Poyle Charities (part of which has been deferred to 2016-17). The Association aims to maintain funds in the region of 6 months running costs in the belief that the level provides a reasonable buffer against the sudden loss of one or more major sources of income or failure in fundraising.

The Directors have the power to invest money subject to the approval of the Executive Committee and to the terms of any specific trust or obligation.

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

Plans for the future

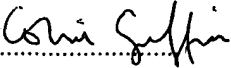
The Centre is now in its 36th year and has seen many changes over that time. Looking forward and recognizing the need to adequately respond to current trends and in consultation with other providers the Management Committee have decided on the following:

1. To continue to improve consultation with funding bodies to identify priority needs
2. To continue to engage with and attend regular meetings of the Guildford & Waverley Mental Health Stakeholder consortium in order to develop and strengthen links with other local mental health providers
3. To re-evaluate and where appropriate, to change, vary and expand the current range of activities in order to meet members' needs and keep in line with current trends
4. To encourage and, where appropriate, to signpost members towards voluntary or paid employment and to provide support and activities which encourage and develop greater self-confidence and feeling of well-being.

Summary

The regular audit which is conducted at the Centre clearly states the members who attend feel they get an excellent service which is delivered in a non judgemental way. While finance is never enough for what could be done, we feel that it is spent wisely and prudently. We are very grateful to those who fund us and who take an active interest in the Centre and we will continue to work with those funders in providing regular monitoring reports in order that the valuable work and activities of the Centre can continue and thrive.

On behalf of the board of trustees


.....
Colin Griffin (Chair)
Trustee
Dated:16/8/2016

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

I report on the accounts of the charity for the year ended 31 March 2016, which are set out on pages 5 to 11.

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of South West Surrey Association for Mental Health Limited for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion under section 144 of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 144 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Frances Wilde FCCA DChA

Warner Wilde
Chartered Certified Accountants
4 Marigold Drive
Bisley
Surrey
GU24 9SF

Dated: 19 August 2016

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

BALANCE SHEET

AS AT 31 MARCH 2016

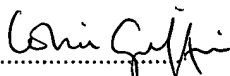
	Notes	2016 £	£	2015 £	£
Current assets					
Debtors	9	46		32	
Cash at bank and in hand		20,361		13,427	
Total current assets		20,407		13,459	
Creditors: amounts falling due within one year	10	(3,706)		(4,227)	
Total assets less current liabilities			16,701		9,232
The funds of the charity					
Income funds					
Restricted funds	11	-		1,774	
Unrestricted funds		16,701		7,458	
Total charity funds		16,701		9,232	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2016. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 16/8/2016


Colin Griffin (Chair)
Trustee

Company Registration No. 4657718

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/07/14, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Companies Act 2006 and applicable regulations.

1.2 Incoming resources

All incoming resources are recognised in the financial statements when the charity becomes legally entitled to the income and it can be quantified with reasonable accuracy. Grants from public bodies have been included as incoming resources from generated funds and are accounted for on a receivable basis.

1.3 Resources expended

Liabilities (and their associated expenditure) are recognised when either a legal or constructive obligation is identified. Fundraising costs are those incurred in seeking voluntary contributions and donations.

1.4 Accumulated funds

Beyond the Cuckoo's Nest: these funds may be used to raise mental health awareness in the community.

1.5 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

2 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Donations and gifts	4,069	-	4,069	1,127
Grants receivable for core activities	30,604	3,640	34,244	33,819
	<u>34,673</u>	<u>3,640</u>	<u>38,313</u>	<u>34,946</u>

Grants receivable for core activities

Unrestricted funds:

Guildford Borough Council			22,500	18,469
Poyle charities			-	5,000
Waverley Borough Council			-	2,246
SADAS			8,104	8,104
			<u>30,604</u>	<u>33,819</u>

Restricted funds:

Poyle charities - restricted			3,640	-
			<u>3,640</u>	<u>-</u>

3 Income from charitable activities

	2016 £	2015 £
Canterbury Care Centre Receipts	3,719	3,141
	<u>3,719</u>	<u>3,141</u>

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

4 Total resources expended	Staff costs £	Other costs £	Total 2016 £	Total 2015 £
Costs of generating funds				
Centre promotion	1,963	-	1,963	1,963
Charitable activities				
<u>Day Centre Drop-In Costs</u>				
Activities undertaken directly	16,474	14,690	31,164	27,653
Support costs	-	1,436	1,436	1,482
Total	16,474	16,126	32,600	29,135
	<u>18,437</u>	<u>16,126</u>	<u>34,563</u>	<u>31,098</u>

Support costs includes payments to the Independent Examiners of £760 (2015: £775).

Of the £31,098 resources expended in 2015, £29,135 was unrestricted expenditure and £1,963 was restricted expenditure.

5 Activities undertaken directly	2016 £	2015 £
Other costs relating to Day Centre Drop-In Costs comprise:		
Food for Lunches	2,767	2,310
Rent	6,065	5,860
Travelling	490	622
Outings	796	508
Staff Training	14	-
Miscellaneous	183	394
Massage Therapy	1,435	1,032
Exercise	770	660
Art Therapy	1,746	2,022
Music	200	220
Bank Charges	100	100
Equipment	124	424
	<u>14,690</u>	<u>14,152</u>

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

6 Support costs	2016	2015
	£	£
Insurance	676	707
Governance costs	760	775
	<u>1,436</u>	<u>1,482</u>

These costs are attributable to the Canterbury Care Centre.

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or reimbursed expenses during the year.

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2016 Number	2015 Number
Operations management	<u>1</u>	<u>1</u>

Employment costs

	2016 £	2015 £
Wages and salaries	<u>18,437</u>	<u>15,464</u>

The full time equivalent staff numbers are comprised of two part time staff.

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

9 Debtors	2016 £	2015 £
Prepayments and accrued income	<u>46</u>	<u>32</u>

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

10 Creditors: amounts falling due within one year	2016 £	2015 £
Trade creditors	115	260
Taxes and social security costs	168	214
Accruals	823	3,753
Deferred income	2,600	-
	3,706	4,227

11 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			Balance at 31 March 2016 £
	Balance at 1 April 2015 £	Incoming resources £	Resources expended £	
The Cuckoo's Nest: Raising Awareness	1,774	-	(1,774)	-
	1,774	-	(1,774)	-

'The Cuckoo's Nest' fund is for raising awareness of mental health issues within the wider community.

12 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2016 are represented by:			
Current assets	17,807	2,600	20,407
Creditors: amounts falling due within one year	(1,106)	(2,600)	(3,706)
	16,701	-	16,701