

Charity Registration No. 1103172

Company Registration No. 4657718 (England and Wales)

**SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**



# **SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	Colin Griffin (Chair) Tamsy Baker Paula Bell Neil Chambers Dr Ian Cunliffe Thomas Feury Michael Wheatley Dr Syed Zaidi	(Appointed 9 November 2016)      (Appointed 7 March 2017)
<b>Charity number</b>	1103172	
<b>Company number</b>	4657718	
<b>Registered office</b>	23 Warterden Road Guildford Surrey GU1 2AZ	
<b>Independent examiner</b>	Frances Wilde FCCA DChA Warner Wilde Chartered Certified Accountants 4 Marigold Drive Bisley Surrey GU24 9SF	
<b>Bankers</b>	HSBC - Guildford 12A North Street Guildford Surrey GU1 4AF	

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# **SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED**

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# **SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2017**

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The trustees present their report and accounts for the year ended 31 March 2017.

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 Memorandum and Articles of Association, 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 applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### **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.

The Directors confirm that they have complied with their 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.). These activities are paid for through donations and fund raising activities rather than by using grant money, 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 Coordinator and a part-time paid Assistant Coordinator, and they are assisted by a team of dedicated volunteers.

A wide range of activities are provided which includes art classes and craft sessions, head massage, group work, music, social groups, discussion groups, general knowledge quizzes, gentle exercise (including dance and competitive games) and literacy activities (including poetry and story building).

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 very popular activity has been regular cultural awareness sessions when a visiting speaker or volunteer leads members in looking positively at the world around them and encouraging discussion, debate and appropriate expression of views and ideas. The monthly Craft activity has continued to be very popular and enabling people to express themselves creatively.

# **SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 31 MARCH 2017**

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### **Financial review**

The Association has had a good performance this year. This year the Association has achieved a surplus of £7,693 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. The Association aims to maintain funds in the region of 6 to 9 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.

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.

### **Plans for the future**

The Centre is now in its 37th year and has seen many changes over that time. Looking forward and recognizing the need to adequately respond to current trends and the increasing need for Mental Health support services, the Management Committee have decided to continue with the plan set out last year as follows:

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 confirms that 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.

### **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)

Tamsy Baker

Paula Bell

(Appointed 9 November 2016)

Linda Blake-James

(Resigned 10 January 2017)

Neil Chambers

Dr Ian Cunliffe

Thomas Feury

Michael Wheatley

(Appointed 7 March 2017)

Dr Syed Zaidi

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# **SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 31 MARCH 2017**

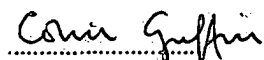
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None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

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 business of the Association (also known as the Canterbury Care Centre) is managed by the Executive Committee. The day-to-day management of the Canterbury Care Centre is delegated to the Centre Coordinator.

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



**Colin Griffin (Chair)**

Trustee

Dated: 26/9/2017

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# **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 2017, which are set out on pages to 13.

#### **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 next statement.

#### **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 section 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: ..... 1 October 2017

# SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2017

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	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
<b><u>Income from:</u></b>					
Donations and legacies	3	33,844	6,240	40,084	38,313
Income from charitable activities	4	3,856	-	3,856	3,719
<b>Total income</b>		<b>37,700</b>	<b>6,240</b>	<b>43,940</b>	<b>42,032</b>
<b><u>Expenditure on:</u></b>					
Raising funds	5	-	-	-	1,963
Charitable activities	6	30,007	6,240	36,247	32,600
<b>Total resources expended</b>		<b>30,007</b>	<b>6,240</b>	<b>36,247</b>	<b>34,563</b>
<b>Net income for the year/ Net movement in funds</b>		<b>7,693</b>	<b>-</b>	<b>7,693</b>	<b>7,469</b>
Fund balances at 1 April 2016		16,701	-	16,701	9,232
<b>Fund balances at 31 March 2017</b>		<b>24,394</b>	<b>-</b>	<b>24,394</b>	<b>16,701</b>

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



# SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

## BALANCE SHEET

AS AT 31 MARCH 2017

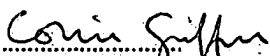
	Notes	2017 £	£	2016 £	£
<b>Current assets</b>					
Debtors	10	47		46	
Cash at bank and in hand		28,580		20,361	
		<u>28,627</u>		<u>20,407</u>	
<b>Creditors: amounts falling due within one year</b>	11	(4,233)		(3,706)	
<b>Net current assets</b>			<u>24,394</u>		<u>16,701</u>
<b>Income funds</b>					
Unrestricted funds			24,394		16,701
			<u>24,394</u>		<u>16,701</u>

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 2017. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees' responsibilities for ensuring that the charity 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 provisions applicable to companies subject to the small companies' regime.

The accounts were approved by the Trustees on 26/9/2017

  
Colin Griffin (Chair)  
Trustee

Company Registration No. 4657718

# **SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2017**

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### **1 Accounting policies**

#### **Charity information**

South West Surrey Association for Mental Health Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 23 Warterden Road, Guildford, Surrey, GU1 2AZ.

#### **1.1 Accounting convention**

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, 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 applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). 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 accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

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

These accounts for the year ended 31 March 2017 are the first accounts of South West Surrey Association for Mental Health Limited prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2015. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

#### **1.2 Going concern**

At the time of approving the accounts, 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 accounts.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

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 accounts.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### **1.4 Incoming resources**

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.

# SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

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### 1 Accounting policies

(Continued)

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 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

#### 1.6 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.

#### 1.7 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 recoverable amount.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price and are subsequently carried at their settlement amount.

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 their settlement amount.

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

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

#### 1.8 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.

# SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

### 1 Accounting policies (Continued)

#### 1.9 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.

#### 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.

#### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2017	Total 2016
	£	£	£	£
Donations and gifts	1,840	-	1,840	4,069
Grants receivable	32,004	6,240	38,244	34,244
	<u>33,844</u>	<u>6,240</u>	<u>40,084</u>	<u>38,313</u>
<b>For the year ended 31 March 2016</b>	<u><u>34,673</u></u>	<u><u>3,640</u></u>		<u><u>38,313</u></u>
<b>Grants receivable for core activities</b>				
Poyle Charities	-	6,240	6,240	3,640
Guildford Borough Council	22,500	-	22,500	22,500
Catalyst	8,604	-	8,604	8,104
Community Foundation for Surrey	900	-	900	-
	<u>32,004</u>	<u>6,240</u>	<u>38,244</u>	<u>34,244</u>

# SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

### 4 Income from charitable activities

	2017 £	2016 £
Canterbury Care Centre receipts	3,856	3,719

### 5 Raising funds

	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
<u>Centre promotion</u>				
Staff costs	-	-	-	1,963
	-	-	-	1,963
<b>For the year ended 31 March 2016</b>				
Centre promotion	189	1,774		1,963

# SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

### 6 Charitable activities

	2017	2016
	£	£
Staff costs	19,531	16,474
Food for lunches	3,076	2,767
Rent	6,120	6,065
Travelling	566	490
Outings	814	796
Massage Therapy	1,575	1,435
Exercise	280	770
Art Therapy	2,003	1,746
Music	210	200
Equipment	60	124
	<u>34,235</u>	<u>30,867</u>
Share of support costs (see note 7)	1,227	973
Share of governance costs (see note 7)	785	760
	<u>36,247</u>	<u>32,600</u>
<b>Analysis by fund</b>		
Unrestricted funds	30,007	
Restricted funds	6,240	
	<u>36,247</u>	
<b>For the year ended 31 March 2016</b>		
Unrestricted funds		28,960
Restricted funds		3,640
		<u>32,600</u>

# SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

### 7 Support costs

	Support costs £	Governance costs £	2017 £	2016 £	Basis of allocation
Bank charges	45	-	45	100	
Staff training	200	-	200	14	
Miscellaneous	278	-	278	183	
Other support costs	560	-	560	532	
Payroll preparation costs	144	-	144	144	
Independent Examiners fees	-	785	785	760	Governance
	<u>1,227</u>	<u>785</u>	<u>2,012</u>	<u>1,733</u>	
Analysed between Charitable activities	<u>1,227</u>	<u>785</u>	<u>2,012</u>	<u>1,733</u>	

These costs are attributable to the Canterbury Care Centre.

Governance costs includes payments to the Independent Examiners of £785 (2016: £760).

### 8 Trustees

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

### 9 Employees

#### Number of employees

The average monthly number employees during the year was:

	2017 Number	2016 Number
	<u>2</u>	<u>2</u>
<b>Employment costs</b>	<b>2017 £</b>	<b>2016 £</b>
Wages and salaries	<u>19,531</u>	<u>18,437</u>

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

# SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2017**

**10 Debtors**

	2017	2016
Amounts falling due within one year:	£	£
Prepayments and accrued income	47	46
	<u>47</u>	<u>46</u>

**11 Creditors: amounts falling due within one year**

	Notes	2017	2016
		£	£
Other taxation and social security		175	168
Deferred income	12	2,600	2,600
Trade creditors		668	115
Accruals and deferred income		790	823
		<u>4,233</u>	<u>3,706</u>

**12 Deferred income**

	2017	2016
	£	£
Other deferred income	2,600	2,600
	<u>2,600</u>	<u>2,600</u>

**13 Restricted funds**

	Balance at 1 April 2016	Incoming resources	Resources expended	Balance at 31 March 2017
	£	£	£	£
Poyle Charities	-	6,240	(6,240)	-
	<u>-</u>	<u>6,240</u>	<u>(6,240)</u>	<u>-</u>
	<u>-</u>	<u>6,240</u>	<u>(6,240)</u>	<u>-</u>

The Poyle Charities grant is to assist with the costs of employing an assistant manager at the Canterbury Care Centre.

**14 Related party transactions**

There were no disclosable related party transactions during the year (2016- none).