

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 2018



SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

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

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 2018

The trustees present their report and financial statements for the year ended 31 March 2018.

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 – 15.00 on Monday and 9.30am – 13.00 on Thursday and Friday (excluding public holidays). In addition, a number of special activities take place (Christmas Party, Summer picnic, barbecue 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 e.g. card making, 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.

Financial review

The Association has had a good performance this year. This year the Association has achieved a surplus of £7,122 which compares with last year's surplus of £7,693. This result has been due primarily to grants of £22,500 from Guildford Borough Council, £8,354 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.

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

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

FOR THE YEAR ENDED 31 MARCH 2018

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. Work has been carried out to ready the Association for GDPR in preparation for its implementation on May 25,2018.

Plans for the future

The Centre is now in its 38th 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 reflecting the ever tightening financial position.
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

Neil Chambers

Dr Ian Cunliffe

Thomas Feury

Michael Wheatley

Dr Syed Zaidi

(Resigned 3 February 2018)

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

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

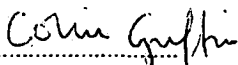
FOR THE YEAR ENDED 31 MARCH 2018

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: 1 October 2018

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 to the trustees on my examination of the financial statements of South West Surrey Association for Mental Health Limited (the charity) for the year ended 31 March 2018.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

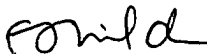
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The 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

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

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Frances Wilde FCCA DChA

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

Dated: 12 October 2018

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2018

		Unrestricted funds	Restricted funds	Total 2018	Total 2017
	Notes	£	£	£	£
<u>Income from:</u>					
Donations and legacies	3	25,343	14,594	39,937	40,084
Income from charitable activities	4	3,833	-	3,833	3,856
Total income		<u>29,176</u>	<u>14,594</u>	<u>43,770</u>	<u>43,940</u>
<u>Expenditure on:</u>					
Charitable activities	5	22,054	14,594	36,648	36,247
Net income for the year/ Net movement in funds		7,122	-	7,122	7,693
Fund balances at 1 April 2017		24,394	-	24,394	16,701
Fund balances at 31 March 2018		<u><u>31,516</u></u>	<u><u>-</u></u>	<u><u>31,516</u></u>	<u><u>24,394</u></u>

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 2018

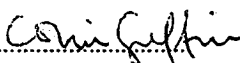
	Notes	2018 £	£	2017 £	£
Current assets					
Debtors	9	47		47	
Cash at bank and in hand		35,600		28,580	
		<u>35,647</u>		<u>28,627</u>	
Creditors: amounts falling due within one year	10	(4,131)		(4,233)	
Net current assets			<u>31,516</u>		<u>24,394</u>
Income funds					
Unrestricted funds			31,516		24,394
			<u>31,516</u>		<u>24,394</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 2018. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements 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 financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 1 October 2018


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 2018

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 Waterden 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 financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

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

1.2 Going concern

At the time of approving the financial statements, 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 financial statements.

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.

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.

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies (Continued)

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.

1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies (Continued)

1.10 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 2018	Total 2017
	£	£	£	£
Donations and gifts	2,843	-	2,843	1,840
Grants receivable	22,500	14,594	37,094	38,244
	<u>25,343</u>	<u>14,594</u>	<u>39,937</u>	<u>40,084</u>
For the year ended 31 March 2017	<u><u>33,844</u></u>	<u><u>6,240</u></u>		<u><u>40,084</u></u>
Grants receivable for core activities				
Guildford Poyle Charities	-	6,240	6,240	6,240
Guildford Borough Council	22,500	-	22,500	22,500
Catalyst	-	8,354	8,354	8,604
Community Foundation for Surrey	-	-	-	900
	<u>22,500</u>	<u>14,594</u>	<u>37,094</u>	<u>38,244</u>

4 Income from charitable activities

	2018 £	2017 £
Canterbury Care Centre receipts	<u>3,833</u>	<u>3,856</u>

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

5 Charitable activities

	2018	2017
	£	£
Staff costs	19,375	19,531
Food for lunches	3,292	3,076
Rent	6,120	6,120
Travelling	527	566
Outings	795	814
Massage Therapy	1,795	1,575
Exercise	-	280
Art Therapy	1,713	2,003
Music Therapy	153	210
Equipment	90	60
Mindfulness Therapy	40	-
	<u>33,900</u>	<u>34,235</u>
Share of support costs (see note 6)	1,800	1,227
Share of governance costs (see note 6)	948	785
	<u>36,648</u>	<u>36,247</u>
Analysis by fund		
Unrestricted funds	22,054	
Restricted funds	14,594	
	<u>36,648</u>	
For the year ended 31 March 2017		
Unrestricted funds		30,007
Restricted funds		6,240
		<u>36,247</u>

SOUTH WEST SURREY ASSOCIATION FOR MENTAL HEALTH LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

6 Support costs

	Support costs	Governance costs	2018	2017
	£	£	£	£
Bank charges	45	-	45	45
Staff training	24	-	24	200
Miscellaneous	794	-	794	278
Other support costs	563	-	563	560
Payroll preparation costs	374	-	374	144
 Independent Examiners fees	 -	 948	 948	 785
	1,800	948	2,748	2,012
	1,800	948	2,748	2,012
Analysed between Charitable activities	1,800	948	2,748	2,012
	1,800	948	2,748	2,012

These costs are attributable to the Canterbury Care Centre.

Governance costs includes payments to the Independent Examiners of £948 (£790 + VAT) (2016: £785).

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 employees during the year was:

	2018	2017
	Number	Number
	2	2
	2	2
	2	2
 Employment costs	 2018	 2017
	£	£
Wages and salaries	19,176	19,531
Other pension costs	199	-
	19,375	19,531
	19,375	19,531

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 2018

9	Debtors	2018	2017
		£	£
	Amounts falling due within one year:		
	Prepayments and accrued income	47	47
		<u>47</u>	<u>47</u>

10	Creditors: amounts falling due within one year		2018	2017
		Notes	£	£
	Other taxation and social security		167	175
	Deferred income	11	2,600	2,600
	Trade creditors		260	668
	Accruals and deferred income		1,104	790
			<u>4,131</u>	<u>4,233</u>

11	Deferred income	2018	2017
		£	£
	Other deferred income	2,600	2,600
		<u>2,600</u>	<u>2,600</u>

12	Restricted funds		2018		2017
		Balance at 1	Incoming	Resources	Balance at 31
		April 2017	resources	expended	March 2018
		£	£	£	£
	Catalyst	-	8,354	(8,354)	-
	Guildford Poyle Charities	-	6,240	(6,240)	-
		<u>-</u>	<u>14,594</u>	<u>(14,594)</u>	<u>-</u>

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

The Catalyst grant is to assist with the costs of providing services at the Canterbury Care Centre.

13 Related party transactions

There were no disclosable related party transactions during the year (2017 - none).