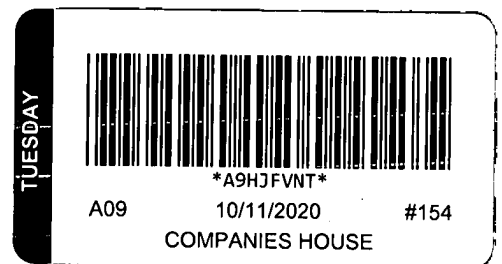


COMPANY REGISTRATION NUMBER : 04369554

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
UNAUDITED FINANCIAL STATEMENTS
FOR
YEAR ENDED 31 MARCH 2020**

Charity Number : 1091154



**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2020**

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**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

COMPANY INFORMATION

YEAR ENDED 31 MARCH 2020

Charity Number	1091154	
Company Number	04369554	
Registered Office	The Wellbeing Centre 10 - 11 Corner House Bushfair Harlow Essex CM18 6NZ	
The Trustees	Richard Crone Robin Strube Doug Mason Sylvia Hayes Alan Wellbelove Tom Ryder Arzum Tuzci	Chairman Vice Chairman Treasurer Resigned 10 March 2020
Senior Management Team	Alison Wilson Kelly Dorrington Lois Sparkes Louisa Fry-Jones Mike Ellen Sarah Huggett	Chief Executive Resources Manager Community Services Manager Trailblazer manager Training Manager Communications Manager
Independent Examiner	Sandra Morrell FCCA Edmund Carr LLP 146 New London Road Chelmsford Essex, CM2 0AW	
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Mailing Kent, ME19 4JQ	
Solicitors	Tees Law 42 High Street Great Dunmow Essex, CM6 1AH	

The board and senior management team also take advice on an ad hoc, as needed basis from:

Rachel Barrat, HR Elite, 11 De Grey Square, De Grey Road, Colchester, Essex, CO4 5YQ for HR advice.
Mark Prangle, Evolvis, Suffolk for Process Work Flow and Data support.

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2020

OBJECTIVES AND ACTIVITIES

Our charity's purposes, as set out in the objects contained in the company's memorandum of association, are to:

- Promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental disorder or conditions of emotional or mental distress requiring advice or treatment in West Essex in association with Mind (the National Association for Mental Health) and in accordance with the aims and objects of Mind

Our **Vision** is that we want West Essex Mind to be the key provider of well respected, community based, mental health services across West Essex.

Our **Mission** is to support people affected by mental ill health to make positive changes in their lives and to improve their emotional resilience.

Ensuring that our work delivers our aims

We review our aims, objectives and activities in a structured way which involves all the trustees, staff, service users and stake holders. The review helps us to ensure our aims, objectives and activities remain focused on our stated purpose.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning future activity. In particular the trustees consider how planned activities contribute to the aims and objectives they have set.

The focus of our work

Our main objectives for the year continued to be the support of people of West Essex who are affected by mental ill health. Alongside this is the objective to promote emotional wellbeing.

Our services develop over time according to the needs of our community, the funding available through our partner agencies and funders, and our ability to deliver services. We engage with the community to understand their situation and offer support wherever we can.

All of our staff and volunteers continue to provide a committed and professional service to everyone in West Essex. We ensure they are trained and supported to deliver a high quality service to all service users.

Our main activities and who we help are described below. Our activities fall into three main areas which all focus on either the support of people affected by mental ill health or on building emotional resilience and are undertaken to further our charitable purposes for public benefit.

Community Services

Our community services, broadly speaking, work with people within their local community to address practical issues that are, for that person, a barrier to good mental health.

The specific services that we currently run in this area of our work are:

Support Time and Recovery: This service is one we are sub contracted to deliver as part of a larger NHS IAPT contract. The aim of the service is to help people to access their talking therapy treatment by working with them to remove practical barriers. For example gaining or remaining in employment and support them towards achieving better mental health and wellbeing.

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2020

Futures in Mind: This service we deliver is part of an Essex wide partnership. The focus of the service is around peer support, mentoring and befriending. A significant element of this service is that it is co-designed with service users.

Reducing Loneliness Befriending service: The focus of the service is to recruit and train Befrienders to work alongside people in our local community who are isolated and lonely and in doing so improve their mental health and quality of life.

Wellbeing Assistants: This is a fee paying service, to provide practical and emotional support to individuals to improve wellbeing.

Counselling Services: The West Essex Mind Counselling service provides a comprehensive range of counselling interventions. It has an emphasis on helping people access the right counselling for them, with the right counsellor at the right time and in the right place. Our service provides counselling through the following routes:

Fee paying service: It is an unfortunate fact that not everyone who would benefit from counselling is able to access it free of charge. In response to this gap we provide a cost effective option. People accessing the service can be confident that they will be helped to access the right kind of intervention for them and that the service they receive will be reviewed by our clinical team to make sure it continues to be the right service for them. Feedback on this service is excellent.

Sub contracted counselling services: We also provide a small amount of counselling for organisations that choose to commission counselling from us. During this year we provided counselling on this basis as part of the West Essex IAPT service and for staff of a small Essex wide charity. We aim to expand this area of our work and provide counselling for other organisations.

Training and Resilience work: This aspect is crucial to our work around reducing stigma and creating awareness and more resilient communities. Our team of Mental Health First Aid trainers continues to deliver this excellent training both to local organisations and individuals, but also in partnership with national Mind and Provide. The team also develops bespoke training if required and have undertaken some work delivering awareness and resilience work to schools and other community groups. This is also an area that we plan to develop.

Clinical Triage Service: During this reporting period, in addition to the above three public facing service areas we also provide a Mental Health Clinical Triage service on behalf of West Essex CCG. This is a service for GPs that receives and directs all GP referrals to either primary or secondary mental health services. This service came to a close at the end of this period.

Time to change: This is a campaign that remains close to our mission and that works to support both members of the public who want to share their own stories and employers who want to work towards reducing the stigma around mental health in their own work places. During this period we became a Time to Change Hub.

Poetry for positivity: Poetry for positivity is a 6 week course that is on offer free of charge thanks to funding from the Mulberry Trust. It enables people to explore using the written word as a means of self-expression and improved emotional wellbeing. This funding for this service came to an end within period.

Trailblazer (Harlow only): During this period, we were successful in a bid to host a CYPY Trailblazer team in Harlow. This service is to support children and young people through schools and college. It's part of a national programme and is based on a whole school approach.

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2020**

Academy Online Training Platform: We have been developing free and paid for training courses for internal use and also for the general public.

How our activities deliver public benefit

Our main activities and who we help are described above. All of our activities focus on either the support of people affected by mental ill health or on building emotional resilience and are undertaken to further our charitable purposes for the public benefit. We are particularly committed to working to ensure that all of our services are focused as much as possible on the needs of the individual as we recognise that, just as everyone's needs are different, everyone's journey to recovery will also be different.

The Trustees have referred to the Charity Commission's guidance on public benefit. It is taken into account when undertaking decisions and we have not varied from the guidance during the past year.

ACHIEVEMENTS AND PERFORMANCE

During this period we delivered 30 accredited Mental Health First Aid training courses and 104 non Mental Health First Aid training courses. The total number of people we provided training for was 1,801. This means that 1,801 people were better informed to look after their own mental health and support those around them to look after theirs. The reach of this training in our local communities will have in turn impacted on many more people. Including, but not limited to participants' children, workers, customers, colleagues and young people's peers. This in turn will have led to improved mental health awareness.

Within our Community Services, during the reporting period we received the following numbers of referrals:

- STaR Service: 276 referrals receiving 1581 sessions the majority of which were face to face
- Befriending Service: 36 Befrienders working with 48 individuals
- Futures in Mind (West Essex Area only): 113 people were engaged with this service within West and South Essex
- Clients with a regular Wellbeing Assistant: 8 receiving 1249 hours of support

This means that 331 people within West Essex have accessed our support in the their local community and, as a result, have been able to live a better quality of life.

During the reporting period, we had 64 volunteers working within our services, whose work will have the potential to improve the quality of life of both the volunteer and the people they are working with. Volunteering within these services is building up social capital and emotional resilience within our local communities.

During the reporting period 2,351 therapy sessions were delivered to the 360 people who began a course of counselling via our fee paying counselling service and 1,571 sessions of therapy were delivered to the 150 people who were referred to us via the service we provide on behalf of the NHS. This means that altogether 510 people had the opportunity, via Talking Therapies, to learn new ways of thinking about their life and new strategies for coping with the issues that were causing them emotional difficulty.

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2020**

We have used our growing social media presence to send out information about events and also more general emotional wellbeing information.

Our Twitter impressions have now reached 93,200; this is the number of our tweets that have been delivered to a twitter accounts timeline.

Our Facebook reach is 28,087. This is the number of unique people who saw our content and who therefore have read or who have access to our information.

We also had 18,507 hits on our website during this period

FINANCIAL REVIEW

After a number of years where the majority of our income was derived from one single contract, our strategy in recent years has been to diversify our income streams to minimise the risks of one strand not continuing. This has been successful, and the list of activities detailed earlier demonstrates the breadth of our services.

National Mind use us as a provider of mental health training throughout the country, this has been a key factor in improving our financial position

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so that there are few funds for long term investment. Our Financial Policy sets out how we should apportion our funds to the various banks that we use.

We own the building from which we operate our counselling service and derive an income from letting rooms to other charities and organisations.

Risk Management

The trustees regularly reviews the major risks to which the charity is exposed. The risk register is updated as new risk is identified and is re visited at least annually. Where it is appropriate, systems or procedures have been established to mitigate the risks that the charity faces.

When external risks to funding are identified by the Trustee the strategic plan is modified and enhanced to mitigate and manage these risks; they are covered financially within the reserves. Internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the various places of service provision. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Principal Funding Sources

The principal income streams for the charity are from training, private counselling and contract income from the Essex County Council, West Essex CCG and Hertfordshire Partnership Foundation Trust as detailed in note 2 to the accounts.

All these contracts support the key objectives of the charity as they provide mental health services and support to the local community.

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2020

Defined benefit pension scheme

We do not have such a scheme but our employees are all enrolled into an approved defined pension contribution scheme.

Reserves Policy

The Finance Sub Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the funds not committed should be sufficient to maintain our premises and equipment rentals for three months and to provide redundancy payments for the associated staff. The current reserves level is set at £35,000 which could be funded from our Designated Funds if necessary. The free unrestricted reserves at the year end amounted to £58,687 (see note 16).

Plans for future periods

At the time of signing the accounts the trustees are confident about the charity's ability to continue as a going concern over the coming year and into the future. Our main focus continues to be on diversifying income streams and delivering successfully on the contracts we currently have in place.

The Covid-19 pandemic has already brought about major change to the organisation, with the majority of staff no longer working from our office bases. At the time of writing we simply do not know how much it will affect us in the long-term. The majority of our contracts continue to operate, but we have seen significant reductions in training and counselling income.

Over the coming year we will continue to focus on developing our training and counselling services, including development of an online training platform. We will also focus on community fundraising in order to increase community engagement and increase our unrestricted income.

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee under company registration number 4369554, incorporated on the 7th February 2002 and registered as a charity on the 15th March 2002 under charity registration number 1091154.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of new trustees

West Essex Mind ensures that people who use, or have used, mental health services are given the opportunity to actively participate as Trustees of the Executive Board, and we encourage them to take part in the governance and the decision-making of the organisation.

The Trustees continually review their capabilities and set them against the strategic plan of the organisation. In this way we can determine the profile of new Trustees that are required to serve the Company best.

We promote the opportunity to join the board of trustees through the Mind in West Essex website and welcome applications from people who are passionate about our mission, vision and values.

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2020**

Trustee Induction and Training

Prospective trustees receive a copy of our brochure 'Introduction to Trusteeship' which sets out all the obligations and requirements of being a trustee. Prospective trustees are interviewed by two current trustees and, if their capabilities match our criteria, are invited to attend a trustee meeting where they meet the current trustees, who then take a vote on the candidate after the meeting.

The candidate will then be asked to confirm their willingness to act as a trustee and Director and a DBS check will be taken up. After receipt of a suitable DBS check, details of the new trustee will be entered into the company records at Companies House and the Charity Commission.

Trustee induction is undertaken via the trustee training module on our new online training platform.

Organisational Structure

The Executive Board is the governing body of the Company and is supported by sub committees as deemed necessary by the Executive Board. At the time of this annual report there is a Finance sub Committee and a Human Resources sub Committee.

The Executive Board shall have not less than six Trustees and not more than eighteen who are responsible for all decisions and actions of the Company:-

The Executive Board may delegate any of its powers to Sub-Committees consisting of such members of their body and other persons as they think fit; any Sub-Committee shall be made up in such a way that members of the Executive Board shall be in the majority.

The various sub committees are required to develop strategies within their field of operation, resolve concerns arising, and undertake specific pieces of work. When they have completed a piece of work they recommend it to the Board for review and approval.

Remuneration levels of key management personnel are set by the Trustees.

Related parties

West Essex Mind is affiliated to the national mental health charity, Mind. We have signed up to a partnership agreement that outlines the expectations of both parties. This agreement guides us on issues such as area of benefit and our relationship with other Local Mind Associations as well as issues such as use of the Mind brand.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 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 published on 16 July 2014.

Approved by the Trustees on 22 October 2020 and signed on their behalf by:

Richard Crone

**R Crone
Chairman**

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2020

I report to the charity trustees on my examination of the company for the year ended 31 March 2020 which are set out on pages 9 to 21.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of the company 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 your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants.

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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements in 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 accounts 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 accounts to be reached.

Sandra Morrell

Sandra Morrell FCCA
146 New London Road
Chelmsford
CM2 0AW

26 October 2020

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
INCOME FROM					
Donations and Legacies					
- Donations		31,159	-	31,159	20,170
- Grants receivable		-	12,000	12,000	10,000
Other trading activities					
- Fundraising		19,363	-	19,363	11,587
Charitable activities					
- Contract and service income	2	554,261	25,163	579,424	337,833
- Counselling and training income	3	274,306	-	274,306	293,348
- Rents receivable		63,919	-	63,919	48,003
Investments: bank interest		564	-	564	476
Other		9,482	-	9,482	10,215
TOTAL INCOME		953,054	37,163	990,217	731,632
EXPENDITURE ON					
Raising funds		6,864	-	6,864	3,202
Charitable activities	4	876,424	12,333	888,757	770,705
TOTAL EXPENDITURE		883,288	12,333	895,621	773,907
NET INCOME/(EXPENDITURE)		69,766	24,830	94,596	(42,275)
Transfers between funds		-	-	-	-
NET MOVEMENT IN FUNDS		69,766	24,830	94,596	(42,275)
RECONCILIATION OF FUNDS:					
Balances brought forward		228,032	9,311	237,343	279,618
Balances carried forward		297,798	34,141	331,939	237,343

The charity has no recognised gains or losses other than the results for the period as set out above.

The notes on pages 12 to 21 form part of these financial statements.

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

AS AT 31 MARCH 2020

	Note	2020		2019	
		£	£	£	£
FIXED ASSETS					
Tangible assets	10		234,604		241,589
CURRENT ASSETS					
Debtors	11	147,404		101,948	
Cash at bank		<u>183,771</u>		<u>86,761</u>	
		331,175		188,709	
CREDITORS: Amounts falling due within one year	12	<u>(198,613)</u>		<u>(147,495)</u>	
NET CURRENT ASSETS			<u>132,562</u>		<u>41,214</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			367,166		282,803
CREDITORS: Amounts due in more than one year	13		(35,227)		(45,460)
NET ASSETS			<u><u>331,939</u></u>		<u><u>237,343</u></u>
FUNDS					
Unrestricted general funds	14	58,687		334	
Designated funds	14	<u>239,111</u>		<u>227,698</u>	
Total unrestricted funds			297,798		228,032
Restricted funds	15		34,141		9,311
TOTAL FUNDS			<u><u>331,939</u></u>		<u><u>237,343</u></u>

For the year ending 31 March 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 477;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the Trustees on 22 October 2020 and are signed on their behalf by:

Douglas Mason

Mr D Mason
Trustee

Company Registration Number: 04369554

The notes on pages 12 to 21 form part of these financial statements.

WEST ESSEX MIND**STATEMENT OF CASH FLOWS****YEAR ENDED 31 MARCH 2020**

	Notes	Total 2020 £	Total 2019 £
Cash flows from operating activities:			
Net cash provided by / (used in) operating activities	20	<u>110,263</u>	<u>(13,459)</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		564	476
Purchase of property, plant and equipment		<u>(1,350)</u>	<u>(225)</u>
Net cash provided by / (used in) investing activities		<u>(786)</u>	<u>251</u>
Cash flows from financing activities:			
Capital repayment of borrowings		(10,233)	(10,019)
Mortgage interest paid		<u>(2,234)</u>	<u>(2,407)</u>
Net cash provided by / (used in) investing activities		<u>(12,467)</u>	<u>(12,426)</u>
Change in cash and cash equivalents in the reporting period		97,010	(25,634)
Cash and cash equivalents brought forward		86,761	112,395
Cash and cash equivalents carried forward		<u><u>183,771</u></u>	<u><u>86,761</u></u>

The notes on pages 12 to 21 form part of these financial statements.

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2020**

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

West Essex Mind meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The financial statements are prepared in sterling, which is the functional currency of the charity, and rounded to the nearest £.

Going Concern

The Trustees have considered the impact of the Covid-19 pandemic in their assessment of the charity's ability to prepare accounts as a going concern. Because of the uncertainties surrounding the effects of the economic slowdown it is difficult to predict the impact on the charity and its funders, but having taken all the factors into account, the trustees are of the opinion that the charity has sufficient resources to continue trading for the next 12 months from the date of signing these accounts.

Incoming Resources

Income in respect of contracts and service level agreements are accounted for on an accruals basis. All grants received have been treated as income irrespective of the source of the grant and the use to which the grant is put. Grants given specifically to fund expenditure in a future accounting period are treated as deferred income.

Resources Expended

All expenditure is accounted for on an accruals basis and includes VAT as the charity is not VAT registered. Governance costs are associated with the governance arrangements of the charity. Shared costs are apportioned between the funds based on budgeted expenditure at the start of the year.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Creditors

Trade creditors are recognised initially at the transaction price.

Fixed Assets

Capital items costing in excess of £1,000 are capitalised. Fixed assets are shown at historical cost.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset by the straight line method:

Leasehold improvements	Over the life of the lease
Computer equipment	33%
Fixtures & fittings	25%

Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2020

1. ACCOUNTING POLICIES (continued)

Leases

Assets held under finance leases and hire purchase contracts are capitalised in the balance sheet and depreciated over their expected useful lives. The interest element of leasing payments represents a constant proportion of the capital balance outstanding and is charged to the Statement of Financial Activities over the period of the lease.

All other leases are regarded as operating leases and the payments made under them are charged to the Statement of Financial Activities on a straight-line basis over the lease term.

Pension costs

The charity makes contributions to defined contribution schemes on behalf of eligible employees. The charge for the year represents contributions payable in the year.

2. CONTRACT AND SERVICE INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
ECC - Essex Befriends	49,318	-	49,318	15,788
West Essex CCG - Triage Income	58,482	-	58,482	57,000
Phoenix Futures - Futures in Mind	93,473	-	93,473	91,737
HPFT - STaR Worker Service	130,000	-	130,000	130,000
Health Education England & HCC (Trailblazer)	178,059	-	178,059	-
Poetry for Positivity	3,947	-	3,947	6,579
Other contract and service income	40,982	25,163	66,145	36,729
	<u>554,261</u>	<u>25,163</u>	<u>579,424</u>	<u>337,833</u>
<i>Total 2019</i>	<i>317,318</i>	<i>20,515</i>	<i>337,833</i>	

3. INCOME FROM COUNSELLING AND TRAINING

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Counselling income	184,296	-	184,296	198,169
Training income	90,010	-	90,010	95,179
	<u>274,306</u>	<u>-</u>	<u>274,306</u>	<u>293,348</u>
<i>Total 2019</i>	<i>293,348</i>	<i>-</i>	<i>293,348</i>	

WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2020

4. COSTS OF CHARITABLE ACTIVITIES (BY CATEGORY)

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Counselling costs	209,480	12,000	221,480	272,196
Training and resilience	52,134	-	52,134	72,154
Young people (Trailblazer)	133,373	-	133,373	-
Other Community services	222,536	-	222,536	195,717
Support costs (see note 5)	250,692	333	251,025	219,561
Governance costs (see note 6)	8,209	-	8,209	11,077
	876,424	12,333	888,757	770,705
<i>Total 2019</i>	<i>756,625</i>	<i>14,080</i>	<i>770,705</i>	

WEST ESSEX MIND**COMPANY LIMITED BY GUARANTEE****NOTES TO THE FINANCIAL STATEMENTS (continued)****YEAR ENDED 31 MARCH 2020****5. SUPPORT COSTS**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Support staff costs	93,288	-	93,288	63,531
Other staff and volunteer costs	5,772	-	5,772	5,534
Travel and subsistence	16,864	-	16,864	37,783
IT and website costs	41,995	333	42,328	18,563
Rent and service charges	16,141	-	16,141	15,823
Room hire	9,856	-	9,856	8,744
Repairs, maintenance and utilities	34,302	-	34,302	33,831
Advertising & promotion	1,295	-	1,295	2,944
Printing, postage and stationery	3,244	-	3,244	1,073
Telephone and internet	6,963	-	6,963	6,793
Bank Charges	3,527	-	3,527	4,465
Depreciation	8,335	-	8,335	8,072
Other support costs	9,110	-	9,110	12,405
	<u>250,692</u>	<u>333</u>	<u>251,025</u>	<u>219,561</u>
<i>Total 2019</i>	<i>205,481</i>	<i>14,080</i>	<i>219,561</i>	

6. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Independent examination fee	1,165	-	1,165	1,150
Accounts preparation, advice and other	2,795	-	2,795	2,966
Fees payable to Independent examiner	3,960	-	3,960	4,116
Legal and professional fees	4,205	-	4,205	6,561
AGM & Trustees' expenses	44	-	44	400
	<u>8,209</u>	<u>-</u>	<u>8,209</u>	<u>11,077</u>
<i>Total 2019</i>	<i>11,077</i>	<i>-</i>	<i>11,077</i>	

WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2020

7. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:	2020	2019
	£	£
Wages & salaries	580,563	503,597
Social security costs	29,843	26,356
Defined contribution pension costs	13,354	10,998
	<u>623,760</u>	<u>540,951</u>

Particulars of employees:

The average number of employees during the year (headcount) was 47 (2019: 39).

No employee received remuneration of more than £60,000 during the period.

Remuneration paid to key management personnel of the charitable company during the year totalled £47,619. (2019: £47,619).

During the year the charitable company made employer contributions of £13,354 (2019: £10,998) into defined contributions pension schemes on behalf of employees. These are recognised in the Statement of Financial Activities.

8. NET OUTGOING RESOURCES FOR THE YEAR

	2020	2019
	£	£
This is stated after charging:		
Depreciation	8,335	8,072

9. TRUSTEES' REMUNERATION

None of the Trustees were paid any remuneration by the charity during the period.

Trustees are reimbursed reasonable expenses incurred when acting on behalf of the company.

No expenses were reimbursed to Trustees during the current or prior year.

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2020

10. TANGIBLE FIXED ASSETS

	Freehold property £	Leasehold property & improvements £	Computer equipment £	Fixtures & fittings £	Total £
COST					
As at 1 April 2019	250,000	42,500	8,412	17,677	318,589
Additions	-	-	-	1,350	1,350
Disposal	-	-	-	(3,676)	(3,676)
At 31 March 2020	250,000	42,500	8,412	15,351	316,263
DEPRECIATION					
As at 1 April 2019	20,000	31,489	8,262	17,250	77,000
Charge for the period	5,000	2,863	75	396	8,335
Depreciation on disposals	-	-	-	(3,676)	(3,676)
At 31 March 2020	25,000	34,352	8,337	13,970	81,659
NET BOOK VALUE					
At 31 March 2020	225,000	8,148	75	1,381	234,604
As at 1 April 2019	230,000	11,011	150	427	241,589

11. DEBTORS

	2020 £	2019 £
Grant and contract debtors	143,570	92,590
Prepayments	3,834	3,657
Accrued income	-	5,701
	147,404	101,948

12. CREDITORS: Amounts falling due within one year

	2020 £	2019 £
Trade creditors	9,289	21,701
Taxes and social security	7,839	14,901
Bank loans	10,472	10,082
Other creditors	60,724	37,049
Accruals	3,960	3,780
Deferred income	106,329	59,982
	198,613	147,495

Deferred income brought forward of £30,888 was released in the current year and income of £77,235 was deferred. Deferred income relates to funds received for projects and activities not yet started and to rental income received in advance.

The following liabilities disclosed under creditors falling within one year are secured by the charitable company on the freehold:

	2020 £	2019 £
Bank loans	10,472	10,082

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2020

13. CREDITORS: Amounts falling due after more than one year

The following liabilities disclosed under creditors falling due after more than one year are secured by the charitable company on the freehold property:

	2020	2019
	£	£
Bank loans	35,227	45,460

14. UNRESTRICTED FUNDS

Current year:

	Balance at 1 Apr 2019 £	Movement in resources:			Balance at 31 Mar 2020 £
		Incoming £	Outgoing £	Transfers £	
Designated funds					
a) Loss of major funding stream	35,000	-	-	-	35,000
b) Bereavement Group	-	-	-	-	-
c) Suicide prevention bursary fund	2,461	-	-	-	2,461
d) UCH - Building Service Charge	4,190	28,083	(30,000)	-	2,273
e) Fixed Assets	186,047	-	(8,335)	21,665	199,377
	227,698	28,083	(38,335)	21,665	239,111
General unrestricted funds	334	924,971	(844,953)	(21,665)	58,687
	228,032	953,054	(883,288)	-	297,798

Prior year:

	Balance at 1 Apr 2018 £	Movement in resources:			Balance at 31 Mar 2019 £
		Incoming £	Outgoing £	Transfers £	
Designated funds					
a) Loss of major funding stream	35,000	-	-	-	35,000
b) Bereavement Group	482	-	(482)	-	-
c) Suicide prevention bursary fund	2,461	-	-	-	2,461
d) UCH - Building Service Charge	-	28,182	(23,992)	-	4,190
e) Fixed Assets	182,661	-	(8,072)	11,458	186,047
	220,604	28,182	(32,546)	11,458	227,698
General unrestricted funds	56,138	682,935	(727,281)	(11,458)	334
	276,742	711,117	(759,827)	-	228,032

WEST ESSEX MIND

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2020

14. UNRESTRICTED FUNDS (continued)

- a) This fund has been designated by the Trustees to support the charity in the event that a major source of income is lost, until an alternative source can be found.
- b) A grant from Dunmow Town Council.
- c) Raised by fundraisers for Suicide Prevention bursaries.
- d) Represents service charges collected from tenants at the Uttlesford Community Hub and expenditure of running and maintaining the freehold.
- e) This fund represents the fixed assets of the charity less any long-term borrowings secured against them.

In the current and prior years, the Trustees decided to transfer funds to general unrestricted from the designated fund that is held in case the charity loses a major funding stream. It was deemed appropriate to reduce the amount set aside.

The transfer from the fixed assets designated fund to general unrestricted funds represents the movement in the outstanding balance of the mortgage secured against the freehold land and building.

WEST ESSEX MIND

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2020

15. RESTRICTED FUNDS

Current year:

	Movement in resources:			
	Balance at 1 Apr 2019 £	Incoming £	Outgoing £	Transfers £
a) Memorial gift	365	-	-	-
b) Essex Alliance	8,946	25,163	(333)	-
c) ECF: Counselling core grant	-	12,000	(12,000)	-
	<u>9,311</u>	<u>37,163</u>	<u>(12,333)</u>	<u>-</u>
				<u>34,141</u>

Prior year:

	Movement in resources:			
	Balance at 1 Apr 2018 £	Incoming £	Outgoing £	Transfers £
a) Memorial gift	365	-	-	-
b) Essex Alliance	11	13,015	(4,080)	-
d) Healthwatch Essex Fund	1,750	7,500	(9,250)	-
e) ECF Fund	750	-	(750)	-
	<u>2,876</u>	<u>20,515</u>	<u>(14,080)</u>	<u>-</u>
				<u>9,311</u>

- a) This represents a memorial gift from a Loughton family.
b) This is for work we host on behalf of Essex Alliance.
c) A grant from the Essex Community Foundation to core fund the counselling service whilst it was remodelled.
d/e) This represents a grant from Essex Community Foundation to employ a Community Awareness and Information officer.

16. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

Current year:

	Tangible fixed assets £	Creditors due > 1 year £	Other net assets £	Total £
Restricted	-	-	34,141	34,141
Designated	234,604	(35,227)	39,734	239,111
Unrestricted	-	-	58,687	58,687
	<u>234,604</u>	<u>(35,227)</u>	<u>132,562</u>	<u>331,939</u>

Prior year:

	Tangible fixed assets £	Creditors due > 1 year £	Other net assets £	Total £
Restricted	-	-	9,311	9,311
Designated	241,589	(45,460)	31,569	227,698
Unrestricted	-	-	334	334
	<u>241,589</u>	<u>(45,460)</u>	<u>41,214</u>	<u>237,343</u>

WEST ESSEX MIND**COMPANY LIMITED BY GUARANTEE****NOTES TO THE FINANCIAL STATEMENTS (continued)****YEAR ENDED 31 MARCH 2020**

17. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2020 the total of the charity's future minimum lease payments under non-cancellable operating leases was:

	2020	2019
	£	£
Within 1 year	15,500	15,500
Within 2 to 5 years	34,875	50,375
	<u>50,375</u>	<u>65,875</u>

18. RELATED PARTIES

Alison Wilson is on the Uttlesford Health and Wellbeing Group and is Co Chair of the Essex Alliance Steering Group. She is on the Uttlesford Health and Wellbeing Board, Harlow Health and Wellbeing Board, and Hertfordshire and West Essex ICS Transformation Board.

Lois Sparkes hosts the West Essex Mental Health Forum, and is on the Harlow Live Well and Work Well Board and Hertfordshire and West Essex ICS Transformation Board.

19. COMPANY LIMITED BY GUARANTEE

Every member of the company undertakes to contribute to the assets of the Company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of the rights of the contributors among themselves such amount as may be required not exceeding one pound.

20. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASHFLOW FROM OPERATING ACTIVITIES

	Total 2020 £	Total 2019 £
Net movement in funds for the reporting period (as per the statement of financial activities)	94,596	(42,275)
<i>Adjustments for:</i>		
Depreciation charges	8,335	8,072
Dividends, interest and rent from investments	(564)	(476)
Add back mortgage interest payable	2,234	2,407
(Increase) / decrease in debtors	(45,456)	(22,098)
Increase / (decrease) in creditors	51,118	40,911
Net cash provided by / (used in) operating activities	<u>110,263</u>	<u>(13,459)</u>
