

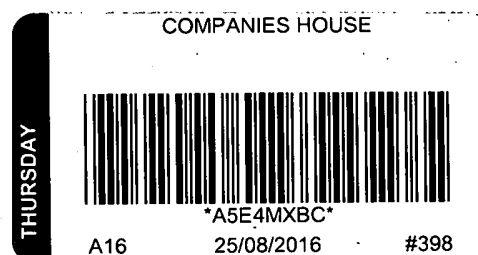
**Registered number**  
**08884776**  
**Charity Number**  
**1155918**



**COASTAL WEST SUSSEX MIND**  
**(A company limited by guarantee)**

**DIRECTORS' AND TRUSTEES' REPORT AND**  
**AUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2016**



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**COMPANY INFORMATION**

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**The Board of Trustees**

Chair	Hilary Riddell	(to 21/01/2016)
Chair	Sally Lefroy	(from 21/01/2016)
Vice-Chair	Brian Hughes	
Vice-Chair	Sally Lefroy	(to 21/01/2016)
Vice-Chair	Hilary Riddell	(from 21/01/2016)
Joint Treasurer	Andrew Keán	
Joint Treasurer	Daniel Bird	
Members	Neville Pressley	
	Dr Alison Langley	
	Dr Tony Woolgar	
	Bob Smytherman	
	Buddhi Vinitharatne	
	Stephanie Jones	
	Dave Marten	
	Jack Redfern	
	Susan Hawker	(Appointed 30/03/2016)
	John Hart	(Resigned 01/05/2015)

**Company Secretary**

Katie Glover

**Chief Executive Officer**

Katie Glover

**Principal Office & Registered address**

The Gateway  
8 - 10 Durrington Lane  
Worthing  
West Sussex  
BN13 2QG

**Bankers**

HSBC Bank Plc  
16 Goring Road  
Worthing  
West Sussex  
BN12 4AW

**Independent Auditor**

Kreston Reeves LLP  
A2 Yeoman Gate  
Yeoman Way  
Worthing  
West Sussex  
BN13 3QZ

The Trustees are pleased to present their report and audited financial statements for the year ended 31 March 2016. Both are prepared to meet the requirements for a directors report and accounts for Companies Act purposes. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 for Smaller Entities (the FRSE) (effective 1 January 2015).

## Chair's Report

In taking over as Chair from Hilary Riddell early in 2016 I am very aware of the huge achievements that have been made in her two years as Chair of Coastal West Sussex Mind. Achievements both around establishing and developing our new organisation (Coastal West Sussex Mind), as well as increasing our services and support.

Over the last year we have undertaken an enormous amount of work to ensure that our organisation is well run and has the strength and resilience to achieve the goals we have set for ourselves. We have introduced a new organisational structure and new IT system and have also achieved two significant externally accredited quality awards. We have continued to have a strong and stable Board of Trustees and also we have strengthened our Governance arrangements by developing a sub-committee structure which ensures we are well engaged with and sighted on the work of the organisation. Alongside this work we have also been able to deliver more benefit and take significant steps forward in achieving the strategic goals we set for ourselves late in 2014.

We are very pleased that our training work has increased so significantly in 2015-16. This is a key way that we can change attitudes and enhance understanding and resilience around mental health. We are particularly pleased to have contributed to the national Blue Light Programme partnering with National Mind in supporting emergency services personnel to develop resilience and skills to prevent mental health problems from developing. It has been very encouraging to see our service for mothers experiencing post natal depression become established and grow. We have also set up our new youth service provision for young people aged 16-25 years with the support of partners, funders and using some of our own resources. The development of these two support services for young people and families will continue to be a priority for us over the next year.

Our Recovery and Wellbeing and Living Well services have also continued to support significant numbers of people. We continue to get positive and constructive feedback on these services and it is very encouraging that life-changing outcomes are being achieved through this work. This feedback also assists us in our work of developing and improving our services so we can better meet the needs of our service users and their carers. In conclusion, I would like to say a very big thank you to all our trustees, members, supporters, staff, funders and peer mentors for all their hard work and continuing support for our organisation over the last year. It is solely due to their dedicated commitment to our work that we have been able to achieve so many of our goals in 2015-16 and with their help we look forward to achieving an equally exciting and productive 2016-17.



Sally Lefroy  
Chair

## Objectives and Activities

The Charity's objects are to:

- Promote the preservation of good mental health in particular around enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.
- Relieve the needs of people with mental health problems by working to increase understanding of mental health and mental health problems, by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination.

In order to achieve these objects we provide services to support people with mental health problems and their carers.

In Worthing, Littlehampton, Bognor and Midhurst we offer **Recovery** focused services to adults, young adults and families which includes advice and information, 1:1 support, social activities and drop-ins, groups, learning opportunities and personal development courses and peer mentoring and support.

In Arundel, Littlehampton, Bognor, Chichester and Midhurst we provide a range of **Living Well** services to support older adults with mental health needs including dementia and their carers including advice and information, social activities and day-care including short breaks and peer support.

We also work to raise awareness and challenge stigma and discrimination in our local communities. We do this by providing **training** to staff working in West Sussex and also by **engaging with members of local communities** through workshops, activities and events.

In Autumn 2014 the organisation agreed a 5 year strategic plan which outlined Coastal West Sussex Mind's 5 strategic aims during the period 2015 - 2020 as being to:

- Significantly increase our work to raise awareness and understanding around mental health in communities and prevent mental health problems from developing where people are at risk of this happening.
- Establish ourselves as a leading provider of recovery focused community support for adults with mental health problems in West Sussex.
- Put user and carer involvement at the heart of everything we do and make peer support a key feature of all our services wherever possible.
- Develop a clear model and approach around and extend our role as a provider of mental health support to children, young people and families.
- Continue to extend and develop our work to support older adults with mental health problems and their carers to live well.

**DIRECTORS' AND TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 MARCH 2016**

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In order to achieve both our objects and our strategic aims we actively work in partnership with Local Authority and NHS services and other mental health and community service providers. Through **partnership working** with other organisations who are also committed to improving and offering support around mental health we are able to contribute to better support and understanding around mental health across our area of benefit generally as well as reaching more people ourselves. We have continued in 2015-16 to engage with partners and commissioners through active involvement in the Coastal West Sussex Clinical Commissioning Group Mental Health Transformation Board and also the West Sussex Mental Health Services Provider Forum which the CEO has been the co-chair of. The CEO has also been involved in the Mental Health Training Development Group and attended the Children and Young People's Emotional Well-being and Mental Health Partnership Board.

Through this the CEO is closely involved in and monitors the developments in commissioning in order to ensure the Charity is well informed about developments and opportunities.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities. The Trustees are confident that the work of the Charity and its planned activities are valued by the local population and generally within the mental health economy of the coastal area of West Sussex.

**Significant achievements**

This was the second full year of operation for the charitable company Coastal West Sussex Mind (Charity No 1155918, Company No. 8884776) which started operating on 1 April 2014 having received all of the assets and liabilities from its predecessor organisation Coastal West Sussex Mind (Charity number 260274) on this date.

In July 2015 we implemented a **new organisational and staffing structure**. The new structure has given a clear identity for operational services within Coastal West Sussex Mind which is modern and fits well with the commissioning context within which we are working. The adult community services have been renamed **Recovery & Well-being services** and these services also now incorporate our youth and family services. Services for older adults with mental health needs (including dementia) and their carers have become **Living Well services**.

We now have a consistent pay and grading system across the whole organisation and all staff have been assimilated or redeployed into new roles within these services. The new structure created a **Deputy CEO/Head of operations** position within the organisation and this position was filled in August 2015. This position has created additional capacity to manage operational services across the whole organisation and to support their development and growth.

In October 2015 a new **IT system** was introduced across the whole organisation. All staff were given new IT equipment and a single cloud based operating system was introduced. The new hardware and operating system means that staff can work more efficiently and that information can be shared and stored securely and effectively across the organisation. In addition, managers and staff can communicate more effectively with each other so all staff feel more engaged and connected with the work of the organisation. The changes have also allowed us to upgrade the IT equipment for our service users. We have contracted with a new IT support provider, (a local IT company), to ensure that the equipment and systems are maintained and continue to work well for us.

During 2015-16 the organisation has achieved 2 key awards which assure and demonstrate the quality of our organisation and work. In October 2015 we were awarded **Investors in People** and in February 2016 we were awarded the Charity Commission recognised **Mind Quality Mark**. Both of these awards followed a rigorous assessment process undertaken by external assessors.

The internal review process which supported the achievement of both these awards led to strengthening of processes and systems in several areas including the management and support of staff, (new learning and development policy and processes, employee engagement policy, staff survey, introduction of new employee assistance programme and occupational health service). Improvements in the governance of the organisation are outlined in more detail later in this report.

We have developed a **communications and marketing strategy and plan** in 2015-16. This outlines how we need to engage and communicate with all of our stakeholders and we have created a new marketing and communications role for 2016-17 which will support us to implement the communication priorities.

Organisational development work has taken up a significant amount of governance and managerial time in 2015-16 but the work of front line staff has continued to be minimally affected and the priorities for service delivery been maintained. We have delivered on all our plans for the year and have continued to be strongly supported by our commissioners.

All of our services attract high demand from people with mental health problems and we have maintained high satisfaction rates. In 2015-16 across all of our services we have supported around 1,250 individuals. Our service user survey completed in March 2016 showed a 97% satisfaction rate with our services. It also identified areas for us to develop which we have highlighted in our future plans.

In 2015-16 we have had additional funding for Living Well services from the Big Lottery Fund and other sources. This has enabled us to develop and extend our support to individuals living with dementia and their carers including the provision of a new Dementia Hub in Midhurst, Cognitive Stimulation Therapy sessions in Chichester and also the continuation of our Friends in Mind social and activities project.

**DIRECTORS' AND TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 MARCH 2016**

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In July 2015 our **Stone Lane housing scheme** finally closed with the last tenant moving successfully into their own tenancy. The property was then sold in November 2015, and with the agreement of the **Jules Thorn Trust** who had contributed significantly to the purchase cost of this property, we were able to retain these funds to contribute to the costs of a youth mental health service until March 2019.

Following a stakeholder consultation, our **new youth mental health service** was established in October 2015. Initially funded with a start-up grant from National Mind the service is now sustainable for a longer period through the creation of a designated reserve fund for this purpose using the proceeds of the sale of Stone Lane. In the first 6 months the service has been provided in Worthing and Littlehampton and has already had over 100 referrals. The service works with 16-25 year olds but with a strong focus on 16, 17 and 18 year olds aiming to provide support to young people making a transition from childrens to adults services and also making particular links with local colleges.

Our **training work** developed significantly in 2015-16. We delivered **over 80 training events** and trained around 1000 staff (compared to 15 events and 170 staff in the previous year). Our programme also supported a further 30 events which were delivered by other organisations with whom we are working in **partnership: Grassroots Suicide Prevention and YMCA Downlink**. At the end of 2015-16 we were successful in winning a Council contract to manage a 2 year programme to train staff working with children and young people dealing with mental health, emotional well-being and suicide awareness which we will be delivering in partnership with these agencies. We were also awarded a contract to train staff working with adults in 2016-17. Our own service users have actively been involved in much of this work and the feedback indicates that their involvement in delivery significantly strengthens the messages conveyed and the impact of the work. We have also worked in partnership with National Mind to deliver training to emergency services personnel through the **Blue Light Programme**. An exciting aspect of this work has been the opportunity to deliver resilience training which aims to equip staff working in stressful roles with the skills and understanding to prevent them from developing mental health problems themselves in the future.

During 2015-16 we have improved the way we involve individuals who use our services (service users) in the running of our organisation and the delivery of our services. We have created a new role to lead user involvement within the organisation and set up a User Involvement Development Group made up of service users, trustees and staff to lead this work. The group has developed new approaches to gathering feedback and led on the design and roll-out of our 2015-16 service user survey.

**Our 2016 Impact Report provides further detail around outcomes, benefits and achievements in 2015-16.**

**Plans for future periods**

We are delighted to have had confirmation that our **main contract for the provision of our Recovery mental health support services** has been awarded for a further three years to March 2019. Our new contract terms require us to work together in partnership with other providers of community and mental health support in West Sussex to deliver a consistent and coherent model of provision. This is being achieved through the formation of an **Alliance Steering Group or Board** with which we will be actively involved throughout 2016-17 and beyond. This new model for provision will deliver improved support for individuals with mental health needs in our area of benefit and we are absolutely committed to supporting it.

Through our involvement in the work of the Alliance we hope to ensure better and more effective provision of mental health support in **rural areas**, to provide services in a **wider range of locations** and also to **improve the premises** from which we provide support, whenever this is possible.

We will be developing our **youth mental health service provision** by establishing the service in Adur, Arun and Chichester Districts using our designated fund and some additional funding now agreed by West Sussex County Council.

Working to develop and ensure the sustainability of our **post natal support service and support for families** will also be a crucial. We are currently providing this in Chichester, Worthing and Bognor but are keen to widen the offer across more sites and particularly to provide a service in Littlehampton. We have been very fortunate to get financial support from several community fund-raisers for these services but we need to secure a longer term funding source this year.

We will also be reviewing our **Living Well Services** to develop a sustainable model for the future of these services as our Big Lottery Funding comes to an end in March 2017. Working in partnership with other older peoples services will form an important part of how we take this work forward.

**Communications and marketing** will be a key focus for us in 2016-17. We will be redeveloping our website so that it can be more effective in communicating our information and messages and provide a more interactive portal through which people with mental health problems can access support. We will be working with our service users to get their input around the design and layout of the new site.

We have invested in extending and developing our **community awareness raising and anti-stigma work** in 16-17, creating a co-ordinator role. This individual will lead the recruitment and development of volunteers and will work together with our communications and marketing role to promote this work and positive messages around mental health. Alongside this we will continue to promote and provide our **training work** and will be taking up any new opportunities to develop this as they arise.

**DIRECTORS' AND TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 MARCH 2016**

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During 2016-17 we will continue to work on developing the way that people who use our services are involved in the work of our organisation and also responding to the feedback that they give us. The 2015-16 service user survey highlighted that they would like to be able to access more social and well-being activities; the Board have committed some additional funding to develop these in 2016-17. They have asked all services to consult with their service users and to develop plans about how this can be achieved.

Finally we will also be looking at how we can increase the contribution community **volunteers** make to the running of our organisation and the services we deliver.

**Fundraising**

The Charity undertakes a range of fundraising activities to pursue its objectives and activities including:

- Making applications to trust funds and local partnerships.
- Tendering for contracting opportunities which are offered by local statutory health and social care organisations.
- Organising fund-raising activities and events.

We also receive unsolicited donations.

The CEO is the Director of fund-raising for the organisation and she is supported by a part-time fund-raising officer. A fund-raising strategy which sets out fund-raising priorities for the next few years was developed and agreed in March 2015 and fund-raising plans for 2015-16 were developed from these goals and priorities. A sub-committee of the Board has met regularly to oversee the delivery of these plans.

The Trustees are grateful to the various individuals and organisations who have so generously supported us financially in 2015-16 (as set out in note 6). Particular fund-raising achievements have been:

- Securing a further 3 year term on our main contract with the NHS to provide mental health services.
- Being successful in securing contracts with West Sussex County Council and CCGs to manage training and to support the provision of our youth mental health service.
- Receiving a further substantial payment of £7,000 raised by the family of Ryan Chapman which we have used to continue to provide and develop our community awareness raising and anti-stigma work.
- The Rudland & Stanbrook Family who through their Charity Golf Day raised funds to cover a full year of our 'Singing for the Brain'.
- Chichester Harbour Rotary Club raising funds through their Chichester to Chitre cycling event.
- The Cuthbert Horn Trust.
- Continuing to benefit from grant funding from the Big Lottery Fund for our older people's services in Chichester and Arun Districts and from the People's Health Trust for our post-natal depression service in Bognor.

We have also been supported by a number of individuals who have undertaken community fund-raising activities for us. In 2015-16 funding has been raised for us through golf tournaments, cycle rides, running, quizzes, social events and variety evenings. We continue to be amazed and overwhelmed by the energy and enthusiasm of individuals and organisations who support us and our services. We are very grateful to them and also to our staff, volunteers and trustees who have also contributed to planning and leading fund-raising events in 2015-16.

**DIRECTORS' AND TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 MARCH 2016**

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**Financial Review**

**Financial performance for the year**

The statement of financial activities shows that there was net income on the unrestricted funds of £70,370 (2015: £101,203 after the transfer of net assets on incorporation). There was also a surplus on the sale of Stone Lane of £86,853 and a transfer from the previously restricted Jules Thorn Charitable Trust fund of £170,000, which had financed 65% of the purchase price of the property. The total surplus was £337,223 so the total unrestricted funds at 31 March 2016 totalled £1,353,812.

The trustees have designated funds totalling £361,000 and these are set out in note 11 of the accounts. The most significant of these is the £220,000 Youth Project Support and this amount represents the full proceeds of the Jules Thorn Trust's proportion of Stone Lane.

The undesignated funds total £992,812 and consist of fixed assets of £441,679 and £551,133 of net current assets, these being the free reserves. There was a surplus on the restricted funds of £30,833 (2015 deficit of: £10,086 after the transfer of net assets on incorporation) and at 31 March 2016 restricted funds totalled £42,667 after the transfer out of the £180,000. The funds are set out in note 12 of the accounts.

In 2015/16, Coastal West Sussex Mind spent £945,626 (2015: £863,803) on providing services, which was a 9% increase on 2014/15. Our principal sources of funding were as follows:

- NHS Horsham and West Sussex CCG (£550,129)
- West Sussex County Council (£137,680)
- Big Lottery Fund (£113,923)
- Mind (£47,072)
- Individual donors (£49,384)

These sources of funding are generally linked to a contract to provide a specific service – for example, the NHS contract is for our adult community services, and the Big Lottery Fund funds our 'Living Well' services for older adults. We have also increased our fundraising activity, and have been lucky enough to receive unrestricted donations from a wide range of local people and organisations, as shown on page 5 of this report.

The Trustees were aware that the closure of the Stone Lane housing scheme and the sale of the property would significantly increase our level of free reserves, and have set out a clear plan for how this one-off windfall will be used to protect our services over the coming months and years. The reserves policy is set out in Appendix 1 to the financial statements.

**Plans for the future**

The Board is cautiously optimistic about our ability to continue growing over the next three years. In particular, we are pleased to be close to finalising an agreement for a three-year NHS contract for adult community services. This is the first time we have ever been offered a contract of longer than twelve months for this service, and this stable financial base will allow us to work closely with local partners to develop our service model and improve the quality of care we offer to local people who use our services.

The Board is also keen to support specific projects from the charity's free reserves, even when no external funding is available. We believe that we have an important role to play in 'pump priming' projects such as the Families in Mind post-natal depression project. By funding these projects for a set period of time, we are confident that we can demonstrate the value of these services to local people in order to secure further external funding to continue the projects over the longer-term. Examples of this are set out in the reserves policy below.

However, the Board remains mindful of the significant financial challenges we will face in other areas. In particular, our Big Lottery Fund funding for our 'Living Well' older adults' services comes to an end in March 2017, which will lead to a significant shortfall of funding if not replaced. We are already starting to develop our fundraising plans to ensure that we can continue to provide these vital services. However, in the meantime we consider it prudent to hold a higher than usual level of free reserves in order to ensure that the end of the Big Lottery Fund grant does not adversely impact our most vulnerable service users.

**Reserves Policy**

The Charity's detailed reserves policy was reviewed in May 2016 and is set out in Appendix 1 to the financial statements. After the creation of designated funds of £361,000, the undesignated free reserves held at 31 March 2016 were £551,133 (2015: £426,926).



**DIRECTORS' AND TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 MARCH 2016**

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**Trustees and the Board**

The Board membership has been relatively stable throughout 2015-16 with 13 trustees being involved throughout the year and one new trustee being co-opted onto the Board in March 2016.

(Trustees are appointed at the annual general meeting but prospective Trustees can be co-opted by the Board during the year.)

As part of their induction all Trustees have been given a copy of the Charity Commission's "The Essential Trustee: What You Need to Know" and "Good Governance: A Code for the Voluntary and Community Sector". Trustees visit projects and actively support events and activities of the Charity. On appointment Trustees are briefed on the activities of the Charity, its management and administration by the Chair and the Chief Executive Officer. They are also updated by regular briefings by staff at Board Meetings and at Trustee Away Days.

During 2015-16 the Board met on 6 occasions. In addition, the AGM was held in November 2015 and a Trustee away-day was held in September 2015.

In preparation for the Mind Quality Mark assessment governance arrangements were reviewed at the September away-day and a number of key changes were agreed. Notably the Board set up a **new sub-committee structure** to ensure more active engagement of trustees and to strengthen oversight of the work of the organisation. As well as a finance sub-committee which meets regularly there are also sub-committees covering fund-raising, policies, communications and marketing and trustee recruitment. The Board also agreed to create an **Executive Group** consisting of Chair, Treasurer/s and Vice-Chairs in order to ensure that the CEO and Deputy CEO would have strong and accessible support if and when required.

Three of our trustees have continued to be individuals who use our mental health services. All 3 individuals are strong trustees in their own right contributing at the Board and to our sub-committees including around finance, marketing and communications, policies and IT. In addition to this their input is invaluable in ensuring that the Board stays connected and in touch with the people who use our services and that our beneficiaries are always at the forefront of our thinking and work.

In January 2016 the Board appointed a **new Chair of trustees, Sally Lefroy**. Sally had been a Vice-Chair for the preceding 12 months. The outgoing Chair, Hilary Riddell will continue to support the organisation in a Vice Chair role in 2016-17. The trustees are extremely grateful to Hilary for Chairing the organisation so effectively for the 2 years from merger in December 2013, incorporation and formation of new Charity in April 2014 to January 2016.

**Risk Management**

A review and assessment of risks to the Charity is undertaken during the annual business planning process. Following this risks are reviewed and monitored at Board meetings through the review of progress around the business plan. In 2015-16 the Board monitored closely potential risks to operational services arising from the implementation of the new organisational structure as well as the risks arising from the significant increased demands on our adult community services in Worthing and Arun. Financial risks have additionally been reviewed and addressed through the Finance and Fund-raising Sub-Committees.

In January 2016 the Board agreed a **new policy for managing risks** and agreed to adopt the risk management model recommended by the Charity Commission in its publication "**Charities and Risk Management**" (CC26 - 2010). This document outlines a number of **risk categories** which can be used to identify and monitor risks to an organization: Governance risks, Operational risks, Financial risks, External risks & Risks around compliance with law and regulation.

It also proposes a method for assessing and planning across the organization through the assessment of both the impact of and likelihood of risks and a system for scoring these which then enables a "risk heat map" to be developed. This identifies Red risks which are major or extreme, Yellow risks which are moderate or major, Blue or green risks which are minor or insignificant.

The Board agreed that a new more detailed risk log and register should be developed using this format and that this detailed document should be monitored and updated by the Finance Sub-Committee with a summary of Key Risks being presented at each full Board meeting. This was introduced for the March Board and will continue throughout 2016-17.

The CEO, Deputy CEO and Business Manager are responsible for day to day updating of the risk log and register, for ensuring that trustees are aware of risks, and that any agreed actions to mitigate risks are undertaken. These officers are also responsible for ensuring that Business Continuity Plans are maintained and updated.

**DIRECTORS' AND TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**Statement of Trustees' Responsibilities**

The trustees (who are also directors of Coastal West Sussex Mind for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRSSE);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2011, the Charity (Accounts and Reports) Regulations 2008 and trust deed. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

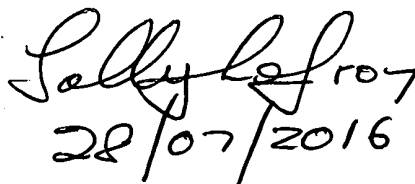
**Small company special provisions**

This report has been prepared taking advantage of the small companies exemption in section 415A of the Companies Act 2006.

**Approval**

This report was approved by the Directors and Trustees on 28-7-16 and signed on their behalf by

Mrs S Lefroy - Chairman

A handwritten signature in black ink, which appears to read "Sally Lefroy". Below the signature, the date "28/07/2016" is written in the same ink.

**INDEPENDENT AUDITOR'S REPORT  
TO THE TRUSTEES OF THE WORTHING & DISTRICT ASSOCIATION FOR MENTAL HEALTH**

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We have audited the financial statements of Coastal West Sussex Mind for the period ended 31 March 2016 which comprise of the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to smaller entities).

This report is made solely to the charity's Trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and the auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on page 8, the trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

**Matters on which we are required to report by exception**


We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2016, and of its incoming resources and application of resources including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities;
- have been prepared in accordance with the requirements of the Companies Act 2006.

  
**Kreston Reeves LLP**

Statutory Auditor  
A2 Yeoman Gate, Yeoman Way  
Worthing  
West Sussex  
BN13 3QZ

Date: 11 August 2016

Kreston Reeves LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

**COASTAL WEST SUSSEX MIND**  
(A company limited by guarantee)



**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

	Notes	Restricted Funds £	Unrestricted Funds £	2016 Total £	Period to 31 March 2015 Total £
<b>Income from:</b>					
Donations and legacies	6	35,841	33,333	69,174	55,660
Investment income					
Interest receivable		-	2,535	2,535	1,467
Charitable activities:					
Grant income	5	119,348	777,334	896,682	827,154
Income from projects		-	26,354	26,354	28,809
Income from training		-	33,474	33,474	-
Direct payments		-	8,920	8,920	13,248
Catering		-	1,807	1,807	2,127
Rental income		-	2,431	2,431	16,133
Sales and services provided by beneficiaries		-	-	-	41,004
Other		-	5,452	5,452	-
Transfer of net assets on incorporation		-	-	-	1,100,454
<b>Total Income</b>		<b>155,189</b>	<b>891,640</b>	<b>1,046,829</b>	<b>2,086,056</b>
<b>Expenditure on:</b>					
Charitable activities					
Charitable costs	9	124,356	821,270	945,626	880,983
<b>Total expenditure</b>		<b>124,356</b>	<b>821,270</b>	<b>945,626</b>	<b>880,983</b>
<b>Net Income</b>		<b>30,833</b>	<b>70,370</b>	<b>101,203</b>	<b>1,205,073</b>
Transfers between funds		(180,000)	180,000	-	-
<b>Other recognised gains/losses</b>					
Surplus on disposal of fixed assets		-	86,853	86,853	3,350
<b>Net Movement of Funds</b>		<b>(149,167)</b>	<b>337,223</b>	<b>188,056</b>	<b>1,208,423</b>
<b>Reconciliation of Funds</b>					
Total funds brought forward		191,834	1,016,589	1,208,423	-
<b>Total Funds carried forward</b>		<b>42,667</b>	<b>1,353,812</b>	<b>1,396,479</b>	<b>1,208,423</b>

**COASTAL WEST SUSSEX MIND**  
(A company limited by guarantee)



REGISTERED NUMBER : 08884776

BALANCE SHEET  
AS AT 31 MARCH 2016

	Notes	Restricted Funds £	Unrestricted Funds £	2016 Total £	2015 Total £
<b>Fixed Assets</b>	<b>2</b>				
Freehold land and buildings		-	-	-	252,843
Stone Lane		-	422,012	422,012	427,871
Mind Centre		-	19,667	19,667	699
Other assets		-	-	-	-
		<u>-</u>	<u>441,679</u>	<u>441,679</u>	<u>681,413</u>
<b>Current Assets</b>					
Debtors	<b>3</b>	-	71,360	71,360	56,949
Investments		-	160,378	160,378	158,242
Cash at bank and in hand		42,667	821,462	864,129	401,503
		<u>42,667</u>	<u>1,053,200</u>	<u>1,095,867</u>	<u>616,694</u>
<b>Current Liabilities</b>					
Creditors	<b>4</b>	-	141,067	141,067	89,684
<b>Net Current Assets</b>		<u>42,667</u>	<u>912,133</u>	<u>954,800</u>	<u>527,010</u>
<b>Net Assets</b>		<u>42,667</u>	<u>1,353,812</u>	<u>1,396,479</u>	<u>1,208,423</u>
<b>Represented by:</b>					
General Fund - undesignated	<b>11</b>	-	992,812	992,812	938,339
- designated funds	<b>11</b>	-	361,000	361,000	78,250
Restricted Funds	<b>12</b>	42,667	-	42,667	191,834
<b>Total Funds</b>		<u>42,667</u>	<u>1,353,812</u>	<u>1,396,479</u>	<u>1,208,423</u>

The directors are satisfied that the company is entitled to audit exemption under Section 477 of the Companies Act 2006. However, an audit is required in accordance with section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps proper accounting records which comply with Section 386 of the Companies Act 2006;
- and 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 results for the financial year in accordance with the requirements of Section 396 of the Companies Act 2006, and which otherwise comply with the requirements of this Act relating to the financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Approved on behalf of the Board of Trustees and authorised for issue on **28-7-2016** and signed  
on behalf of the Board of Trustees by:

Mrs S Lefroy  
Chairman

A I Kean  
Treasurer

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016**

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**1. Accounting Policies**

***Basis of accounting***

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

***Preparation of financial statements on a going concern basis***

The financial statements have been prepared on a going concern basis as the trustees assessment is that the Charity is a going concern. This assessment is based upon the 3 year contract with the NHS for adult community services, together with a strong free reserves position which will enable the Charity to continue to provide their services.

***Fixed assets***

Freehold buildings are depreciated on a straight line basis over 73 and 75 years. No depreciation is provided on freehold land. Freehold buildings include specialised freehold buildings (The Gateway) and non specialised freehold buildings (Stone Lane).

Other assets are included in the financial statements at their historical cost and are depreciated at the following rates:

Vehicles	25% reducing balance per annum
Fixtures and fittings	20% reducing balance per annum
IT Equipment	33.3% straight line per annum

Fixed assets below £3,000 are not capitalised.

***Debtors***

Grants receivable and other debtors are recognised at the settlement amount due. Prepayments, which are included within other debtors within note 3, are valued at the amount prepaid.

***Cash at bank and in hand***

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar amount.

***Creditors***

Creditors are recognised at their settlement amount.

***Income***

All grants and incoming resources from charitable activities are accounted for on an accruals basis. Grant income is deferred where it relates to a future period. Donations and legacies are accounted for on an entitlement basis, provided there is adequate probability of receipt and the value of the donation or legacy can be measured with sufficient reliability.

***Expenditure***

All expenditure is dealt with on an accruals basis, and allocated to the appropriate heading in the financial statements.

Governance costs are those costs incurred with constitutional and statutory requirements.

***Allocation of costs and governance costs***

Running and establishments costs are those costs that assist the work of the charity but do not directly undertake charitable activities. Included within these costs are governance costs which comprise costs involving the public accountability of the charity and its compliance with regulation and good practice. All running, establishment and governance costs have been allocated to charitable activities as set out in note 9.

***Pensions***

The charity operates a funded defined contributions scheme. The pension charge for the year was £30,676 (2015 £16,500).

***Fund accounting***

The General Funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purpose.

Restricted funds are set up for all projects for which specific grants or donations are raised. Any deficits on these are charged to the General Fund.

***Operating leases***

Rentals paid under operating leases are charged to the statement of financial activities on a straight line basis over the lease term.

***Financial instruments***

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

***Volunteering and peer facilitators***

Volunteers and peer facilitators may be remunerated for their attendance via a small fee and the reimbursement of expenses. These costs are included within each project's running costs

**COASTAL WEST SUSSEX MIND**  
(A company limited by guarantee)



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016

<b>2. Fixed Assets</b>	<b>Stone Lane</b>	<b>The Gateway</b>	<b>Other Assets</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>				
As at 31 March 2015	261,441	439,463	13,780	714,684
Disposal of assets	(261,441)	-	(1,208)	(262,649)
Additions	-	-	24,517	24,517
<b>As at 31 March 2016</b>	<b>-</b>	<b>439,463</b>	<b>37,089</b>	<b>476,552</b>
<b>Depreciation</b>				
As at 31 March 2015	8,598	11,592	13,081	33,271
Charge for the period	2,828	5,859	5,300	13,987
On disposals	(11,426)	-	(959)	(12,385)
<b>As at 31 March 2016</b>	<b>-</b>	<b>17,451</b>	<b>17,422</b>	<b>34,873</b>
<b>Net book value</b>				
<b>As at 31 March 2016</b>	<b>-</b>	<b>422,012</b>	<b>19,667</b>	<b>441,679</b>
As at 31 March 2015	252,843	427,871	699	681,413
<b>3. Debtors</b>	<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grants receivable	-	65,653	65,653	55,394
Other debtors	-	5,707	5,707	1,555
	<b>-</b>	<b>71,360</b>	<b>71,360</b>	<b>56,949</b>
<b>4. Creditors</b>	<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grants in advance (see below)	-	100,016	100,016	41,976
Other creditors	-	41,051	41,051	47,708
	<b>-</b>	<b>141,067</b>	<b>141,067</b>	<b>89,684</b>
<b>Grants in advance</b>			<b>2016</b>	<b>2015</b>
			<b>£</b>	<b>£</b>
Grants in advance transferred on incorporation of Coastal West Sussex Mind			41,976	17,557
Grants utilised in the period			(41,976)	(17,557)
Grants received in advance during the period			100,016	41,976
Balance as at 31 March 2016			<b>100,016</b>	<b>41,976</b>

All grants in advance have been deferred on the basis that they represent grants received relating to future financial periods.

**COASTAL WEST SUSSEX MIND**  
(A company limited by guarantee)



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016

5. Grant Income	Restricted Funds	Unrestricted Funds	2016	2015
	£	£	£	£
NHS Horsham and Mid Sussex CCG	-	550,129	550,129	523,703
Comic relief grant for BeOK Youth Project	-	-	-	35,751
People's Health Trust Grant	5,425	-	5,425	9,300
Garfield Weston Foundation	-	-	-	10,000
NHS Coastal West Sussex CCG Voluntary Sector Strategic Partners Programme	-	-	-	6,250
Membership donation	-	-	-	10
West Sussex County Council-Training Needs Assessment Grant	-	27,108	27,108	19,997
Mind - Blue Light Resilience Strand Grant	-	47,072	47,072	4,981
NHS Horsham and Mid Sussex CCG - Training	-	-	-	12,888
CWSM Generated Training Income	-	-	-	2,567
Big Lottery Fund Grant	103,923	-	103,923	65,296
Big Lottery Award	10,000	-	10,000	-
West Sussex County Council Carers Support Services Arun & Chichester	-	88,517	88,517	76,364
West Sussex County Council - Tea & Chat Funding	-	45,148	45,148	45,148
Other Grants	-	-	-	8,493
West Sussex County Council - Community Initiative Fund	-	4,015	4,015	3,760
Chichester District Council	-	8,436	8,436	2,646
NHS CCG Innovation Fund	-	4,432	4,432	-
Chichester Children and Family Centre	-	977	977	-
Northbrook College	-	1,500	1,500	-
	<b>119,348</b>	<b>777,334</b>	<b>896,682</b>	<b>827,154</b>

Of the £827,154 of grant income in 2015, £125,347 was restricted.

6. Donations and legacies	Restricted Funds	Unrestricted Funds	2016	2015
	£	£	£	£
Mind Shop	-	91	91	1,036
Legacies	-	10,000	10,000	2,148
Donations	35,841	13,543	49,384	43,169
Fundraising	-	5,024	5,024	9,307
Gift Aid	-	4,675	4,675	-
	<b>35,841</b>	<b>33,333</b>	<b>69,174</b>	<b>55,660</b>

Of the £55,660 of donations and legacies received in 2015, none were restricted.

**7. Staff Costs**

No remuneration was paid to Trustees, nor any persons connected with them, during the period, nor were any Trustees' expenses reimbursed. The staff costs were:

	2016	2015
	£	£
Wages and salaries	660,318	608,284
Social security costs	45,724	41,008
Pensions	30,676	16,500
Other staff costs	8,867	9,215
	<b>745,585</b>	<b>675,007</b>

There are no employees with emoluments above £60,000 p.a.

The average weekly number of staff employed, including part time staff, during the period was as follows:

	2016	2015
	56	54

**8. Net income for the year**

This is stated after charging:

	2016	2015
	£	£
Depreciation	13,987	9,326
Auditor's remuneration:		
Audit fees	7,038	5,478
Other fees	2,862	3,415
Operating leases - equipment	3,114	2,861



**COASTAL WEST SUSSEX MIND**

(A company limited by guarantee)


**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016**

9. Charitable costs	Staff and volunteer costs	Running costs	Establishment expenses	Depreciation	2016 Total	2015 Total
	£	£	£	£	£	£
<b>Unrestricted funds</b>						
Worthing Community Services	165,797	7,747	6,730	5,299	185,573	200,985
Littlehampton Community Services	160,034	7,810	11,027	-	178,871	179,331
Housing - Stone Lane	-	450	1,412	2,828	4,690	4,630
Garden Minders	-	-	-	-	-	43,209
Management and administration	53,058	29,037	4,688	5,860	92,643	68,390
Training and communications	49,565	29,031	715	-	79,311	48,666
Forum House	-	-	-	-	-	1,341
Chestnut DCS	21,913	3,759	-	-	25,672	21,494
Judith Adams DCS	17,473	1,816	-	-	19,289	19,814
Our Café - Chichester	10,471	1,310	3,364	-	15,145	16,394
Our Café- Bognor	1,478	916	1,606	-	4,000	-
Chichester Tea and Chat	15,755	2,163	3,801	-	21,719	26,522
Bognor Tea & Chat	12,606	1,799	3,715	-	18,120	20,129
Midhurst DCS	11,085	3,622	486	-	15,193	18,107
Midhurst Projects	45,583	6,780	4,660	-	57,023	39,704
Families in Mind	11,932	2,385	61	-	14,378	3,589
Arundel services	10,242	722	82	-	11,046	4,362
The Orchard Club	9,160	1,000	-	-	10,160	1,219
Fundraising	10,398	671	75	-	11,144	-
Young People	22,201	11,069	-	-	33,270	-
Anti Stigma Project	-	7,999	-	-	7,999	10,484
Governance costs	8,186	7,838	-	-	16,024	17,180
<b>Total unrestricted</b>	<b>636,937</b>	<b>127,924</b>	<b>42,422</b>	<b>13,987</b>	<b>821,270</b>	<b>745,550</b>
<b>Restricted funds</b>						
Reflexology Fund	-	11,856	-	-	11,856	10,944
Bridging Fund	-	10	-	-	10	100
Youth Project	-	-	-	-	-	37,593
Chichester Tea and Chat	-	-	-	-	-	5,000
People's Health Trust Grant	7,192	-	-	-	7,192	6,500
Friends in Mind	3,566	-	-	-	3,566	-
Garfield Weston Foundation	-	-	-	-	-	10,000
Big Lottery Fund Grant	97,890	3,271	571	-	101,732	65,296
<b>Total restricted</b>	<b>108,648</b>	<b>15,137</b>	<b>571</b>	<b>-</b>	<b>124,356</b>	<b>135,433</b>
	<b>745,585</b>	<b>143,061</b>	<b>42,993</b>	<b>13,987</b>	<b>945,626</b>	<b>880,983</b>

**COASTAL WEST SUSSEX MIND**  
(A company limited by guarantee)



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016

**10. Constitution**

The company is limited by guarantee and has no share capital. In the event of the company being wound up and unable to meet its liabilities, each member undertakes to contribute such sum as may be required up to a maximum of £1.

**11. Unrestricted Funds**

	Balance 01 April 2015	Income	Expenditure	Transfers	Balance 31 March 2016
	£	£	£	£	£
<b>General Fund</b>	<b>938,339</b>	<b>617,493</b>	<b>(743,020)</b>	<b>180,000</b>	<b>992,812</b>
<b>Designated funds</b>					
IT Review and upgrade	35,000	-	(35,000)	-	-
Restructuring	15,000	-	(15,000)	-	-
Unfunded Project Support	28,250	-	(28,250)	-	-
Youth Project Support	-	220,000	-	-	220,000
Families in Mind Support	-	20,000	-	-	20,000
Anti Stigma- Raising awareness	-	11,000	-	-	11,000
Marketing and Communications	-	25,000	-	-	25,000
Bridging Fund older Peoples Services	-	75,000	-	-	75,000
Gateway Property Works	-	10,000	-	-	10,000
<b>Total Designated funds</b>	<b>78,250</b>	<b>361,000</b>	<b>(78,250)</b>	<b>-</b>	<b>361,000</b>
<b>TOTAL UNRESTRICTED</b>	<b>1,016,589</b>	<b>978,493</b>	<b>(821,270)</b>	<b>180,000</b>	<b>1,353,812</b>

**IT Review and upgrade**

In 2014/15 the Charity reviewed its existing IT structure, along with future needs and set up a designated fund for this expenditure. During the year the IT systems have been upgraded and this fund has been used to fund the expenditure incurred.

**Restructuring**

This fund was set up last year for redundancies and Salary Protection costs which were expected in 2015/16. During the year the restructuring has taken place and this fund has been utilised to cover the costs incurred.

**Unfunded Project Support**

This was set up to support some existing projects which run in line with our Charities objectives but either have limited funding or need support while future funding is confirmed. During the year, these funds have been utilised.

**Youth Project Support**

This fund will be used to partially support our young peoples project for up to 3 years while funding is sought and secured.

**Families in Mind Support**

This fund is to support our Post Natal Depression project for 2016/17 while further funding is sought and secured.

**Anti Stigma- Raising awareness**

This will be used to support the balance of costs for this unfunded project for 2016/17.

**Marketing and Communications**

This is a fund to support a 1 year project to redesign and redevelop our Marketing and Communications work, including our website, in line with our business plan.

**Bridging Fund older Peoples Services**

This fund will be used to bridge the potential impact between the end of existing grants to April 2017 and the commencement of new funding if successful.

**Gateway Property Works**

This fund is to cover some internal building works required to adapt and improve The Gateway for our growing service demand and Head Office support functions.

**COASTAL WEST SUSSEX MIND**  
(A company limited by guarantee)



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016

**12. Restricted Funds**

The income funds of the Charity include restricted funds comprising the following unexpended balances to be applied for specific projects.

	Balance 01 April 2015	Income	Expenditure	Transfers	Balance 31 March 2016
	£	£	£	£	£
Reflexology Fund	17,184	16,500	(11,856)	-	21,828
Bridging Fund	1,850	-	(10)	-	1,840
The Jules Thorn Charitable Trust	170,000	-	-	(170,000)	-
People's Health Trust Grant	2,800	5,425	(7,192)	-	1,033
Big Lottery Fund Grant	-	113,923	(101,732)	(10,000)	2,191
Anti Stigma- Raising awareness	-	7,234	-	-	7,234
Alzheimer's- Singing for the brain	-	4,975	-	-	4,975
Friends in Mind	-	7,132	(3,566)	-	3,566
	<u>191,834</u>	<u>155,189</u>	<u>(124,356)</u>	<u>(180,000)</u>	<u>42,667</u>

**Reflexology Fund**

The Reflexology Fund was set up by Miss Rodford in April 2000 to fund a service for MIND members. This service will continue in the forthcoming year and the funds held at the year end will be utilised in providing this service and includes the donated amount including the related gift aid claimed.

**Bridging Fund**

This fund has been created by a donation from the Bridging Fund Trust. The fund is to provide emergency funding for people in crisis.

**The Jules Thorn Charitable Trust**

Following the sale of Stone Lane, to which they had significantly contributed to the purchase of, The Jules Thorn Charitable Trust have agreed that we can retain their capital investment as a contribution towards the costs of a youth mental health service until March 2019.

**People's Health Trust Grant**

2 year grant funding to support Post Natal Depression in disadvantaged areas.

**Big Lottery Fund Grant**

This project will run for 3 years and will provide top up funding to cover our Older People Services. It has been split across several projects - Our Café, Chichester Tea and Chat and Bognor Tea and Chat in Year 1 and will also include Midhurst DCS in years 2 and 3. The funding is attributed to salaries, general running costs at the project level and salaries, rent and an element of general core running costs for Head Office.

**Anti Stigma- Raising awareness**

An individual donation from the Ryan Chapman Family to be used to support work tackling stigma and discrimination.

**Alzheimer's- Singing for the Brain**

Funds donated from an annual charity Golf Day arranged by the Rudland & Stanbrook families specifically for support around singing for the brain.

**Friends in Mind**

Chichester Harbour Rotary, via their event Cycle Chartres, donations to be used for the Friends in Mind scheme operating in the Chichester district.

**14. Analysis of net assets between funds**

	General fund	Designated funds	Restricted funds	Total 31 March 2016
	£	£	£	£
Tangible fixed assets	441,679	-	-	441,679
Current asset investments	160,378	-	-	160,378
Cash at bank and in hand	-	361,000	42,667	403,667
Other net current assets	390,755	-	-	390,755
<b>Total</b>	<u>992,812</u>	<u>361,000</u>	<u>42,667</u>	<u>1,396,479</u>

**14. Other financial commitments**

At the end of the period the company had annual commitments under non-cancellable operating leases as set out below:

	31 March 2016	31 March 2015
	£	£
Operating leases which expire:		
not later than one year	304	-
later than one year, not later than five years	<u>2,902</u>	<u>2,966</u>

**STATEMENT OF RESERVES POLICY**  
**APPENDIX 1**

---

Coastal West Sussex Mind held free reserves of £551,133 at 31 March 2016 (£426,926 at 31 March 2015). These figures exclude designated funds.

With annual budgeted expenditure in excess of £1 million and a forecast deficit of over £65,000 for the year to 31 March 2017 the trustees consider that it is prudent to be holding this amount. This covers around six months of operating expenses which is designed to ensure that the services we provide to a vulnerable set of services users can continue for a reasonable period in the event of a loss of income.

Alongside free reserves the Board have also designated funds for a number of unfunded projects:

A fund for our young people's mental health service of £220,000 (which represents the full proceeds of the 65% proportion of Stone Lane that had been financed by the Jules Thorn Trust). The Board expects that other sources of funding will be found to make the project sustainable over subsequent years.

In addition, there are also designated funds for the Families in Mind (£20,000), Community Anti-Stigma Awareness Raising (£11,000) and Communications and Marketing (£25,000) projects, together with £10,000 for work to be carried out on the Gateway property in 2016-17. These are not funded by any external funders, and the Board has agreed that they are of such a priority that it is appropriate to fund them from our own reserves.

Finally, the Board have also designated a £75,000 Bridging Fund to provide a ring-fenced sum to support our 'Living Well' services for which may be required as a result of the 3-year Big Lottery Fund grants coming to an end in March 2017.