

**SUTTON MENTAL HEALTH FOUNDATION CHARITY COMPANY**  
(A Company Limited by Guarantee and not having a Share Capital)

**ANNUAL REPORT AND ACCOUNTS**  
**FOR THE 12 MONTHS to 30 SEPTEMBER 2019**

Sutton Mental Health Foundation  
63 Downs Road  
Belmont  
Surrey  
SM2 5NR

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**[admin@smhf.org.uk](mailto:admin@smhf.org.uk)**

Company Number: 3549053  
Registered Charity Number: 1069945

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**SUTTON MENTAL HEALTH FOUNDATION CHARITY COMPANY**  
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**Report of the Trustees for the twelve months ended 30 September 2019**

**Charity Name:** Sutton Mental Health Foundation Charity Company  
**Company Registration Number:** 3549053  
**Charity Registration Number:** 1069945  
**Registered Office:** 63 Downs Road  
Belmont, Surrey  
SM2 5NR

**Chairman:** David Jones  
**Treasurer:** Malcolm Booth  
**Trustee:** Christopher Akass (from 21 May 2018)  
**Trustee:** Steve Francis (until 14 February 2019)

**Trustee:** Naomi Kenny (from 9 April 2018)  
**Trustee:** Doris Richards (until 8 March 2019)  
**Trustee:** Natalie Rogers (from 21 May 2018)  
**Trustee:** Peter Thomas  
**Company Secretary:** Carol Jacques

**Manager (until 2 September 2018):** Carol Jacques  
**Operational Services Manager**  
**(from 3 September 2018):** Ovie Oboh  
**Peer Support Co-ordinator and**  
**Community Liaison Lead**  
**(from 3 September 2018):** Carol Jacques  
**User Engagement and Co-production** Lisa Lancefield (from 8 July 2019)  
**Adviser**

**Bankers:** Lloyds TSB Bank  
49 High Street  
Sutton, Surrey

The Charities Official Investment Fund (COIF)  
St Alphage House  
2 Fore Street  
London EC2Y 5AQ

**Independent examiner:** Myrus Smith  
Chartered Accountants  
Norman House, 8 Burnell Road  
Sutton, Surrey SM1 4BW

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**Report of the Trustees for the twelve months ended 30 September 2019**

**Report on the year**

2018-19 was a year of change and challenge for SMHF as many of our staff adapted to new responsibilities and we piloted several new projects.

We took a fresh look at the way we identify and respond to the needs of people who present themselves to us for the first time. As the only organization in Sutton dedicated to the needs of adults with severe mental health problems, we recognise a responsibility not only to provide direct support ourselves when we are able to do so, but also to provide signposting to other services. During the year we took steps to put this on a more systematic footing and to build relationships with other organizations to support cross-referral and working together. This has led to growth in the number of referrals we have received, especially from Sutton Uplift, so that we have been able to support more people to gain access to other services.

During the year a total of 174 people made use of the Connect service. We ran at least 280 activity sessions and provided 5000 hot lunches. Visiting advisers from Sutton CAB and Surrey Law Centre held a total of 55 sessions on our premises. (Surrey Law Centre closed in November 2018.) The premises were also used on 48 occasions by other organizations paying a nominal rent.

Our team of peer support workers continued to make regular, weekly visits to the acute psychiatric ward at Springfield Hospital to provide non-clinical support to in-patients and some of these relationships continued after discharge from hospital.

We ran three pilot projects, extending peer support into new areas. We gained valuable insights from attending the Accident and Emergency Unit at St Helier Hospital twice a week on Monday and Thursday evenings to offer support to people awaiting clinical attention and we are grateful to St Helier Hospital and the Psychiatric Liaison team based there for making this possible, as well as to Sutton Clinical Commissioning Group for funding this work. The service is continuing pending longer-term decisions on how to deploy peer support in this environment.

As part of a wider project co-ordinated by Homestart Sutton we ran a perinatal peer support group funded by the Sutton Community Fund and the charitable fund of Sutton Community Commissioning Group. Four people from SMHF received training in perinatal mental health, thus broadening the expertise available within our organisation. Our peer support workers then took part in a wider project to improve perinatal mental health for women and their families, offering both group

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**Report of the Trustees for the twelve months ended 30 September 2019**

sessions and one to one support. Whilst the pilot project has now been completed, the service will be maintained as part of our general peer support arrangements.

With funding from the Sutton Community Fund, we also established a Polish speaking peer support service which assisted 17 people in the course of the year.

In July, we were joined by Lisa Lancefield who took up a new post as User Engagement and Co-production Adviser. Lisa will be supporting the work of Sutton 1in4 Network and the Commissioning Advisory Group, which acts as a sounding board amongst people who use mental health services for Sutton's mental health commissioners, both at Sutton Council and in the NHS.

We continued to work with Community Action Sutton to promote the Time to Change initiative and co-facilitated a conference during Mental Health Awareness Week attended by about fifty people, including many from Sutton Council and other local organisations. We provided a mental health awareness session at Sutton Nightwatch and made presentations to the BME Forum of Community Action Sutton and to a womens' group at Sutton Mosque.

Two of our trustees retired in early 2019. We thank Doris Richards and Steve Francis for their contributions to the work of SMHF over many years.

**Structure, Governance and Management**

**Governing Document**

The Company is a charitable company limited by guarantee. Its governing documents are its Memorandum and Articles of Association.

**Trustees**

The directors of the Company are also charity trustees for the purpose of charity law. They are elected at the Annual General Meeting of the company and one third of them retire in rotation each year.

The Board seeks members who understand the needs of people who use mental health services, who reflect the diversity of the community and who can contribute to the business needs of the Company. People with direct experience of mental distress are actively welcomed to serve on the Board.

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**Report of the Trustees for the twelve months ended 30 September 2019**

During the year the board had a broad mix of skills drawn from commerce, administration, social work, human relations, teaching and psychiatry. Several Trustees have direct experience of mental health problems and of using mental health services. All made contributions to the work of the company by sharing their expertise with staff and in other ways.

In the event of the Company being wound up Trustees are required to contribute an amount not exceeding £1.

**Organisational Structure**

The Board of Trustees meets at least bi-monthly and is responsible for the strategic direction and policy of the Company. The Secretary also sits on the Board but does not vote.

The managers are responsible for the day to day running of the Company's activities and for the supervision and development of its staff.

The Board of Trustees is responsible for the management of the risks faced by the Company. Risks are identified, assessed and reviewed throughout the year. The Company's risk management processes are reviewed annually.

The key controls used by the Company include:

- Formal Board agendas
- Strategic planning, budgeting and management accounting
- Established organisational structure and lines of reporting
- Formal written policies
- Clear authorisation and approval levels
- Vetting procedures as required by law for the protection of vulnerable adults.

The Board of Trustees is satisfied that the major risks identified through the risk management processes established for the Company have been adequately mitigated where necessary. It is recognised that systems can only provide reasonable but no absolute assurance that major risks have been adequately managed.

The Company recognises the importance of its relationships with its main funders, the Sutton Clinical Commissioning Group (NHS Sutton) and the London Borough of Sutton. It also seeks to work closely with statutory service providers, particularly the

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**Report of the Trustees for the twelve months ended 30 September 2019**

South West London and St George's Mental Health NHS Trust and with Community Action Sutton and third sector funders and charitable trusts.

**Objects, Aims, Objectives and Activities**

**Charitable Objects**

The Company is established "for the benefit of people with mental health problems and their carers resident in the London Borough of Sutton, in particular, but without prejudice to the generality of the foregoing, by providing facilities for recreation or other leisure-time occupation in the interests of social welfare and with the object of improving their conditions of life; and for other charitable purposes as the trustees, in their discretion, shall from time to time determine.

**Public Benefit**

Within these Objects, the Company's public benefit aim is to provide high quality support to residents of Sutton who have experienced mental distress or who are at risk of doing so. Most services are provided free of charge to users, subject to capacity, although a charge may be made for services which provide direct benefit to individuals or small groups.

The Trustees seek continually to review the services provided and to adapt them to changing needs. In particular, the trustees seek to involve the people who use the Foundation's services in developing, delivering and evaluating these services to ensure that they meet the relevant needs as fully as possible.

Accordingly the Board of Trustees has complied with the duty in Section 17, Charities Act 2011, to have regard to the Public Benefit guidance published by the Charity Commission.

**Activities**

The Company's principal activities are as follows:

**Belmont Connect**

Belmont Connect is a drop-in service commissioned and paid for by the London Borough of Sutton. It is open on four weekdays and on Sundays to offer a safe and welcoming environment and social support to people who have experienced severe

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mental distress. A cooked meal is available for a reasonable charge at all sessions. Activities include physical exercise, arts and crafts, games and outings. Some activities, including drama and music sessions, relaxation and mindfulness are peer led and Sunday sessions are entirely user-run. Informal support with practical issues of daily living and signposting to other services are offered by staff and volunteers. The Connect service has a strong ethos of community and mutual support.

**Advice services**

The Foundation does not offer advice directly but Sutton Citizens' Advice Bureau makes regular visits and its services are open to our users.

**User engagement and co-production**

The Foundation supports the Sutton 1in4 Network, a community organisation for people in Sutton who have experience of mental distress, with the intention of improving local mental health services and providing mutual support. The Foundation also supports the Commissioning Advisory Group, a group of people with experience of using mental health services which is consulted from time to time by service commissioners of the London Borough of Sutton and the NHS Sutton Clinical Commissioning Group on the design, commissioning, performance and review of mental health services in the borough.

**Peer support**

The Foundation supports a team of peer support workers who provide peer support in a number of different contexts, including the acute psychiatric ward at Springfield Hospital and the Accident and Emergency Department at St Helier Hospital. Individual appointments for peer support are arranged at various locations in the local community and for particular client groups, including people seeking perinatal support and support in the Polish language. The telephone "Hope Line" was discontinued in March 2019.

8 new peer support workers were trained in the course of the year. A total of 71 people received individual peer support during the period.

We were able to meet with Shery Mead and Chris Hansen, the American founders of Intentional Peer Support, during their visit to the UK, thus consolidating a long-standing relationship.



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**Achievements and performance**

- 1. Providing support.** The Foundation provided direct support to 174 people through its Connect service
- 2. Building relationships and resilience.** Efforts were made to build stronger relationships with other local organisations. We seek to ensure that beneficiaries have access to all the services we offer and can also be referred elsewhere for services we do not provide.
- 3. Information and advice.** Three to five people each week benefited from CAB's advice surgeries on our premises.
- 4. Sutton 1in4 Network** The Network's activities were limited by the absence of a support worker for most of the period. Lisa Lancefield joined us towards the end of the year to take up this role.
- 5. Training.** We did not conduct external training during this year following a decision to concentrate our efforts on other activities.
- 6. Peer support.** 71 people received individual peer support in the course of the year and our pilot projects with the Polish community, in the Accident and Emergency Ward at St Helier Hospital and with Homestart Sutton were all completed.
- 7. Funding.** We are grateful to several generous donors who supported our work. We have experienced a gradual increase in personal, charitable and corporate donations which give us a degree of freedom to supplement the services which we are contracted to provide and to explore new possibilities.

**Plans for 2019-20**

Our plans for 2019-20 include:

- Strengthening our relationship with local commissioners and playing our part in the development of the new Sutton Mental Health Strategy
- Seeking continued funding to support people experiencing mental distress within programmes of work funded by the London Borough of Sutton and NHS Sutton
- Plans to diversify our income and encourage financial support from business and private donations
- Further development of peer support projects in new environments, in partnership with Sutton CCG and other organisations
- Building our capacity to offer support through staff training, improving our procedures and integrating our services to provide the best possible experience to the people who use them

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**Report of the Trustees for the twelve months ended 30 September 2019**

- Consolidating our board and seeking new appointments, especially of people with first hand experience of mental distress, to ensure that we keep the needs of users to the fore

**Financial Review**

The results of the Company for the twelve months to 30 September 2019 are set out on pages 15 to 26.

The gross income of the company for the period was £201,222. 42% of income came from the London Borough of Sutton and 55% from NHS Sutton.

Gross expenditure amounted to £203,215 giving a net deficit of £1,993.

**Unrestricted funds:**

General fund: Balance: £87,966  
Held to meet costs which fall outside the scope of restricted or designated funding, including costs arising from new initiatives and in response to specific needs for which no funding has been received.

**Designated Funds:**

Business Continuity Fund: Balance: £50,000  
This fund has been set up by the Board to be held in reserve in case of cessation of funding by either (or both) the Local Authority and Clinical Commissioning Group (NHS Sutton) to enable the organisation to maintain its activities for a limited period where appropriate whilst seeking to secure alternative funding

Building Fund: Balance: £383,826  
Represents the funds raised and used to purchase the premises and to refurbish them, less accrued depreciation. This fund represents the value of fixed assets and is not held in cash

Fund for Future Obligations: Balance: £50,000

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**Report of the Trustees for the twelve months ended 30 September 2019**

Funds held in reserve to meet any adjustment costs resulting from future loss of funding, such as redundancy payments.

Training activities: Balance: £436  
Fund to represent the surplus or deficit on training activities.

Total Unrestricted and Designated Funds: Balance: £572,228

**Restricted funds**

Hearing Voices: Balance: £3,227  
The residue of a grant of £7,000 received to set up hearing voices groups for younger people. With the agreement of the donor, this funding is now being used for similar purposes.

Renovation: Balance: £15,661  
The residue of a fund set up to provide for the modernisation of the Foundation's premises in 2011. This fund is now being used for improvements and repairs to the building as and when they are required.

Safe House Fund: Balance: £22,630  
A fund derived mainly from funds raised by the Mayor's charity in 2012/14 to support the development of crisis support services.

Commissioning Advisory Group administrative support: Balance: £368  
This represents the balance of provision by NHS Sutton for administrative support to the Commissioning Advisory Group.

Belmont Connect Learn Support Centre as well as the Sunday Drop In were funded by a contract with the London Borough of Sutton. Any deficit has been funded by the General Reserve.

Client and Community Development work is funded by NHS Sutton for work undertaken in the community rather than in the centres, and the annual surpluses have been transferred to the General Reserves.

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**Report of the Trustees for the twelve months ended 30 September 2019**

**Investment Policy**

Apart from the Building Fund, which is represented by the depreciated value of the Freehold Property, its original improvements and the 2011 refurbishment, fund balances are held in bank current and deposit accounts or as cash and as such are immediately available. To increase returns on funds which are not expected to be spent in the short term, the decision has been taken to invest some of the funds on the money market with first class banks for periods of up to one year.

**Reserves Policy**

The reserves policy calls for reserves to be held in the general funds in the range of three to six months operating expenditure. Based on the last period expenses this would be a financial range of between £51,490 and £102,980. Unrestricted general funds amounted to £87,966 at 30 September 2019.

The Trustees have continued to seek new opportunities for the Foundation, whilst seeking to reduce costs where possible. The current costs of most activities were fully met during the year. The Trustees continue to keep costs under regular review.

These unrestricted reserves are held in readily realisable assets which the Trustees consider to be assets that are easily converted into cash.

**Statement of Trustee Responsibilities**

The Trustees (who are also Directors of Sutton Mental Health Foundation for the purposes of Company Law) are responsible for producing the Trustees' Report and the Financial Statements in accordance with applicable law and United Kingdom accounting standards (United Kingdom General Accounting Standards)

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 the year. In preparing those Financial Statements, the Trustees are required to:

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**Report of the Trustees for the twelve months ended 30 September 2019**

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Observe the methods and principles in the Charities SORP 2016 (FRSSE)
- 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 Company will continue in operation.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Charitable Company and to enable them to ensure that the Financial Statements comply with the Companies Act 2006. They are responsible for safeguarding the assets of the 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.

**Auditors**

A resolution to re-appoint as Auditors Messrs. Myrus Smith, Chartered Accountants, Norman House, 8 Burnell Road, Sutton, Surrey SM1 4BW was adopted at the Annual General Meeting on 19 December 2019.

**Exemption Statement**

This Trustees' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to Small Companies.

**SUTTON MENTAL HEALTH FOUNDATION CHARITY COMPANY**

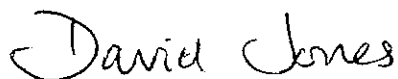
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**Report of the Trustees for the twelve months ended 30 September 2019**

Approved and signed on behalf of the Trustees

Sutton Mental Health Foundation Charity Company  
63 Downs Road  
Belmont, Surrey  
SM2 5NR

Chair  
David Jones



Date:

21/7/2020

Treasurer  
Malcolm Booth



Date: 21/7/2020

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF**  
**SUTTON MENTAL HEALTH FOUNDATION CHARITY COMPANY**

(A Company Limited by Guarantee and Not Having a Share Capital)

We have audited the financial statements of Sutton Mental Health Foundation Charity Company for the year ended 30 September 2019 which comprise 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 2016) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 September 2019, 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); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF**

**SUTTON MENTAL HEALTH FOUNDATION CHARITY COMPANY**  
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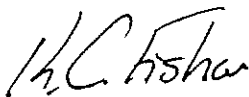
**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

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

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a strategic report or in preparing the directors' report.



Kevin Fisher BA FCA CTA (*Senior Statutory Auditor*)  
For and on behalf of Myrus Smith, Statutory Auditor

Norman House  
8 Burnell Road  
Sutton, Surrey  
SM1 4BW

23 July 2020



# SUTTON MENTAL HEALTH FOUNDATION CHARITY COMPANY

(A Company Limited by Guarantee and Not Having A Share Capital)

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 SEPTEMBER 2019

	Notes	Total Unrestricted funds £	Total Restricted funds £	Total Funds 2019 £
<b>Income</b>				
Donations and legacies	2	16,910	6,260	23,170
Charitable activities	3	-	173,235	173,235
Investments	4	855	-	855
Other	5	2,576	1,386	3,962
<b>Total</b>		<u>20,341</u>	<u>180,881</u>	<u>201,222</u>
<b>Expenditure</b>				
Charitable activities	6	<u>3,030</u>	<u>200,185</u>	<u>203,215</u>
<b>Total</b>		<u>3,030</u>	<u>200,185</u>	<u>203,215</u>
<b>Net income/(expenditure)</b>	8	17,311	(19,304)	(1,993)
Transfers between funds		<u>(11,439)</u>	<u>11,439</u>	<u>-</u>
<b>Net movement in funds</b>		5,872	(7,865)	(1,993)
<b>Reconciliation of funds</b>				
Fund balances brought forward		<u>566,356</u>	<u>49,751</u>	<u>616,107</u>
<b>Fund balances carried forward</b>		<u><u>£572,228</u></u>	<u><u>£41,886</u></u>	<u><u>£614,114</u></u>

All income and expenditure derives from continuing activities.

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

The notes form part of these financial statements.

**SUTTON MENTAL HEALTH FOUNDATION CHARITY COMPANY**  
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**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2018**

	Notes	Total Unrestricted funds £	Total Restricted funds £	Total Funds 2018 £
<b>Income</b>				
Donations and legacies	2	6,551	13,100	19,651
Charitable activities	3	331	186,065	186,396
Investments	4	779	-	779
Other	5	4,963	1,547	6,510
<b>Total</b>		<u>12,624</u>	<u>200,712</u>	<u>213,336</u>
<b>Expenditure</b>				
Charitable activities	6	<u>2,609</u>	<u>186,939</u>	<u>189,548</u>
<b>Total</b>		<u>2,609</u>	<u>186,939</u>	<u>189,548</u>
<b>Net income/(expenditure)</b>	8	10,015	13,773	23,788
Transfers between funds		<u>9,516</u>	<u>(9,516)</u>	<u>-</u>
<b>Net movement in funds</b>		19,531	4,257	23,788
<b>Reconciliation of funds</b>				
Fund balances brought forward		<u>546,825</u>	<u>45,494</u>	<u>592,319</u>
<b>Fund balances carried forward</b>		<u>£566,356</u>	<u>£49,751</u>	<u>£616,107</u>

All income and expenditure derives from continuing activities.

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

The notes form part of these financial statements.

# SUTTON MENTAL HEALTH FOUNDATION CHARITY COMPANY

(A Company Limited by Guarantee and Not Having a Share Capital)

## BALANCE SHEET AS AT 30 SEPTEMBER 2019

	Notes	2019	2018
		£	£
<b>FIXED ASSETS</b>			
Tangible assets	11	383,826	383,748
<b>CURRENT ASSETS</b>			
Debtors	12	7,067	47,185
Cash at bank and in hand		262,215	187,668
		<u>269,282</u>	<u>234,853</u>
<b>CREDITORS: Amounts falling due within one year</b>	13	<u>38,994</u>	<u>2,494</u>
<b>NET CURRENT ASSETS</b>		<u>230,288</u>	<u>232,359</u>
<b>NET ASSETS</b>	16	<u>£614,114</u>	<u>616,107</u>
<b>FUNDS</b>			
Unrestricted funds	14	572,228	566,356
Restricted funds	15	41,886	49,751
<b>TOTAL FUNDS</b>		<u>£614,114</u>	<u>£616,107</u>

These financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board of Trustees on *21st July* 2020  
and signed on their behalf by

David Jones  
Chair

*David Jones*

Malcolm Booth  
Treasurer

*Malcolm Booth*

The notes form part of these financial statements.

# **SUTTON MENTAL HEALTH FOUNDATION CHARITY COMPANY**

**(A Company Limited by Guarantee and Not Having a Share Capital)**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2019**

### **1. ACCOUNTING POLICIES**

#### **a) Basis of Preparation**

The charity constitutes a public benefit entity as defined by FRS 102. 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 applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

#### **b) Income Recognition**

Income is included in the Statement of Financial Activities when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Grant income is recognised in accordance with agreed budgets and timeframes. Amounts received but which relate to future reporting periods are accounted for as deferred income. In the case of multi-year grants, the aggregate amount of future instalments not yet received and which are subject to satisfactory performance is disclosed as a contingent asset.

#### **c) Expenditure and Irrecoverable VAT**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Expenditure on charitable activities comprises the costs of running the various activities and services for the charity's beneficiaries

Expenditure includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support them.

Irrecoverable VAT is charged as a cost against the associated expense heading.

# **SUTTON MENTAL HEALTH FOUNDATION CHARITY COMPANY**

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## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2019**

### **d) Fund Accounting**

Unrestricted general funds are those funds which are freely available for use in furtherance of the objects of the charity and which have not been designated for specific purposes.

Designated funds are unrestricted funds which have been set aside by the trustees for specific purposes.

Restricted funds are funds which can only be used in accordance with specific restrictions imposed by the donor or which have been raised for a particular purpose.

### **e) Fixed Assets and Depreciation**

Depreciation is provided so as to write off the cost of each asset over its estimated useful life at the following annual rates:

Freehold Land	Nil
Freehold Property improvements	43 years straight line
Office equipment and computers	3 years straight line
Furniture and fixtures	5 years straight line

## **2. DONATIONS AND LEGACIES**

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
Donations	<u>£16,910</u>	<u>£6,260</u>	<u>£23,170</u>	<u>£19,651</u>

Of the £19,651 received in 2018, £6,551 related to unrestricted funds and £13,100 related to restricted funds.

## **3. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Grants and contracts	-	173,235	173,235	186,035
Training fees	-	-	-	361
	<u>-</u>	<u>£173,235</u>	<u>£173,235</u>	<u>£186,396</u>

Of the £186,396 received in 2018, £331 related to unrestricted funds and £186,065 related to restricted funds.

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**4. INVESTMENT INCOME**

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
Bank interest	<u>£855</u>	<u>£Nil</u>	<u>£855</u>	<u>£779</u>

All of the £779 received in 2018 related to unrestricted funds.

**5. OTHER INCOME**

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Rental and other income	2,576	-	2,576	4,963
Kitchen income	<u>-</u>	<u>1,386</u>	<u>1,386</u>	<u>1,547</u>
	<u>£2,576</u>	<u>£1,386</u>	<u>£3,962</u>	<u>£6,510</u>

Of the £6,510 received in 2018, £4,963 related to unrestricted funds and £1,547 restricted funds.

**6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

	Direct Costs £	Support Costs £	Total 2019 £	Total 2018 £
Salaries	113,188	28,793	141,981	149,643
Staff and volunteer costs	1,968	2,081	4,049	3,042
Travel outings	-	624	624	283
Premises	-	15,601	15,601	12,475
General office	-	17,732	17,732	16,097
Publicity	-	802	802	1,181
Professional fees	-	16,910	16,910	2,400
Governance (note 7)	-	2,486	2,486	2,430
Depreciation	-	3,030	3,030	1,997
	<u>£115,156</u>	<u>£88,059</u>	<u>£203,215</u>	<u>£189,548</u>

Of the £189,548 expenditure in 2018, £2,609 was charged to unrestricted funds and £186,939 was charged to restricted funds.

# SUTTON MENTAL HEALTH FOUNDATION CHARITY COMPANY

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2019

### 7. GOVERNANCE COSTS

	Total 2019 £	Total 2018 £
Wages and salaries	650	600
Audit fees	1,836	1,830
	<u>£2,486</u>	<u>£2,430</u>

### 8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) for the year is stated after charging:

	2019	2018
- Auditor's remuneration	£1,836	£1,830
- Depreciation	£3,030	£1,997
	<u>£4,866</u>	<u>£3,827</u>

### 9. TRUSTEES' REMUNERATION AND EXPENSES

The trustees neither received nor waived any remuneration during the year (2018: £Nil) nor were they reimbursed any expenses.

### 10. STAFF COSTS

	Total 2019 £	Total 2018 £
Wages and salaries	138,565	144,717
Social security costs	4,066	5,526
	<u>£142,631</u>	<u>£150,243</u>

There was no employee who received total employee benefits (excluding employer pension costs) in excess of £60,000 in either year.

The average number of employees, calculated on a full-time equivalent basis, analysed by function was:

	2019 Number	2018 Number
Direct charitable activities	4	3
Management and support	1	1
	<u>5</u>	<u>4</u>

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**11. TANGIBLE FIXED ASSETS**

	Freehold Land £	Freehold Property £	Fixtures and Fittings £	Office and computer equipment £	Total £
<b>Cost</b>					
At 1 October 2018	300,000	85,746	23,249	25,000	433,995
Additions	-	-	-	3,108	3,108
At 30 September 2019	300,000	85,746	23,249	28,108	437,103
<b>Depreciation</b>					
At 1 October 2018	-	1,998	23,249	25,000	50,247
Charge in year	-	1,994	-	1,036	3,030
At 30 September 2018	-	3,992	23,249	26,036	53,277
<b>Net book value</b>					
At 30 September 2019	<u>£300,000</u>	<u>£81,754</u>	<u>£Nil</u>	<u>£2,072</u>	<u>£383,826</u>
At 30 September 2018	<u>£300,000</u>	<u>£83,748</u>	<u>£Nil</u>	<u>£Nil</u>	<u>£383,748</u>

**12. DEBTORS**

	2019 £	2018 £
Other debtors	4,717	43,595
Prepayments	2,350	3,590
	<u>£7,067</u>	<u>47,185</u>

**13. CREDITORS – amounts falling due within one year**

	2019 £	2018 £
Accruals	1,494	£1,494
Deferred income	37,500	1,000
	<u>£38,994</u>	<u>£2,494</u>



# SUTTON MENTAL HEALTH FOUNDATION CHARITY COMPANY

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2019

### 14. UNRESTRICTED FUNDS

	1 Oct 2018 £	Income £	Expenditure £	Project transfers £	30 Sept 2019 £
General fund	82,172	17,233	-	(11,439)	87,966
Designated funds:					
Training	436	-	-	-	436
Business continuity	50,000	-	-	-	50,000
Future obligations	50,000	-	-	-	50,000
Building fund	383,748	3,108	3,030	-	383,826
	<u>£566,356</u>	<u>£20,341</u>	<u>£3,030</u>	<u>£(11,439)</u>	<u>£572,228</u>

Comparative information for the analysis of unrestricted funds in the previous year is as follows:

	1 Oct 2017 £	Income £	Expenditure £	Project transfers £	30 Sept 2018 £
General fund	60,363	12,293	-	9,516	82,172
Designated funds:					
Training	717	331	612	-	436
Business continuity	50,000	-	-	-	50,000
Future obligations	50,000	-	-	-	50,000
Building fund	385,745	-	1,997	-	383,748
	<u>£546,825</u>	<u>£12,624</u>	<u>£2,609</u>	<u>£9,516</u>	<u>£566,356</u>

The purpose of each fund is set out in the Report of the Trustees.

# SUTTON MENTAL HEALTH FOUNDATION CHARITY COMPANY

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2019

### 15. RESTRICTED FUNDS

	1 Oct 2018 £	Income £	Expenditure £	Project transfers £	30 Sept 2019 £
A & E	-	5,880	4,084	(1,796)	-
Perinatal	-	6,721	1,583	(5,138)	-
Belmont Connect Learn Support	-	70,886	84,842	13,956	-
Safe House	22,315	315	-	-	22,630
Client Development	-	19,089	27,492	8,403	-
Community Development	-	38,178	17,244	(20,934)	-
Hearing Voices	3,367	-	140	-	3,227
Polish	4,774	4,945	9,439	(280)	-
Peer Support Works	-	19,934	40,984	21,050	-
Sunday Drop In	-	5,500	1,678	(3,822)	-
Renovation	15,661	-	-	-	15,661
CAG Admin	3,634	9,433	12,699	-	368
	<u>£49,751</u>	<u>£180,881</u>	<u>£200,185</u>	<u>£11,439</u>	<u>£41,886</u>

Comparative information for the analysis of restricted funds in the previous year is as follows:

	1 Oct 2017 £	Income £	Expenditure £	Project transfers £	30 Sept 2018 £
Belmont Connect Learn Support	2,573	71,046	71,384	(2,235)	-
Safe House	22,315	-	-	-	22,315
Client Development	-	38,178	40,360	2,182	-
Community Development	-	38,178	24,780	(13,398)	-
Hearing Voices	3,377	30	40	-	3,367
Polish	-	4,945	171	-	4,774
Peer Support Works	-	33,401	41,482	8,081	-
Sunday Drop in	-	5,500	1,354	(4,146)	-
Renovation	15,661	-	-	-	15,661
CAG Admin	1,568	9,434	7,368	-	3,634
	<u>£45,494</u>	<u>£200,712</u>	<u>£186,939</u>	<u>£(9,516)</u>	<u>£49,751</u>

The purpose of each fund is set out in the Report of the Trustees.

# **SUTTON MENTAL HEALTH FOUNDATION CHARITY COMPANY**

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## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2019**

### **16. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Tangible fixed assets £	Net current assets £	Total 2019 £
Restricted Funds:			
Hearing Voices	-	3,227	3,227
Safe House	-	22,630	22,630
CAG Admin	-	368	368
Renovation	-	15,661	15,661
	-	41,886	41,886
Designated Funds:			
PSW Training	-	436	436
Business Continuity	-	50,000	50,000
Future Obligations	-	50,000	50,000
Building Fund	383,826	-	383,826
	383,826	100,436	482,190
Unrestricted Funds:			
General Fund	-	87,966	87,966
<b>Total</b>	<b>£383,826</b>	<b>£230,288</b>	<b>£614,114</b>

# **SUTTON MENTAL HEALTH FOUNDATION CHARITY COMPANY**

(A Company Limited by Guarantee and Not Having a Share Capital)

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2019**

### **16. ANALYSIS OF NET ASSETS BETWEEN FUNDS ../cont'd**

Comparative information for the analysis of the net assets between the funds in the previous year is as follows:

	Tangible fixed assets £	Net current assets £	Total 2018 £
Restricted Funds:			
Hearing Voices	-	3,367	3,367
Safe House	-	22,315	22,315
CAG Admin	-	3,634	3,634
Polish	-	4,774	4,774
Renovation	-	15,661	15,661
	-	49,751	49,751
Designated Funds:			
PSW Training	-	436	436
Business Continuity	-	50,000	50,000
Future Obligations	-	50,000	50,000
Building Fund	383,748	-	383,748
	383,748	100,436	484,184
Unrestricted Funds:			
General Fund	-	82,172	82,172
Total	£383,748	£232,359	£616,107

### **17. RELATED PARTY TRANSACTIONS**

There were no transactions with related parties in 2019 or 2018.