

Registered number: 05000185  
Charity number: 01103063

**THE BUCKINGHAMSHIRE ASSOCIATION FOR MENTAL HEALTH**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**



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**Buckinghamshire**



**The Queen's Award  
for Voluntary Service**

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**THE BUCKINGHAMSHIRE ASSOCIATION FOR MENTAL HEALTH**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2020**

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**Trustees**

I D Bhattacharya (Resigned 21 May 2019)  
P R Bruce, Chair  
R K Parke  
V M Roddy  
R J Swannell  
M Walsh (Resigned 17 September 2019)  
H Tucker  
J Cavalier (Resigned 23 March 2020)  
R E A Long (Appointed 11 February 2020)  
B M Sturdy (Appointed 12 May 2020)

**Company registered number**

05000185

**Charity registered number**

01103063

**Registered office**

14 Granville Street, Aylesbury, Buckinghamshire, HP20 2JR

**Company Secretary**

A McCubbin

**Chief Executive Officer**

A McCubbin

**Independent auditors**

Hillier Hopkins LLP, Radius House, 51 Clarendon Road, Watford, Herts, WD17 1HP

**Bankers**

Lloyds Bank, 1 Market Square, Aylesbury, Buckinghamshire, HP20 1TD

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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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The trustees present their Annual Report together with the audited financial statements of the Buckinghamshire Association for Mental Health (the company) for the year ended 31 March 2020. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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 in October 2019.

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

The report outlines the trustees' response to mitigating the risks posed to the charity since the Covid-19 pandemic to ensure the ongoing success of the organisation. The trustees are pleased to report this approach has been successful with the continuation of service delivery in line with Covid-secure guidelines and the stabilisation of the charity's financial position.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### Structure of the Charity

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 19 December 2003. On 1 January 2006, the organisation changed its operational name to Buckinghamshire Mind, although it is still legally known as The Buckinghamshire Association for Mental Health.

The charity is a membership-based organisation that delegates authority for administering the charity to the Buckinghamshire Mind Board of Trustees. It is important that the membership remains representative of all stakeholders to ensure that their diverse voices are heard and to keep the charity at the heart of the communities it serves.

The board meets four times per annum with additional meetings convened as and when required. In addition to the trustees, the senior management team attends the meetings. The board is further supported by the Finance and Risk Committee and the Accommodation Committee. There are clear guidelines by which authority is delegated within the organisation, with trustees delegating the day to day running of the charity to the senior management team.

##### **Method of appointment or election of trustees**

Under the requirements of the Memorandum and Articles of Association, the members of the Buckinghamshire Mind Board of Trustees are elected by ordinary resolution. At each Annual General Meeting (AGM) one third of the trustees or, if their number is not three or a multiple of three, the number nearest to one third must retire from office. The trustees to retire by rotation shall be those who have been longest in office since their last appointment. During the year trustees can be co-opted on to the board for ratification at the AGM. There is a robust recruitment, induction and checking process for all new trustees joining the board.

All members of the board of trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the accounts. Trustees are required to disclose all relevant interests and withdraw from decisions where a conflict of interest arises.

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**TRUSTEES' REPORT (continued)**  
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### **Induction and training of trustees**

The Chair of the Board and the Chief Executive are responsible for the induction of new trustees. Once the appointment of the new trustee has been confirmed the trustee will receive a pack of relevant supporting information and a programme of meetings will be scheduled with staff, volunteers and other trustees, along with an observation of some activities and an opportunity to meet with service users. Trustees are also able to access a governance support service hosted by national Mind and attend the annual Mind conference. It is very important that trustees are a visible part of the organisation and they are encouraged to visit services and volunteer in other ways.

### **The Finance and Risk Committee**

This committee meets quarterly and takes delegated responsibility on behalf of the board to ensure there is a clear framework for accountability. The key tasks include:

- examining and reviewing all systems and methods of control, both financial and otherwise. The committee produce and review on a rolling basis all the financial controls and procedures of the organisation. Any changes are brought, on an annual basis, to the board.
- risk analysis and risk management.
- ensuring the charity is complying with all aspects of the law, relevant regulations and good practice.
- reviewing the monthly management accounts and annual budget and the overall financial position of the charity. The production of the budget is delegated to the Chief Executive and Finance Manager.
- reviewing statutory and grant funding agreements/contracts delivered by the organisation.

In November 2018 it was agreed that the committee should have delegated authority for making financial decisions that are within the currently agreed financial year budget. For decisions relating to out of budget expenditure and investment decisions the committee reviews and submits recommendations to the main board meeting.

### **The Accommodation Committee**

This committee meets when required and takes delegated responsibility on behalf of the Board to ensure there is a clearly defined accommodation strategy that: -

- matches service delivery need both now and into the future.
- ensures the most efficient use of the organisation's assets and resources

The committee has some operational decision-making capability. However, any recommendation relating to the selling of assets and undertaking/terminating leases must be given final approval at the main Board meeting.

### **Key Management Personnel Remuneration**

Key management personnel remuneration and benefits (the Senior Management Team) totals £158,270 (2019 - £151,003) per annum.

The Buckinghamshire Mind Senior Management Team and all staff are subject to annual appraisals. Trustees' approval is required prior to implementing salary increments.

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As means of good practice, a benchmarking exercise is undertaken when recruiting into new roles against other competitors within the sector of a similar size and activity to ensure that the remuneration is not out of line with that of generally similar roles.

**Risk assessment and management**

The board fully accept its responsibilities under the Charity Commissioner's Statement of Recommended Practice (SORP) for ensuring that the major risks to which the charity is exposed are identified and reviewed, and that there are systems in place to mitigate them. Major risks are those that have a high probability of occurring, and would if they occurred, have a severe impact on either operational performance or achievement of purposes or could damage the charity.

The charity recognises that risk management is an essential part of good business practice and an effective mechanism of good governance. The board is committed to ensuring that risk management processes are embedded throughout the charity, and that these processes are used to help identify at an early stage issues that affect performance or achievement of purposes. However, the board recognises that risk management systems can only seek to manage rather than eliminate risk, and that it should therefore be only one of the tools that the board uses to provide effective control of the administration of the charity. Additionally, in recruiting new trustees the board ensures that there is an appropriate mix of skillsets to further mitigate risk.

A detailed risk register is reviewed and updated quarterly by the Finance and Risk Committee and presented at each subsequent board meeting. The register covers risk across the following four categories:

- o Quality and Management
- o Operations
- o Funding and Assets, and
- o Staffing

As a result, the trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to manage exposure to the risks.

The key risks to which the charity is exposed, along with the current situation, are outlined below:

Principal Risk	Current situation
Business Interruption due to Covid-19	<p>Colleagues have worked tirelessly to "re-imagine" the Covid-19 secure delivery of services since March 2020, complying with all government guidelines. We have designed a flexible risk assessment model that allows the organisation to shape the delivery of services according to the local restrictions in place, which includes national lockdowns. We will continue to learn from best practice in the delivery of digital services to ensure quality in service delivery.</p> <p>The investment in recent years in IT infrastructure and support has enabled colleagues to deliver services digitally from home. We are also working through the requirements of Cyber Essentials to ensure we minimise the risks of a cyber-attack.</p>

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Capacity constraints	<p>The organisation continues to scale in response to the need in our community and the subsequent demand for services. This is, in part, driven by the mental health impact of Covid-19.</p> <p>As such, we need to continue to ensure that all overhead costs (including management time) are fully incorporated so that all existing and new programmes are resourced appropriately and that capacity challenges are managed effectively.</p>
Sustainability of Funding Sources	<p>Thus far, the Covid-19 pandemic has impacted marginally on community fundraising. However, looking to the future we may see an impact due to our reduced ability to engage with face-to-face community fundraising events along with our donors experiencing financial insecurity. If required, we will increase our activity in trust fundraising to cover any gaps that develop, but we need to be mindful of the overwhelming demand for this source of funding. Other trading activities such as training and counselling are being regularly monitored against the reforecast for the 20/21 financial year.</p> <p>After a period of rigorous financial remodelling the financial position of the organisation has been stabilised. We are currently not anticipating cashflow difficulties. All stakeholder relationships with commissioners and funders continue to be positive. We thank all our funders for the flexibility they have shown us during this challenging time.</p> <p>There is considerable new investment coming into the mental health system over the coming months, particularly in relation to the Community Mental Health Framework. Buckinghamshire Mind is well positioned to partner with NHS partners in this opportunity.</p> <p>However, the continued pressure on statutory budgets means we have to ensure that contingency plans are in place in the event of funding being either withdrawn, amended or reduced in the coming years. This is particularly the case for those services currently funded by grants from Buckinghamshire Council. We expect the Befriending service to be commissioned shortly. Conversations are ongoing with commissioners to ensure we have good visibility around any proposed changes.</p>

**OBJECTIVES AND ACTIVITIES**

**Policies and objectives**

The trustees confirm that they have referred to the guidance obtained in the Charity Commission's general guidance on the public benefit when reviewing the charity's aims and objectives and in planning future activities for the year.

The charity's objects are "to promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental disorder or conditions of emotional or mental distress requiring advice or treatment."

The vision and mission of the charity are as follows:

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**TRUSTEES' REPORT (continued)**  
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**Vision**

Buckinghamshire Mind shares national Mind's vision: "We won't give up until everyone experiencing a mental health problem gets both support and respect."

**Our Mission**

We deliver high quality community-based services across the county of Buckinghamshire to reach out and ensure everyone with a mental health problem gets access to the help they need.

**Investment policy**

Our investments have been with M&G Charifund since May 2018. This investment product was felt by trustees to have a strong track record on growth, whilst also offering a quarterly income distribution. Movements in the stock market affect the capital value of the fund and the uncertainty in the markets caused by Covid-19 in the period prior to our year end resulted in a large loss in the fund's capital value. However, it is expected that a proportion of this loss will be reversed in the new financial year.

**About Buckinghamshire Mind**

For over 100 years Buckinghamshire Mind has been a trusted charity working to support and represent people with mental health problems. We tackle stigma and discrimination head on. We support our service users to live safe, purposeful and fulfilled lives in our communities. We believe in their recovery and are hopeful about their future. Working together with national Mind we will not give up until everyone in our community gets the respect and support they need.

The charity is independent and responsible for its own governance and income generation. We are proud to be affiliated to national Mind (the leading mental health charity in England and Wales) and to play our part in a diverse network of over 120 other local Mind associations. In order to retain our affiliation, we adhere to the principles of the Community Partnership Agreement, which sets out the terms within which we work together.

We also participate in the Mind Quality Mark (MQM) to ensure all aspects of governance, leadership and service delivery are of a high standard. We were delighted to pass all the requirements of the MQM in the spring of 2017 and keep the quality mark up to date by participating in annual snapshot reviews. We were scheduled to undertake the full MQM review during the summer of 2020 but this has been postponed to 2021 due to the impact of Covid-19. However, we were pleased to be asked by national Mind to give feedback on the questions to be asked in the new MQM review to be launched next year.

**Strategies for achieving objectives**

All our charitable activities focus on promoting good mental health and reaching out to support those who experience mental health problems. The trustees have considered how planned activities will contribute to the aims and objectives they have set for the future as outlined in the strategic planning process. This review reports on our key achievements in the twelve months to 31 March 2020 against the targets outlined in our strategy, "A Strategic Blueprint for the Future, 2016 2019". We also set out our strategic objectives for the year ahead.

**The strategic blueprint for the future:**

The strategy clearly articulates the strategic priorities of the organisation and has been embedded in every aspect of our work. These priorities are: -

**1. Delivering quality community-based services at scale that promote good mental health**

Having the capability to deliver high quality, community-based services at scale to meet the evolving

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needs of the community is the over-riding objective of this strategy. The other 4 priorities around supporting and developing people, diversifying income, promoting engagement and embedding sustainability are critical in enabling the delivery of this objective.

**2. Supporting and developing people**

Supporting our people to provide quality services is key to our success. By investing in their personal development and growth we will empower each person to play their part in delivering this strategy.

**3. Diversifying our income**

To reduce the financial risk to Buckinghamshire Mind we need to diversify the sources of our income to achieve a wider funder base. This will also enable us to deliver a broader range of services at scale and will underpin our future sustainability.

**4. Promoting Engagement**

All stakeholders need to know about our work and how we can help them - either as individuals needing support or as organisations looking to invest in services or fund new projects. By raising our profile across the county and building strong productive partnerships we will be well placed to generate additional income from a wider range of sources. Being aligned to the work of national Mind will also help us access best practice, build our reputation and thereby build our sustainability.

**5. Embedding Sustainability**

We all have a shared responsibility to ensure that our work is focused on making the organisation sustainable - particularly as the voluntary sector as a whole feels the impact of austerity cuts. By delivering on the other four strategic priorities we will go a long way to achieving this.

**Our activities in the year and numbers of people supported**

In the 2019/20 financial year, Buckinghamshire Mind has directly touched the lives of 21,768 people which represents a 67% increase on the year before, (2019: 13,049 people). This increase is a testament to the dedication and hard work colleagues and volunteers in reaching out to ensure that people with mental health problems across Buckinghamshire and East Berkshire get access to the help they need, across a broadening range of services, as outlined below.

**1. Community Services**

Working at the heart of our local communities allows us to support people to move on with their recovery and live safe, purposeful and fulfilled lives. Our work also promotes mental health awareness and tackles stigma and discrimination head-on.

**a) Wellbeing Services**

A range of groups based in different locations across the county, aimed at reducing social isolation and loneliness by providing structure, friendship and increasing/retaining skills. Of the 319 people who have attended our wellbeing services during the year, most are funded by social care direct payments, but a small proportion self fund.

**b) Employment Support**

Our Employment Support programme is funded by both a grant from Buckinghamshire Council and Building Futures; a dynamic partnership focussed on changing the lives of disadvantaged adults and young people across Buckinghamshire. The Building Futures partnership has secured funding

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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from the Big Lottery Fund and the European Social Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The combined funding allows us to support people with mental health problems to either regain or retain employment. This may also include building skills through accessing volunteering opportunities. 139 people were supported in this way throughout the year.

c) **Befriending**

We offer training and support for volunteers to form Befriending partnerships with referred clients who are lonely or socially isolated as a result of mental illness. During the year, 76 people were placed in supportive Befriending partnerships, 62 people were supported to continue their existing partnerships and 8 were supported by our telephone Befriending service. This programme is funded by Buckinghamshire Council.

d) **Services for Older People**

We provide day services for older people with dementia, based in Chesham and Prestwood. These day services provide higher levels of support, a safe environment, engaging activities and excellent personal care: 39 older adults attended this service during the year. A further 46 carers were supported by invitation to quarterly coffee mornings. This programme is funded by Buckinghamshire Council.

e) **Training**

From a training perspective we have continued to deliver Mental Health First Aid (MHFA) courses throughout Buckinghamshire and East Berkshire. We have also focused on reaching out to voluntary sector organisations, community groups, and employers with a range of bespoke courses. The overall aim is to improve mental health literacy and awareness, tackle stigma and discrimination and promote workplace wellbeing. Over the course of the year, 1,242 people in the community accessed these training courses. Two colleagues are now accredited to offer Suicide First Aid training.

f) **Get Set to Go**

Responding to the feedback from our service users to offer more support on physical activity, we were delighted to secure funding from Sport England, via national Mind, to launch our Get Set to Go programme. In addition to the training courses outlined above, the programme works with partners to deliver a range of community taster sessions and 12 week courses to people with mental health problems across the county. 262 people were supported by this programme.

g) **Outreach Services**

Our partnership with Oxford Health NHS Foundation Trust has continued to build during the last year – the number of people supported across each of the services we deliver in partnership with Oxford Health for adults is outlined in the table below:-

Information and Options Workers	230
Recovery Worker	227
Safe Haven (crisis support)	73
Perinatal Service	24

Based on the quality and impact of these services, discussions are ongoing as to how we build this collaboration further into the future.

h) **Peer support:** Our highly successful peer support groups for people with mental health problems – Friends in Need (operating across East Berkshire and Buckinghamshire) and Mind the Gap - supported 2,314 people through offering a varied timetable of activities based on the 5 Ways to

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**TRUSTEES' REPORT (continued)**  
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Wellbeing, along with opportunities to engage online.

**g) Supporting Young People**

With the continued benefit of charitable trust funding alongside additional funding from Buckinghamshire Council Public Health, we delivered our Peer Support in Schools programme to 23 schools. In addition, as part of the Mental Health Support Teams made up of a range of health and care professionals from CAMHS, Buckinghamshire Mind, Youth Services and Family Resilience, we delivered the Peer Support in Schools programme in a further 30 schools. These combined services reached out and supported a total of 6,245 children and young people throughout the year.

In addition, the Education team reached out to over 10,150 children and young people over the course of the year via the delivery of assemblies and workshops.

**2. Counselling Service**

We offered a high quality counselling service to 275 adults with the support of our committed team of trained volunteer counsellors. This service is funded in part by client contributions (tiered according to the client's ability to pay), charitable trusts and community fundraising. With the support of a grant from national Mind, we offered online counselling services. A further 33 people accessed this online service.

**Information provision**

We have continued to extend the social media reach of Buckinghamshire Mind with a focus on signposting, providing information, tackling stigma and discrimination and celebrating our achievements. In addition, we have been increasingly successful in attracting media coverage via local newspapers and radio.

The data relating to our social media reach is outlined in the table below:-

	FY2018/19	FY2019/20	Increase	% Change
Twitter (impressions)	217,200	221,544	4,344	2%
Facebook (reach)	35,132	41,455	6,323	18%
Social Media Total	252,332	262,999	10,667	10%

The Bucks Mind Guide, an online directory of mental health services across Buckinghamshire, continues to be a valuable resource in supporting people to access community based mental health services; visit [www.bucksmind.org.uk/guide](http://www.bucksmind.org.uk/guide).

**Our Campaigning**

Time to Change is a growing movement of people changing how we all think and act about mental health problems. In Buckinghamshire, Time to Change is a partnership of nine local organisations and is funded by Buckinghamshire Council, sponsored by the Health and Wellbeing Board, with funding extended to end March 2021.

The hub has made connections and conversations with well over 200,000 people between September 2019 and March 2020. Our significant outreach has come from our large event with Wycombe Wanderers Football Club, multiple radio audiences across a number of channels (huge listener numbers) and also with Champions' individual, local social contact conversations. Events organized by Champions have been particularly powerful and productive in terms of the targets of our hub. We have recruited 35 new Champions, taking the local Champion number to 71, with a further 59 Buckinghamshire residents registered nationally. An increasing

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**TRUSTEES' REPORT (continued)**  
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number of Champions are active, coming to meetings, participating in events and running their own campaigns. Time to Change Bucks has also engaged with numerous external events (talks, workshops, sports, healthcare), whilst Champions have been creating opportunities for social contact in daily life. Time to Talk Day 2020 was a key moment in our repertoire: a big collaborative event, with tremendous, positive engagement, plus two separate events run by Champions – one in a local GP surgery, the other with a 'Mental Health Mates' walking group. These opportunities have opened our capacity, enabling more people to spread and uphold the main message, changing stigma and discrimination about mental health.

At the time of writing we were saddened to hear that the funding for the national Time to Change campaign would be coming to end in March 2021. We will work with the Buckinghamshire Time to Change Partnership Group to establish how this campaign might continue locally into the future.

### **Our Volunteers**

Buckinghamshire Mind has 751 volunteers who are integral to the delivery of many of the charity's mental health services. Over three quarters of these volunteers are children and young people who have trained to be peer supporters within their own schools. All the volunteers enable Buckinghamshire Mind to deliver services at a scale in the community that it simply could not do without them.

Volunteers support all areas of Buckinghamshire Mind including wellbeing and peer support groups, Befriending, Peer Support in Schools, administration, website development, Counselling, Employment Support and governing the charity as a trustee. Volunteers support staff to help people of all ages, from older adults to children as young as four. We remain committed to ensuring that our valued volunteers are well trained, supported and have access to a programme of development opportunities. The trustees extend their sincere thanks for the vital work that our volunteers do. We estimate that the monetary value of this collective contribution in terms of hours is over £200k per annum, but we also know the social value and impact of the voluntary work undertaken in the community is multiples of this figure.

Buckinghamshire Mind was honoured to learn in early April 2019 that we had been awarded The Queen's Award for Voluntary Service. This award recognises the incredible contribution of the charity's volunteers and the huge benefit they bring to the community. Sir Henry Aubrey-Fletcher, Her Majesty's Lord Lieutenant of Buckinghamshire, presented the award to Buckinghamshire Mind at a special celebratory event for volunteers on World Mental Health Day, 10th October 2019.

### **Review of activities for 2019/20**

During 2019/20 trustees agreed to focus on the following 3 strategic priorities:-

- **Access:** We will ensure all those that reach out to us have access to timely, high quality support and information in the community, including crisis services.
- **Prevention:** We will work in schools, workplaces and in the community to build a better understanding of mental health that prevents mental health problems from developing, or being ignored if they do. This includes our campaigning work through Time to Change.
- **Recovery:** We will ensure that the support that people receive as they live with, or recover from, mental health problems effectively meets their needs – whatever they are.

To deliver these strategic priorities we identified specific targets to 31st March 2020, as outlined in the table below alongside our performance: -

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

<b>Impact</b>	
Increase the reach of Buckinghamshire Mind by 20% with over 15,600 lives touched during the year.	67% increase achieved to 21,768 lives touched
80% of service users (across all services) feedback that their mental health has improved.	78.13% of people report that their mental health has improved as a result of accessing our services
<b>Services</b>	
Explore the potential to expand our service delivery offer with commissioners across East Berkshire and work collaboratively with national Mind and other local Minds to review Mind provision across the whole of Berkshire.	We have continued to successfully deliver Friends in Need across East Berkshire and have further developed our relationships with commissioners. This has resulted in a new Community Connectors programme (part of the first wave Community Mental Health Framework initiatives) being mobilised for 2020. We also continue to collaborate with a neighbouring local Mind and national Mind on the scope to deliver services pan-Berkshire.
Build our portfolio of training courses and market them locally whilst also working in partnership with national Mind to deliver their licensed courses.	Our reputation for delivering high-quality and relevant training courses to a wide audience, including statutory providers, other charities, community groups and local businesses, has grown. We are signed up to deliver national Mind's licenced courses when required.
Maintain our portfolio of existing services whilst also launching new services that are focused on need and the feedback from our service users.	In addition to our existing services there have been a wide range of new services mobilised during the year.  These include:- <ul style="list-style-type: none"> <li>- Supporting the delivery of social prescribing services within selected Primary Care networks in Buckinghamshire.</li> <li>- Expanding our Safe Haven service to operate from High Wycombe 3 days per week.</li> <li>- Offering a Suicide Bereavement Support Service, funded by Buckinghamshire Public Health.</li> </ul>
<b>Supporting people</b>	
In consultation with staff, further develop our workplace wellbeing programme of support.	An "Employee Voice" group has been set up by the HR Manager to consult with staff on workplace wellbeing initiatives to be developed across the organisation.
Continue to ensure our volunteers are well supported and organise a celebration event for The Queen's Award for Voluntary Service.	There is an established programme of development opportunities offered to all volunteers throughout the year. Our celebration event was a joyful day.

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Continue to ensure the Service User "Voice" is heard loud and clear across all aspects of the organisation and promote engagement through supporting an active Service User Council meeting monthly.	We took the decision to not continue with the more formal engagement route via the Service User Council but have encouraged a broader range of ways for our service users to engagement across the organisation. This offers a more choice for our service users.
Review the capacity of the organisation as it scales and take a proactive approach to capacity planning.	By ensuring that new programmes of activity incorporate sufficient overhead contribution we are addressing capacity challenges across the organisation. We have also undertaken some organisational redesign and created four operational manager roles, reporting to the Head of Operations. This was achieved through internal promotions.
<b>Governance</b>	
Recruit another 2 trustees onto the board, ensuring the skills mix mirrors the needs of the organisation as it scales.	We are delighted to have welcomed 2 new trustees to the board.
Undertake a membership review and in consultation with members explore alternative models for the future.	It was agreed with members to undertake a scaled back AGM in 2019. Alternative membership models for the future have not been finalised.
<b>Engagement and Sustainability</b>	
Invest in additional capacity to raise funds from trusts and foundations, our local community, corporate donors and via legacy fundraising.	We were pleased to be able to increase the Community Fundraiser role from a part-time opportunity to a full-time job-share position.
Support a review of our property assets to ensure they support the development of the organisation.	Options were explored on the most effective use of Sun House in Chesham. The conclusion of this investigation, led by the Chair of Trustees, is to continue to utilise the property as a base for ongoing service delivery.
Continue to develop our relationships with stakeholders and, in particular, Oxford Health NHS Foundation Trust, Buckinghamshire CCG, Buckinghamshire Council and the newly formed Primary Care Networks.	All stakeholder relationships continue to be strong and provide a firm platform for further programme development in the future.

**Specific Objectives for the forthcoming year**

Buckinghamshire Mind's new strategy "With People in Mind: Our Strategy 2020-2023" was due to be published in April 2020. However, given the unprecedented impact on the country of Covid-19 and the financial and operational uncertainties, trustees have agreed to press pause on the publication of the strategy during 2020.

Instead, the Finance and Risk Committee met 3 times between late March and late April to review the risks and define clear strategic priorities for the organisation in the face of such uncertainty, which were then discussed at the main board meeting.

In summary, the board agreed these priorities were to continue to explore every avenue to deliver our much needed mental health services in a Covid-secure way, ensure staff and volunteers were working safely and their

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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wellbeing was supported and stabilise our financial position for the year ahead. The budget agreed at the board meeting in February was re-forecasted and agreed by the board in May. A further reforecast was agreed in September.

To deliver these strategic priorities we have identified the following targets to 31st March 2021:

- Re-imagine our services to comply with Covid-19 secure guidance on group and face-to-face meetings, including maximising the potential for greater use of technology to deliver services.
- Communicate effectively via our website, social media channels, emails and telephone calls so that service users are aware of how we will support them during this period and have every opportunity to continue to engage with us according to their preference.
- Ensure that staff and volunteers are well-supported and consulted on the revised plans for service delivery.
- Stabilise the organisation to ensure short and longer-term financial viability and identify and mitigate any new risks to the business.
- Pursue new sources of emergency funding to ensure all our services continue operating.
- Explore the potential for new forms of digital fundraising.
- Manage the relationships with key stakeholders and strategic partners to identify new partnership initiatives to benefit service users.
- Pursue opportunities to collaborate, work with and support other voluntary sector organisations working across the mental health system.
- Capture the key learning from our organisational response to reflect upon and address post pandemic.

## **FINANCIAL REVIEW**

Buckinghamshire Mind recorded a surplus of £2,003 for the financial year ended 31 March 2020. This compares with a surplus of £13,632 for the previous year.

Total income increased by £182,758 to £1,315,040 (2019: £1,132,282).

The balance sheet is showing a healthy position. Buckinghamshire Mind owns a freehold property that is used for the provision of services and for office space. This was valued at £240,000 as at 1 April 2016 under FRS102. There is a revaluation reserve of £224,000 and the balance of £289,016 is unrestricted.

Our donations and legacy income have increased this year, whilst our community fundraising income has flourished due to people in the community wanting to support our work. This reflects the improving mental health awareness in the community and amongst employers and the charity's greater reach. There was an increase of 306% to a total of £151,821 in 2019/20 (2018/19 £49,756). We are uncertain at present what final effect Covid-19 will have on our fundraising income in the coming year.

The trustees would like to thank warmly those members of the community who have chosen to fundraise for us both in this year and moving forward in so many diverse ways.

Income from charitable activities has increased by 8% on the previous year (2020 £1,111,670 and 2019

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**THE BUCKINGHAMSHIRE ASSOCIATION FOR MENTAL HEALTH**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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£1,030,071). In the same period the expenditure on charitable activities increased by 14% to £1,221,788 from £1,072,538). This was a budgeted increase to reflect the investment in additional staff capacity, enabling us to maintain the broad range of quality services we provide to the community.

In delivering these activities trustees would like to gratefully acknowledge the support of the following funders during the course of the year: -

- Buckinghamshire Council
- Oxford Health NHS Foundation Trust
- NHS East Berkshire CCG
- Lloyds Bank Foundation
- Vale of Aylesbury Housing Trust
- ACT Foundation
- Chiltern District Council
- Nordson Sage
- Heart of Bucks
- Heart of Bucks Kop Hill Climb
- Monodraught Limited
- Paradigm Foundation
- Adviza
- Rothschild Foundation
- B P Collins & Co
- Local Mind Grant Fund
- Next Steps Employment Fund
- Mind
- Edward Gostling Foundation
- Big Lottery Fund
- South Bucks District Council
- HEE Thames Valley
- Jealotts Hill Community Landshare
- Tesco Bags of Help
- Wycombe District Council
- Groundwork
- Mulberry Trust
- Marlow Rotary Club
- Chesham Sick Poor Fund
- Silverson Machines Ltd

During the course of last year, we asked our auditors to check on the VAT status of our new and changing contracts. This review was then discussed with HMRC and the status determined for our new business areas. However, it did result in one contract being noted as being subject to VAT at the standard rate. The value of the contract is above the VAT registration threshold and hence we will register for VAT and charge accordingly on this contract going back over a number of quarters.

This work has been carried out and all the relevant returns have now been filed and all VAT due to HMRC has been fully paid.

**Reserves policy**

The Charity's funds consist of unrestricted funds and a revaluation reserve. Buckinghamshire Mind maintains a formal reserves policy, reviewed by trustees at least annually and amended as appropriate. The policy currently considers the following aspects:

- The definition of reserves as being the free reserves; namely total reserves less any restricted or asset

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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reserves.

- The level of reserves decided by our trustees is no less than 3 months of the total annual budgeted operating costs.
- How the trustees intend to maintain reserves at the agreed level
- The arrangements required by trustees to ensure the policy is regularly monitored and reviewed.

The required level of unrestricted reserves based on these criteria was £314,810 in 2019/20. The unrestricted reserves at balance sheet date are £289,016 so we are below the required level. This is almost entirely due to the diminution in value of our investment with M&G in March because of the Covid-19 pandemic. For 2020/21 the required level will be £355,671. In accordance with our policy, the level of reserves will be reviewed by the trustees in conjunction with the approval of the annual accounts. We expect the value of our investment to recover in the next year. Appropriate business development and/or fundraising strategies will be put in place to maintain reserves at the agreed level.

### **Fundraising Activities**

Fundraising activities are carried out in house largely by the Fundraising and Communications Officer. We are committed to excellence in fundraising practices and have voluntarily registered with the Fundraising Regulator and comply with their Fundraising Promise as outlined on our website, <https://www.bucksmind.org.uk/wpcontent/uploads/Fundraisingpromise.pdf>. In addition, we have a procedure for supporting potential donors' whole circumstances, which links to our Safeguarding policy and procedure. There have been no complaints received during the year in relation to our fundraising practices.

### **Trustees' responsibilities statement**

The trustees (who are also directors of The Buckinghamshire Association for Mental Health for the purposes of company law) are responsible for preparing the Trustees' 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. Under company law the trustees must not approve the financial statements unless they are satisfied that they 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;
- make judgments and accounting estimates that are reasonable and prudent;
- 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 are sufficient to show and explain the charitable company's transactions and 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 2006. 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.

### **Disclosure of information to auditors**

Each of the persons who are trustees at the time when this report is approved has confirmed that:

- so far as that trustee is aware, there is no relevant audit information of which the charitable company's

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**THE BUCKINGHAMSHIRE ASSOCIATION FOR MENTAL HEALTH**  
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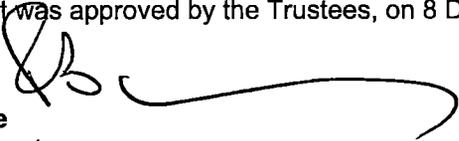
**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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auditors are unaware, and

- that trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This report was approved by the Trustees, on 8 December 2020 and signed on their behalf by:

  
**P R Bruce**  
Chair of Trustees

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**THE BUCKINGHAMSHIRE ASSOCIATION FOR MENTAL HEALTH**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE BUCKINGHAMSHIRE ASSOCIATION  
FOR MENTAL HEALTH**

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**Opinion**

We have audited the financial statements of The Buckinghamshire Association for Mental Health (the 'charitable company') for the year ended 31 March 2020 set out on pages 20 to 38. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 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; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the

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**THE BUCKINGHAMSHIRE ASSOCIATION FOR MENTAL HEALTH**  
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE BUCKINGHAMSHIRE ASSOCIATION  
FOR MENTAL HEALTH**

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work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' 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.

**Responsibilities of trustees**

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, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditors' responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' report.

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**THE BUCKINGHAMSHIRE ASSOCIATION FOR MENTAL HEALTH**  
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE BUCKINGHAMSHIRE ASSOCIATION  
FOR MENTAL HEALTH**

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**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an Auditors' 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 its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.



**Hillier Hopkins LLP**

Chartered Accountants  
Statutory Auditor

Radius House  
51 Clarendon Road  
Watford  
Herts  
WD17 1HP

Date: 17.12.2020

Hillier Hopkins LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

**THE BUCKINGHAMSHIRE ASSOCIATION FOR MENTAL HEALTH**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2020**

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
<b>Income from:</b>					
Donations and legacies	2	44,706	-	44,706	15,443
Charitable activities	3	1,085,625	26,045	1,111,670	1,030,071
Other trading activities	4	145,442	-	145,442	74,118
Investments	5	13,222	-	13,222	12,650
<b>Total income</b>		<b>1,288,995</b>	<b>26,045</b>	<b>1,315,040</b>	<b>1,132,282</b>
<b>Expenditure on:</b>					
Raising funds		3,396	-	3,396	2,610
Other trading activities		34,058	-	34,058	34,499
Charitable activities		1,195,743	26,045	1,221,788	1,072,538
<b>Total expenditure</b>	8	<b>1,233,197</b>	<b>26,045</b>	<b>1,259,242</b>	<b>1,109,647</b>
<b>Net income before investment losses</b>		<b>55,798</b>	<b>-</b>	<b>55,798</b>	<b>22,635</b>
Net losses on investments	13	(53,795)	-	(53,795)	(9,003)
<b>Net income before other recognised gains and losses</b>		<b>2,003</b>	<b>-</b>	<b>2,003</b>	<b>13,632</b>
<b>Net movement in funds</b>		<b>2,003</b>	<b>-</b>	<b>2,003</b>	<b>13,632</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		511,013	-	511,013	497,381
<b>Total funds carried forward</b>		<b>513,016</b>	<b>-</b>	<b>513,016</b>	<b>511,013</b>

The notes on pages 23 to 38 form part of these financial statements.

**THE BUCKINGHAMSHIRE ASSOCIATION FOR MENTAL HEALTH**

**(A company limited by guarantee)**

**REGISTERED NUMBER: 05000185**

**BALANCE SHEET  
AS AT 31 MARCH 2020**

	Note	£	2020 £	£	2019 £
<b>Fixed assets</b>					
Tangible assets	12		224,000		227,200
Investments	13		187,202		240,997
			<u>411,202</u>		<u>468,197</u>
<b>Current assets</b>					
Debtors	14	47,415		64,885	
Cash at bank and in hand		279,474		150,280	
		<u>326,889</u>		<u>215,165</u>	
<b>Creditors: amounts falling due within one year</b>	15	<b>(225,075)</b>		<b>(172,349)</b>	
<b>Net current assets</b>			<u><b>101,814</b></u>		<u><b>42,816</b></u>
<b>Net assets</b>			<u><u><b>513,016</b></u></u>		<u><u><b>511,013</b></u></u>
<b>Charity Funds</b>					
<b>Unrestricted funds:</b>					
Unrestricted funds	16	289,016		283,813	
Revaluation reserve		224,000		227,200	
Total unrestricted funds			<u><b>513,016</b></u>		<u><b>511,013</b></u>
<b>Total funds</b>			<u><u><b>513,016</b></u></u>		<u><u><b>511,013</b></u></u>

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act. However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on 8 December 2020 and signed on their behalf, by:

P R Bruce, Chair



The notes on pages 23 to 38 form part of these financial statements.

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**THE BUCKINGHAMSHIRE ASSOCIATION FOR MENTAL HEALTH**  
**(A company limited by guarantee)**

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**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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	Note	2020 £	2019 £
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities	18	<b>129,194</b>	<b>1,552</b>
Proceeds from sale of investments		-	191,557
Purchase of investments		-	(250,000)
<b>Net cash used in investing activities</b>		-	<b>(58,443)</b>
<b>Change in cash and cash equivalents in the year</b>		<b>129,194</b>	<b>(56,891)</b>
Cash and cash equivalents brought forward		<b>150,280</b>	<b>207,171</b>
<b>Cash and cash equivalents carried forward</b>	19	<b>279,474</b>	<b>150,280</b>

The notes on pages 23 to 38 form part of these financial statements.

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**THE BUCKINGHAMSHIRE ASSOCIATION FOR MENTAL HEALTH**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**1. Accounting policies**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 in October 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The company has elected to apply all amendments to FRS 102, as set out in the Financial Reporting Council's triennial review published in December 2017, and included in Update Bulletin 2 to the Charities SORP (FRS 102), prior to mandatory adoption for accounting periods beginning on or after 1 January 2019.

The Buckinghamshire Association for Mental Health meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**1.2 Company status**

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

**1.3 Going concern**

The trustees have considered the impact of Coronavirus on the financial statements and believe that they have the ability to continue trading for at least 12 months from signing these financial statements. As such, the Trustees consider it appropriate to prepare the financial statements on the going concern basis.

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**THE BUCKINGHAMSHIRE ASSOCIATION FOR MENTAL HEALTH**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**1. Accounting policies (continued)**

**1.4 Income**

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the company, or the company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

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**THE BUCKINGHAMSHIRE ASSOCIATION FOR MENTAL HEALTH**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**1. Accounting policies (continued)**

**1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

**1.6 Tangible fixed assets and depreciation**

All assets costing more than £1,000 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost or valuation, net of depreciation and any provision for impairment. Depreciation is not charged on freehold land. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	2% straight line
Fixtures and fittings	-	33% straight line
Office equipment	-	33% straight line
Freehold property improvement	-	20% straight line

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**THE BUCKINGHAMSHIRE ASSOCIATION FOR MENTAL HEALTH**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**1. Accounting policies (continued)**

**1.7 Revaluation of tangible fixed assets**

The company has adopted the revaluation model to revalue items of property, plant and equipment whose fair value can be measured reliably. The revaluations shall be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting period.

The fair value of land and buildings is usually determined from market-based evidence by appraisal that is normally undertaken by professionally qualified valuers. The fair value of items of plant and machinery is usually their market value determined by appraisal.

Revaluation gains and losses are recognised in other comprehensive income and accumulated in equity.

**1.8 Investments**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities incorporating income and expenditure account.

**1.9 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

**1.10 Debtors**

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

**1.11 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 account.

**1.12 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation.

**THE BUCKINGHAMSHIRE ASSOCIATION FOR MENTAL HEALTH**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

**1. Accounting policies (continued)**

**1.13 Financial instruments**

The company 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**1.14 Pensions**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

**1.15 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.16 VAT**

The company is now registered for VAT and its expenses are mostly inflated by VAT which cannot be recovered. VAT returns are prepared on a partial exemption basis.

**2. Income from donations and legacies**

	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
Donations	39,706	-	39,706	15,443
Legacies	5,000	-	5,000	-
<b>Total donations and legacies</b>	<b>44,706</b>	<b>-</b>	<b>44,706</b>	<b>15,443</b>
<i>Total 2019</i>	<i>15,443</i>	<i>-</i>	<i>15,443</i>	

**THE BUCKINGHAMSHIRE ASSOCIATION FOR MENTAL HEALTH**  
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**3. Income from charitable activities**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Counselling	55,210	12,406	67,616	62,353
Community Services	1,010,229	13,639	1,023,868	879,729
Prevention Services	20,186	-	20,186	87,989
	<u>1,085,625</u>	<u>26,045</u>	<u>1,111,670</u>	<u>1,030,071</u>
<i>Total 2019</i>	<u>927,996</u>	<u>102,075</u>	<u>1,030,071</u>	

**4. Fundraising income**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Sponsorship and fundraising	107,115	-	107,115	34,313
Rental property income	38,327	-	38,327	39,805
	<u>145,442</u>	<u>-</u>	<u>145,442</u>	<u>74,118</u>
<i>Total 2019</i>	<u>74,118</u>	<u>-</u>	<u>74,118</u>	

**5. Investment income**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from listed investments	13,076	-	13,076	12,513
Bank interest	146	-	146	137
	<u>13,222</u>	<u>-</u>	<u>13,222</u>	<u>12,650</u>
<i>Total 2019</i>	<u>12,650</u>	<u>-</u>	<u>12,650</u>	

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**6. Direct costs**

	<b>Counselling</b>	<b>Community</b>	<b>Prevention</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>Services</b>	<b>Services</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Direct costs	7,114	106,956	715	114,785	119,141
Wages and salaries	92,850	727,796	57,917	878,563	776,681
National insurance	14,387	25,896	17,263	57,546	49,781
Pension cost	5,527	9,948	6,632	22,107	13,386
Depreciation	-	-	-	-	323
	<u>119,878</u>	<u>870,596</u>	<u>82,527</u>	<u>1,073,001</u>	<u>959,312</u>
<i>Total 2019</i>	<u>96,281</u>	<u>730,201</u>	<u>132,830</u>	<u>959,312</u>	

**7. Support costs**

	<b>Counselling</b>	<b>Community</b>	<b>Prevention</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>Services</b>	<b>Services</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Support costs	36,397	65,514	43,676	145,587	110,026
Depreciation	-	3,200	-	3,200	3,200
	<u>36,397</u>	<u>68,714</u>	<u>43,676</u>	<u>148,787</u>	<u>113,226</u>
<i>Total 2019</i>	<u>27,506</u>	<u>52,712</u>	<u>33,008</u>	<u>113,226</u>	

During the year ended 31 March 2020, the company incurred the following Governance costs:

£6,800 (2019 - £7,000) is included within the table above in respect of auditors remuneration.

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**8. Analysis of Expenditure by expenditure type**

	Staff costs 2020 £	Depreciation 2020 £	Other costs 2020 £	Total 2020 £	Total 2019 £
Expenditure on raising voluntary income	-	-	3,396	3,396	2,610
Expenditure on fundraising trading	-	-	34,058	34,058	34,499
<b>Costs of raising funds</b>	<b>-</b>	<b>-</b>	<b>37,454</b>	<b>37,454</b>	<b>37,109</b>
Counselling	112,764	-	43,511	156,275	123,787
Community Services	763,640	3,200	172,470	939,310	782,913
Prevention Services	81,812	-	44,391	126,203	165,838
<b>Charitable activities</b>	<b>958,216</b>	<b>3,200</b>	<b>260,372</b>	<b>1,221,788</b>	<b>1,072,538</b>
	<b>958,216</b>	<b>3,200</b>	<b>297,826</b>	<b>1,259,242</b>	<b>1,109,647</b>
<i>Total 2019</i>	<i>839,848</i>	<i>3,523</i>	<i>266,276</i>	<i>1,109,647</i>	

**9. Net income/(expenditure)**

This is stated after charging:

	2020 £	2019 £
Depreciation of tangible fixed assets: - owned by the charity	<b>3,200</b>	<b>3,523</b>

During the year, no Trustees received any remuneration (2019 - £NIL).

During the year, no Trustees received any benefits in kind (2019 - £NIL).

1 Trustee received reimbursement of expenses amounting to £14 in the current year, (2019 - 1 Trustee - £284).

**10. Auditors' remuneration**

The Auditor's remuneration amounts to an Audit fee of £6,800 (2019 - £7,000). -

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**11. Staff costs**

Staff costs were as follows:

	2020 £	2019 £
Wages and salaries	878,563	776,681
Social security costs	57,546	49,781
Other pension costs	22,107	13,386
	958,216	839,848

The average number of persons employed by the company during the year was as follows:

	2020 No.	2019 No.
	63	53

No employee received remuneration amounting to more than £60,000 in either year.

During the year the charity paid remuneration of £158,271 (2019 - £151,003) to its key management personnel.

**12. Tangible fixed assets**

	Freehold property £	Office equipment £	Other fixed assets £	Total £
<b>Cost or valuation</b>				
At 1 April 2019 and 31 March 2020	240,000	76,044	15,421	331,465
<b>Depreciation</b>				
At 1 April 2019	12,800	76,044	15,421	104,265
Charge for the year	3,200	-	-	3,200
At 31 March 2020	16,000	76,044	15,421	107,465
<b>Net book value</b>				
At 31 March 2020	224,000	-	-	224,000
At 31 March 2019	227,200	-	-	227,200

Included in land and buildings is freehold land at valuation of £80,000 (2019 - £80,000) which is not depreciated.

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Cost or valuation at 31 March 2020 is as follows:

	<b>Land and buildings £</b>
<b>At cost</b>	-
<b>At valuation:</b>	
Revaluation 1 April 2015	<b>240,000</b>
	<u><b>240,000</b></u>

The Trustees have reviewed the value of the property at the balance sheet date and consider the above value to be materially correct.

**13. Fixed asset investments**

	<b>Listed securities £</b>
<b>Market value</b>	
At 1 April 2019	<b>240,997</b>
Revaluations	<b>(53,795)</b>
	<u><b>187,202</b></u>
At 31 March 2020	<u><b>187,202</b></u>

**Investments at market value comprise:**

	<b>2020 £</b>	<b>2019 £</b>
Listed investments	<u><b>187,202</b></u>	<u><b>240,997</b></u>

All the fixed asset investments are held in the UK

**Valuation**

The listed investments are shown at market value at the balance sheet date.

**Material investments**

	<b>31 March 2020 £</b>	<b>31 March 2019 £</b>
Charifund	<b>187,202</b>	<b>240,997</b>

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**14. Debtors**

	2020	2019
	£	£
Trade debtors	17,328	45,049
Prepayments and accrued income	30,087	19,836
	<u>47,415</u>	<u>64,885</u>

**15. Creditors: Amounts falling due within one year**

	2020	2019
	£	£
Trade creditors	14,351	22,644
Other taxation and social security	26,659	13,325
Other creditors	5,894	3,682
Accruals and deferred income	178,171	132,698
	<u>225,075</u>	<u>172,349</u>

**Deferred income**

Deferred income at 1 April 2019	119,468
Resources deferred during the year	155,076
Amounts released from previous years	(119,468)
	<u>155,076</u>

Deferred income at 31 March 2020

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**NOTES TO THE FINANCIAL STATEMENTS  
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**16. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>						
General Funds - all funds	283,813	1,288,995	(1,233,197)	3,200	(53,795)	289,016
Revaluation reserve	227,200	-	-	(3,200)	-	224,000
	<u>511,013</u>	<u>1,288,995</u>	<u>(1,233,197)</u>	<u>-</u>	<u>(53,795)</u>	<u>513,016</u>
<b>Restricted funds</b>						
Lloyds Bank Foundation	-	2,069	(2,069)	-	-	-
Counselling	-	12,406	(12,406)	-	-	-
Next Steps Employment Fund	-	1,982	(1,982)	-	-	-
Local Mind Grant Fund	-	9,588	(9,588)	-	-	-
	<u>-</u>	<u>26,045</u>	<u>(26,045)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total of funds</b>	<u><u>511,013</u></u>	<u><u>1,315,040</u></u>	<u><u>(1,259,242)</u></u>	<u><u>-</u></u>	<u><u>(53,795)</u></u>	<u><u>513,016</u></u>

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**NOTES TO THE FINANCIAL STATEMENTS  
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**16. Statement of funds (continued)**

**PURPOSE OF FUNDS**

**RESTRICTED FUNDS**

**Lloyds Bank Foundation**

This grant contributes towards the salary cost of the Chief Executive Officer.

**Local Mind Grant Fund (Counselling)**

This grant contributes towards the salary cost of the Online Counsellor role.

**Next Step Employment Fund**

This grant contributes to the expansion of our Mentoring in Work Stay Inspired project.

**Local Mind Grant Fund ( Friends in Need)**

This grant contributes to expand the Friends in Need service into Buckinghamshire.

**Statement of funds - prior year**

	<i>Balance at 1 April 2018</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers in/out</i>	<i>Gains/ (Losses)</i>	<i>Balance at 31 March 2019</i>
	£	£	£	£	£	£
<b>General funds</b>						
General Funds	266,981	1,030,207	(1,007,572)	3,200	(9,003)	283,813
Revaluation reserve	230,400	-	-	(3,200)	-	227,200
	<u>497,381</u>	<u>1,030,207</u>	<u>(1,007,572)</u>	<u>-</u>	<u>(9,003)</u>	<u>511,013</u>
<b>Restricted funds</b>						
Lloyds Bank Foundation	-	24,804	(24,804)	-	-	-
Prevention services	-	51,174	(51,174)	-	-	-
Next Steps Employment Fund	-	5,946	(5,946)	-	-	-
Local Mind Grant Fund	-	20,151	(20,151)	-	-	-
	<u>-</u>	<u>102,075</u>	<u>(102,075)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total of funds</b>	<u><u>497,381</u></u>	<u><u>1,132,282</u></u>	<u><u>(1,109,647)</u></u>	<u><u>-</u></u>	<u><u>(9,003)</u></u>	<u><u>511,013</u></u>

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**Summary of funds - current year**

	Balance at 1 April 2019 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 March 2020 £
General funds	511,013	1,288,995	(1,233,197)	(53,795)	513,016
Restricted funds	-	26,045	(26,045)	-	-
	<u>511,013</u>	<u>1,315,040</u>	<u>(1,259,242)</u>	<u>(53,795)</u>	<u>513,016</u>

**Summary of funds - prior year**

	Balance at 1 April 2018 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 March 2019 £
General funds	497,381	1,030,207	(1,007,572)	(9,003)	511,013
Restricted funds	-	102,075	(102,075)	-	-
	<u>497,381</u>	<u>1,132,282</u>	<u>(1,109,647)</u>	<u>(9,003)</u>	<u>511,013</u>

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

**Analysis of net assets between funds - current year**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	224,000	-	224,000
Fixed asset investments	187,202	-	187,202
Current assets	326,889	-	326,889
Creditors due within one year	(225,075)	-	(225,075)
	<u>513,016</u>	<u>-</u>	<u>513,016</u>

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**17. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	<i>Unrestricted funds 2019 £</i>	<i>Restricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Tangible fixed assets	227,200	-	227,200
Fixed asset investments	240,997	-	240,997
Current assets	215,165	-	215,165
Creditors due within one year	(172,349)	-	(172,349)
	<u>511,013</u>	<u>-</u>	<u>511,013</u>

**18. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2020 £</b>	<b>2019 £</b>
Net income for the year (as per Statement of Financial Activities)	<b>2,003</b>	13,632
<b>Adjustment for:</b>		
Depreciation charges	<b>3,200</b>	3,523
Losses on investments	-	(9,003)
Decrease/(increase) in debtors	<b>17,471</b>	(27,073)
Increase in creditors	<b>52,725</b>	20,473
Reduction in value of investments	<b>53,795</b>	-
<b>Net cash provided by operating activities</b>	<u><b>129,194</b></u>	<u>1,552</u>

**19. Analysis of cash and cash equivalents**

	<b>2020 £</b>	<b>2019 £</b>
Cash in hand	<b>279,474</b>	150,280
<b>Total</b>	<u><b>279,474</b></u>	<u>150,280</u>

**20. Pension commitments**

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £22,106 (2019 - £13,386). Contributions totalling £5,849 (2019 - £2,835) were payable to the fund at the balance sheet date and are included in creditors.

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**21. Operating lease commitments**

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

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Amounts payable:</b>		
Within 1 year	<b>38,365</b>	<b>38,822</b>
Between 1 and 5 years	<b>42,994</b>	<b>81,358</b>
Total	<b>81,359</b>	<b>120,180</b>