



**Involve
Coventry**



ANNUAL REPORT

APRIL 2018 TO MARCH 2019

Page 1

Involve Coventry is the operational name for Coventry AIMHS, which is a Registered Charity
Charity Number 1136456. Registered company – Number 6507837

INVOLVE COVENTRY

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WHAT DOES INVOLVE DO?

Involve Coventry is a **mental health** co-production and involvement charity; we currently work across Coventry, Warwickshire and surrounding areas.

What is co-production? You may be asking.... you can define co-production as:

A relationship where professionals and ordinary people **share** power to plan and deliver support **together**, recognising that both have vital contributions to make in order to improve quality of life for people and communities.



INVOLVE COVENTRY

We work alongside people who access mental health services to provide free accredited training, volunteering and most importantly a variety of co-production, involvement and engagement opportunities - including peer led support groups and a walking group.

We facilitate consultation and research led opportunities, monitoring and feedback to mental health service providers in both the statutory and voluntary mental health sector both at a local and national level.

We facilitate local community mental health events to educate, inform and listen to the views of people who access mental health services and their Carers.

We attend mental health in-patient units and day hospitals across our area to hear about the experiences of people who are currently receiving care.

ANNUAL OVERVIEW 2018 – 2019

This was the first year of our new five-year contract to deliver our co-production service under the Community Based Preventative Support Grant.

As you may be aware, Involve underwent a complete funding review with its Commissioners, Coventry and Rugby Clinical Commissioning Group last year and our funding, which had remained unchanged for the last decade - was reduced.

This brought many challenges, some of these were expected, but we also had to overcome some issues that were unforeseen and out of our control.

Our staffing reduced from three to two members of staff when we commenced working to our new service level agreement in April 2018.

Involves co-production facilitator – Sheila, became unwell and went on long-term sick leave in July 2018.

Due to our new reduced level of funding, we were not in position to recruit or employ additional staff to cover Sheila's absence. However, we did employ sessional support when this was necessary.

Sheila remained unwell for the rest of the year, and unfortunately, Sheila lost her battle with cancer in July 2019.

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Sheila worked for our organisation for over a decade, but had also volunteered as a Trustee before her employment commenced.

Sheila was a well-liked member of our team, who was always friendly, knowledgeable and often did more than expected when it came to offering support, showing empathy and genuinely caring for people recovering from mental ill health.

She is missed by the people she supported through her work, her walking group and by her friends and colleagues at Involve.



INVOLVE CO-PRODUCTION MEETINGS

Involve has continued to hold 6 weekly co-production meetings within city centre venues to extend our reach.

Our co-production meetings provide an opportunity for people who access mental health services to give their views on **current** issues within local services.

All of our co-production meetings are user led, however, guest speakers from a variety of community providers are invited, to give updates and insight into the services that they provide. This gives providers an opportunity to gain impartial feedback from people who access services in a truly independent setting.

SUMMARY OF ENGAGEMENT

Involve has many achievements in the year commencing April 2018. Here is a summary of just a few of them:

We continued to provide **independent** feedback to the Care Quality Commission and Monitor in relation to patient care within our local hospitals.

Evidence of this can be seen in the CQC inspection reports that are available online at www.cqc.org.uk

INVOLVE COVENTRY

In April 2018, we completed the delivery of a successful series of 'Food for Thought' training sessions in the city centre.



We facilitated a co-production workshop to review a series of mental capacity leaflets.



Throughout the year, we continued to provide a well-attended weekly mental health peer support group here at the Koco Community Resource. We moved the group to a city centre venue midway through the year.

We continued to run a weekly walking group, which is supported by Andy and other volunteers every Wednesday. (Weather permitting).

In May 2018, we facilitated a co-production public event in Coventry City Centre. We also visited local hospitals to engage with Patients and gather collective feedback issues.



In June 2018, we met with Craig Dutton to review the delivery of Involve under the terms of the Preventative Support Grant.

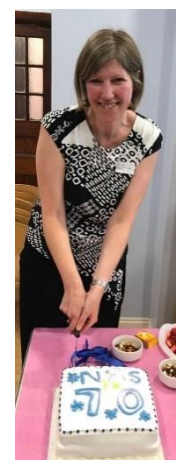
We held a co-production meeting that had a guest speaker – the STP (Sustainability and Transformation Partnership) lead in attendance.

We held a follow up workshop with CCG commissioners to discuss the medically Unexplained Symptoms service design. Eleanor Cappell from Coventry and Rugby Clinical Commissioning Group and June Cooley from Coventry Carers Co-facilitated the meeting.

We attended the Health Watch Annual General Meeting.

We commenced a volunteer placement with a German student – Doro, (Dorothee Rahn) her placement focused on social media and publicity.

In July 2018, alongside our weekly peer support group and walking groups, we also held a social event that took place in War Memorial Park. We also held a co-production workshop in the city centre.



INVOLVE COVENTRY

We also took part in a Suicide Prevention Stakeholder Workshop. We also commenced attending Coventry City Council's Adult Social Care Stakeholder Reference Group.

We had a donation of pre-owned laptops from Coventry City Council.

In August 2018, we attended an STP Physical Health of Mental Health Patients workshop, which focussed on the development of a whole system pathway for promoting the uptake and delivery of physical health checks in people with severe mental illness. The outcome of the workshop was to reduce inequalities in access to support and poorer health outcomes currently experienced by people with severe mental illness.

In relation to ongoing legal requirements - We held our Annual General Meeting in August 2018.

In September 2018, alongside our weekly support meetings, in-patient meetings, walking group and co-production meeting – We also attended Coventry Police Partners Workshop on diversity and Inclusion. The purpose of the workshop was to bring together perspectives from a wide range of stakeholders to explore what Coventry Police need to do to ensure that it polices the city fairly and openly, is inclusive in its approach, and continually improves and takes into account the needs of all communities within the City.

We continued to attend the Adult Social Care Stakeholder reference group – Andy attended with our Board Member – Peter Sims.

In October 2018, Andy met with Simon Cottingham of Independent Advocacy to discuss the possibility of collaborating to submit a multi organisational application to market test the Safe Haven Service.

We attended a Promoting Mental Health and Emotional Wellbeing in Coventry workshop that was held at the Butts.

We facilitated a co-production workshop in the city centre.

Jan started volunteering in the Involve Office providing administrative support.

Doro – our German Student completed her volunteering position with us.

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In November 2018, we were invited to attend a Working Age Mental Health Simulation Workshop - the aim of which was to share ideas that could enable services to optimise the delivery of current provision, and to test out some 'what if' scenarios. We discussed the modelling process and the local draft simulation model.

We attended the Adult Social Care Stakeholder Reference Group – Peter Sims (Involve Board) represented the collective voice of Involve Coventry.

We continued to hold our weekly support meetings, walking group and we held a mental health co-production meeting in the city centre.

In December 2018, we were invited by Health Watch Coventry to submit an application to be part of the Health Watch Steering Group.



Andy completed his Walk Leader Training with Verity Tiff, the local walk leader from the Walking for Health / Ramblers association (who provide the insurance and support for Involves weekly Walking Group).

We held a Mental Health Co-production Workshop, and continued to deliver weekly peer support groups and the weekly peer support-walking group.

Andy continued to visit local inpatient units to collect feedback from Patients in relation to their stay in hospital.

In January 2019, we held a social activity at the Cosy Club in the city centre.

We held a co-production meeting attended by Ian Andrews from Coventry and Warwickshire Partnership Trust.

We attended a Health Watch Steering Group Meeting.

We continued to deliver weekly peer support meetings.

In February 2019, we continued to facilitate weekly support meetings

The demand for Andy to attend medical assessments to support existing members increased as changes to DLA and PIP commenced being rolled out.

There was an increase in new people accessing our support.

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In March 2019, we continued to deliver our weekly support groups, peer support and walking groups.

We held a co-production workshop in the city centre that was attended by members of the commissioning team of Coventry City Council.

We attended the Adult Stakeholder Reference Group Meeting.

We discussed planned engagement with commissioners to engage with the Mental Health Helpline co-production feedback.

We discussed re-joining the side-by-side steering group with Fran Flint. (Meeting planned for April).

Ongoing throughout the year:

Involve members continued to be involved with various interview processes for Coventry City Council, Coventry and Warwickshire Partnership Trust.

We facilitated a series of six weekly co-production events with various guest speakers.

We continue to hold weekly patient feedback events within the Caludon Centre and St Michael's Hospital in Warwick as some patients who reside in Coventry are placed there.

We continue our membership of the **Disability Confident Scheme**, which is a recognition given by Jobcentre Plus to employers who have agreed to meet 5 commitments in relation to the employment of disabled employees.



We regularly attended our Clinical Commissioning Group Patient and Carer feedback events.

Involve continues to update Coventry and Warwickshire Partnership Trust on collective patient issues faced by people receiving treatment on the wards and to receive updates on 'work in progress' to improve patient experiences.

Through our members, we continue to have strong links with local groups in our community – in the coming year we will continue to focus strengthening our working partnerships and joint working opportunities.

We routinely provide referral to other community organisations and support services – not all of these are mental health, they can be relating to housing, benefits, legal, advocacy, refugee and social support opportunities.

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New people (self-refer) or are referred to us from a variety of agencies if they wish to participate in co-production activities.

Involve works in partnership with our two local universities and many other agencies in our city to ensure that we can offer a wide range of engagement and involvement opportunities.

We remain thankful for the support and involvement of people and professionals who support our service.

INVOLVE TRAINING

In the 2018 to 2019 year, Involve completed the delivery a variety of free to access training courses. These included 'food for thought' events, which were externally funded by **WPH Charitable Trust** and we delivered a series of energy efficiency workshops in collaboration with other mental health co-production providers.

Involve strives to work in collaboration with other providers in our locality to deliver joint training opportunities.



SOCIAL EVENTS

Involve has facilitated a variety of social events and sport related activities in 2018 to 2019, which continue to tie in with Coventry's 5 ways to wellbeing. We facilitated events in the City Centre and at local public venues including parks and cafes.

PEOPLE AND PATIENT INVOLVEMENT

Involve continues to work alongside National Health Service Monitoring Organisations such as the **Care Quality Commission, Monitor** and **Coventry Healthwatch** to facilitate Patient Feedback from people in our locality.



INVOLVE COVENTRY

Involve regularly facilitates inpatient feedback events at the **Caludon Unit** in Coventry and **St Michaels Hospital** in Warwick



Involve worked alongside Coventry Public Health on a series of workshops and feedback events that gave people an opportunity to have some input into planned changes to healthcare in our locality.

Involve has engaged with Coventry City Council on many stakeholder events relating to Social Care changes and new provision.



We hold **independent** patient feedback events to gather the collective views of patients; we make these comments anonymous and bring the collective issues to ward managers. This process allows patients to give feedback on the standard of care they are receiving. Regular discussion highlights collective problems early and allows staff on the units to make change or discuss other ways of addressing the issues.

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The majority of collective patient issues that we come across remain focused around the time it takes to access some mental health services in our area and some issues relating to planned discharge and ongoing support following a hospital stay.

Unfortunately - accessing services out of hours is still major issue for people experiencing a mental health breakdown in Coventry. (Unless they are already accessing and open to the Crisis Team). Like many similar services across the country - Coventry's Mental Health Crisis Service is still not what people perceive it to be. Our Crisis Team remains underfunded and under resourced.

Coventry remains one of the least effective cities in the country when it comes to accessing mental health support service out of hours. People are now often fending for themselves, or relying more on 999 services to intervene when things go wrong.

Involve continues to monitor and evaluate services and when required, we continually campaign for further improvements and changes to be brought about. Sometimes the collective feedback that we provide does not make us popular – but our feedback is independent.

In the last decade, many mental health providers in Coventry have developed their own internal co-production mechanisms. With internal co-production mechanisms in large organisations becoming the norm, what people need to be asking is how often is the group membership refreshed? Does it rely on a small bank of people who generally do not question? Are the minutes of any meetings made public? Is membership of the group open and transparent? Does the organisation recognise value and remunerate people for co-production activity? (If not then this is tokenistic).

Following direct feedback from Involve members, we continue to access a wider variety of mental health support services in the community to gain feedback from people who are currently receiving support from them.

SIGNPOSTING, REFERRAL AND SUPPORT

Involve regularly provides signposting and referral to other organisations and one to one support for people who access mental health services and their Carers. We also receive calls from organisations wishing to signpost or refer people for our involvement and support.

INVOLVE COVENTRY

The majority of the calls we take at our office are for information, referral or emotional support. In the last year, we have seen an increase in people accessing us whilst in a mental health crisis and having nowhere else to turn.

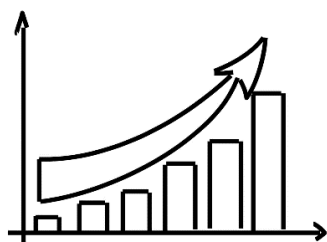
Some of these calls can be difficult due to the caller having suicidal thoughts and wanting to end their life.



We try, where possible, to signpost callers who require ongoing telephone support to the Mental Health Helpline, but in the last year, the effectiveness of that service from our perspective has reduced. We are aware of long waits, not being able to get through and calls repeatedly going to voicemail, web chat facilities are typically not available. As a result - emergency services are increasingly the last resort for people in mental health crisis.

Individuals' issues, which require a more specialised intervention, are referred to external organisations such as the Law Society, Age UK, Advocacy, The Samaritans, Rethink, Mind or Coventry Carers Service.

We have seen an increase in referrals to us from Age UK in the last year. (Thankyou).



In the last year, we have responded to over 1700 enquiries for support and information, by telephone, email and face to face.

This represents an increased level in demand from the previous year.

We expect this trend to continue increase as further changes to the benefit system are rolled out.



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Involve regularly produces information leaflets containing signposting and support services details.

People can (and often do) dip in and out of Involve peer and one to one support, feedback we receive regularly indicates that this kind of non-clinical support helps to maintain people's mental wellbeing which is an important factor if you are recovering from mental ill health and living alone or feeling socially isolated.

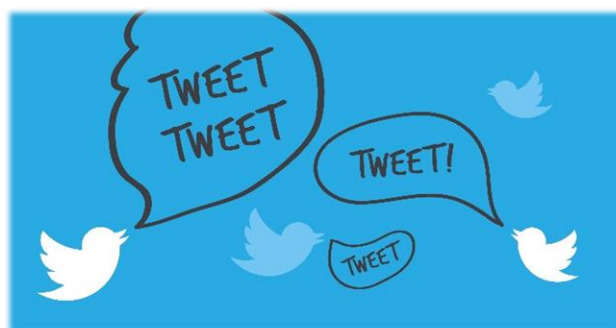
This year we have continued to enhance our peer support through our weekly Involve groups. Our Mental Health Peer Support Group and walking group continues to be well attended.



Peer support is an important factor and common theme throughout everything that we do - through our training, user led events and inpatient meetings and even our walking group and social activities.

Peer support occurs when people provide knowledge, experience and emotional, social or practical help to each other.

When it comes to publicising our organisation - Involve has a presence on **Facebook** and **Twitter**. These run alongside our website. www.involvecoventry.com did you know that Involve's social media pages and website consistently receive well over 500 visits per month!



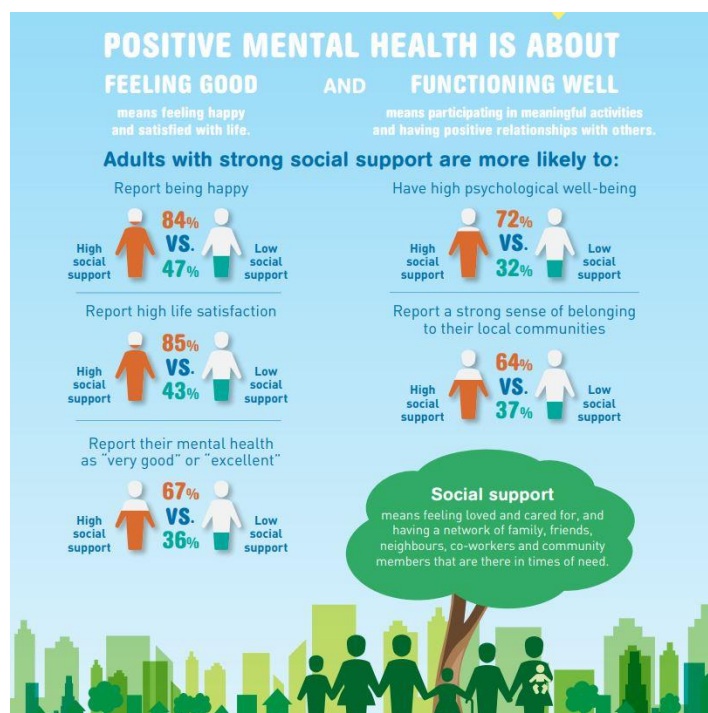
INVOLVE COVENTRY

SOCIAL SUPPORT

*“**Social support** means having friends and other people, including family, to turn to in times of need or crisis to give you a broader focus and positive self-image.*

***Social support** enhances quality of life and provides a buffer against adverse life events”.*

In our community, we regularly facilitate opportunities for people to network socially – this is extremely important when living alone or when you are without the support of family and friends.



WIDER ENGAGEMENT

Co-Production and involvement refers to the process by which people who are using or have used a service become involved in the planning, development and delivery of that service.

People who access Involve are regularly involved in service reviews, consultation exercises and staff recruitment panels – Some of the organisations who regularly call on us include the NHS/CCG, Coventry City Council, the Public Health Department, Our local Universities, GP Surgeries and Coventry Health Watch.



INVOLVE COVENTRY

INVOLVE BOARD OF TRUSTEES AND STAFF MEMBERS APRIL 2018 TO MARCH 2019

PETER SMITH
CHAIR OF INVOLVE BOARD

Email
info@involvecoventry.com

SUSAN WILIAMS
TREASURER

Email
info@involvecoventry.com

KIM TIMERICK
TRUSTEE

Email
info@involvecoventry.com

COLIN TYSALL
TRUSTEE

Email
info@involvecoventry.com

PATRICIA WOOD
TRUSTEE

Email
info@involvecoventry.com

PETER SIMS
TRUSTEE

Email
info@involvecoventry.com

ANDREW COLLIS
SERVICE
MANAGER/SECRETARY

Email
info@involvecoventry.com

SHEILA MARSTON
FORUM FACILITATOR

No longer available

INVOLVE VOLUNTEERS AND
CO-PRODUCTION
FACILITATORS

Email
info@involvecoventry.com

Finance Summary for the year ending 31 March 2019

Income and Expenditure:

Involve Coventry Limited (A company limited by guarantee with no share capital)

Statement of Financial Activities for the Year to 31st of March 2019

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	2018 £
Income and Expenditure:				
Coventry & Rugby Clinical Comm. Group	51,085	0	51,085	69,848
Heart of England Grant	0	1,999	1,999	0
Food for Thought Grant	0	0	0	1,500
Mind Grant	0	0	0	1,000
Donations	0	0	0	242
Other Income	0	0	0	0
Total Incoming Resources:	51,085	1,999	53,084	72,590
Resources Expended:				
Direct Charitable Expenditure	57,380	1,509	58,889	71,777
Management & Administration	3,136	0	3,136	5,364
Publicity & Promotion	1,229	300	1,529	293
Management Charges	(-190)	190	0	0
Total Resources Expended	61,555	1,999	63,554	77,434
Net movement in funds	(-10,470)	0	(-10,470)	(-4,844)
Fund balance brought forward	40,329	14	40,343	45,188
Transfer of Funds	14	(-14)	0	0
Fund balance carried forward	29,873	0	29,873	40,344

INVOLVE COVENTRY

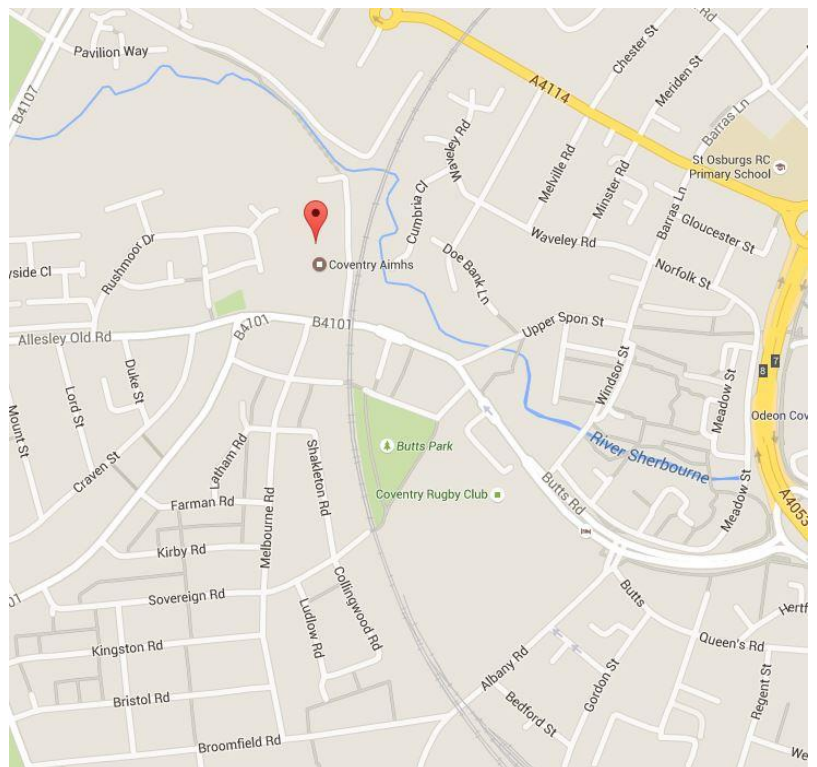
Involve Coventry is funded in part by:



**Coventry & Rugby
Clinical Commissioning Group**

Where are we located?

Suite 12
Koco Community Resource Center
Arches Industrial Estate
Spon End
Coventry
CV1 3JQ



You can reach us on
Telephone: 02476 670 606

Or via email at:
info@involvecoventry.com

Brandon Accountancy

Suite 2, The Koco Building
The Arches, Spon End
Coventry CV1 3JQ
Telephone: 024 76 674333
Email: jbrandon28@aol.com

COVENTRY AIMHS LIMITED

(A Company Limited by Guarantee with no share capital)

Financial Statement for the Year Ended 31st March 2019

Registered Company No: 06507837

Registered Charity No. 1136456

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COVENTRY AIMHS LIMITED

(A Company limited by guarantee with no share capital)

Legal and Administrative Company Information for the Year Ended 31st March 2019

Trustees/Directors:	Peter Smith – Chairperson Susan Williams – Treasurer Patricia Wood Colin Tysall Kim Timerick Peter Sims – appointed 29 th August 2018
Company Secretary:	Andrew Collis
Manager:	Andrew Collis
Registered Address:	Suite 12, The Koco Building The Arches Spon End Coventry CV1 3JQ
Registered Company No:	06507837 (England and Wales)
Registered Charity No:	1136456 (England and Wales)
Bankers:	Lloyds Bank plc High Street Coventry
Independent Examiner:	Brandon Accountancy Suite 2, The Koco Building The Arches Spon End Coventry CV1 3JQ

COVENTRY AIMHS LIMITED

(A company limited by guarantee with no share capital)

Trustees / Directors Report for the Year Ended 31st March 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, submit their annual report along with the financial statements of the charity for the year ended 31st March 2019. The trustees/directors have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005, in preparing the annual report and financial statements. This report has also been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006, relating to small companies and with the Financial Reporting Standards for Smaller Entities, also with the accounting policies set out on page 7 and comply with all other applicable accounting standards.

The company was established in the 2002 and changing its name from User Development to Actively Influencing Health Services in March 2007. On 18 February 2008, Coventry AIMHS Limited became incorporated in England and Wales under the registered number of 06507837. The company is a Limited Company By Guarantee with no share capital, and is governed by a Memorandum and Articles of Association.

Objects

- to support Coventry's Mental Health service user.
- to promote their health and well-being.
- to actively influence Mental Health services in line with client's needs.
- to positively advance the education of the general public and local employers in Mental Health services.

Achievements and Performance

The statement of financial activities for the year is set out on page 5 of the accounts. In summary, the incoming resources for the year amounted to £53,084 (2018 - £72,590) with the major portions coming from service level agreement with Coventry and Rugby Clinical Commissioning Group and other named grants. The expenditure was £63,554 (2018 - £77,434), with the main expense being salaries and support in line with the objects.

Organisation

The trustees/directors who have served during the year and since the year end are set out on page 1, and meet on a regular basis. The trustees / directors have ultimate control over all the affairs of the charitable company. Staff of Coventry AIMHS Limited, waged or unwaged, report to the manager who in turn reports to the trustees/directors.

Risk management

The trustees/directors conducts its own review of major risks to which the charitable company is exposed. These procedures are periodically reviewed to ensure that they meet the needs of the charitable company and are as follows:

- an annual review of the risks which the charitable company may face;
- the establishment of systems and procedures to mitigate those risks identified;
- the implementation of procedures designed to minimise any potential impact on the charitable company should any of the risks materialise.

COVENTRY AIMHS LIMITED

(A company limited by guarantee with no share capital)

Trustees / Directors Report for the Year Ended 31st March 2019

(continued)

Trustees/Directors responsibilities

The law applicable to charities and companies in England and Wales requires the trustees/directors to prepare financial statements for each financial year which give a true and fair view of the financial activities carried out during the year and its financial position at the end of the year. In preparing financial statement, the trustees/directors should follow best practice and:

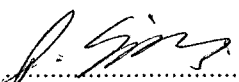
- select suitable accounting policies and then apply them consistently;
- make judgement and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statement on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The trustees/directors are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charitable company and which enable them to ensure that the financial statements comply with the applicable accounting standards. The trustees/directors 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.

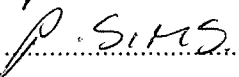
Independent Examiner

Brandon Accountancy have expressed their willingness to continue in examiners and a resolution for their re-appointment will be proposed at the forthcoming Annual General Meeting.

Approved by the Trustees / Directors and signed on its behalf by:

Chairperson: 

Date: 23/03/19

Print Name 

COVENTRY AIMHS LIMITED

Independent Examiners' report to the Trustees / Directors of Coventry AIMHS Limited in respect of the year ended 31st March 2019

I report on the account for the year ended 31st March 2019 set on pages 5 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors for the purpose of company law) are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for the year under Section 144 of the Charities Act 2011 and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Charities Act
- to follow the procedures laid down in the general Direction given by the Charity Commission (under Section 145 (5)(b) of the Act) and
- to state whether any particular matters have come to my attention.

Basis on the independent examiners' report

My examination was carried out in accordance with the general Direction given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as directors / trustees concerning any such matters. The procedures undertaken does not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statements below.

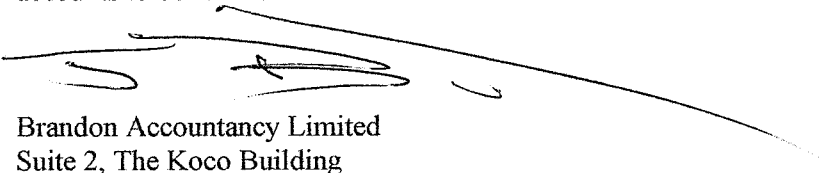
Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and Section 130 of the Charities Act:
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice : Accounting and Reporting by Charities have been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Brandon Accountancy Limited
Suite 2, The Koco Building
The Arches, Spon End
Coventry CV1 3JQ

14th August 2019

COVENTRY AIMHS LIMITED

(A company limited by guarantee with no share capital)

Statement of Financial Activities for the Year to 31st March 2019

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Fund balance carried forward		29,873	0	29,873	40,344

The notes on pages 7 to 10 form part of this financial statement

COVENTRY AIMHS LIMITED

(A company limited by guarantee with no share capital)

Balance Sheet for the Year Ended 31st March 2019

	Notes	£	2019 £	2018 £
Fixed Assets				
Tangible Fixed Assets	7		3,512	4,550
Current Assets				
Debtors	6	0	0	
Current Bank Account (1)		1,526	2,144	
Current Bank Account (2)		27,882	36,799	
Petty Cash In Hand		36	95	
		29,443	39,038	
Less Current Liabilities				
Creditors: amounts falling due within one year	5	3,081	3,243	
Total Assets less Current Liabilities			26,362	35,795
Net Assets			29,873	40,344
Represented by:				
Unrestricted Funds	8		29,873	40,330
Restricted Funds	8		0	14
Total Funds			29,873	40,344

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2019

The Directors have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2019 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus and deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the special provision of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Directors on 14/02/19 and were signed on its behalf by:

Chairperson 

Print Name P. Smith

The note on pages 7 to 10 form part of this financial statement

COVENTRY AIMHS LIMITED

(A company limited by guarantee with no share capital)

Notes to the Financial Statements for the Year Ended 31st March 2019

Note 1 Accounting Policies

- (a) The financial statements have been prepared under the going concern basis and the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities.
The financial statements have also been prepared in accordance with the Statements of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in the the Charities Act in March 2005 and other applicable accounting standards.
- (b) The project a Company Limited by Guarantee. The directors of the charitable company are 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 director of the project.
- (c) Voluntary income is received by way of donations and gifts and is included in full in the Statements of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- (d) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Activities in the year in which they are receivable.
- (e) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- (f) Resources expended are allocated to the particular activity where the cost relates directly to that activity.
- (g) Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which is estimated at 5 years for furniture, 4 years for equipment and 3 years for I T Equipment.
- (h) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- (i) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.
- (j) None of the turnover of the company is attributable to geographical markets outside the UK.

Note 2 Taxation

Coventry AIMHS Limited is exempt from Corporation Tax on income and gains falling within Section 505 of the Taxation and Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

COVENTRY AIMHS LIMITED

(A company limited by guarantee with no share capital)

Notes to the Financial Statements for the Year Ended 31st March 2019

	Unrestricted Funds	Restricted Funds	Total 2019	2018
Note 3				
Direct Charitable Expenditure	£	£	£	£
Salaries and NIC	32,736	900	33,636	49,902
Pensions	2,724	0	2,724	3,542
Sessional Workers	6,617	0	6,617	4,774
Training and Workshops	0	0	0	1,375
Activities and Meeting Costs	0	0	0	0
Office Rent	3,546	0	3,546	3,451
Heat and Light	219	0	219	306
Telephone, Internet & Mobile	674	0	674	950
Printing, Stationery & Postage	903	0	903	167
Equipment and IT Software	2,186	200	2,386	653
Service Users Expenses	623	120	743	477
Volunteers Expenses	66	0	66	0
Room Hire	3,038	240	3,278	1,018
Catering and Refreshments	1,434	49	1,483	2,525
Depreciation	2,616	0	2,616	2,637
	57,380	1,509	58,889	71,777
Note 4				
Management & Administration	£	£	£	£
Staff Travel and Expenses	1,330	0	1,330	2,495
Payroll Administration	590	0	590	570
Insurance	352	0	352	492
Subscriptions and Licences	67	0	67	206
Health & Safety	0	0	0	197
Disclosure & Barring Service	12	0	12	0
H R Legal Advice	0	0	0	535
Year End Accounts Fees	700	0	700	650
Cleaning Materials	0	0	0	14
Professional Legal Fees	86	0	86	0
Web Charges	0	0	0	205
	3,136	0	3,136	5,364

COVENTRY AIMHS LIMITED

(A company limited by guarantee with no share capital)

Notes to the Financial Statements for the Year Ended 31st March 2019

	Unrestricted Funds	Restricted Funds	Total 2019	2018
Note 5 Creditors	£	£	£	£
Salaries and NIC	2,216	0	2,216	2,295
Refreshments and Catering	0	0	0	102
Publicity and Promotion	0	0	0	10
Heat and Light	42	0	42	60
Room Hire	76	0	76	72
Payroll Administration	48	0	48	55
Year End Accounts Fees	700	0	700	650
	3,081	0	3,081	3,243
Note 6 Debtors	£	£	£	£
	0	0	0	0
	0	0	0	0
Note 7 Tangible Fixed Assets				
	Equipment £	Activities £	Computer Equipment £	Total £
Cost				
As at 1st April 2018	2,536	2,474	9,833	14,842
Additions	0	0	1,578	1,578
Disposals	0	0	0	0
As at 31st March 2019	2,536	2,474	11,411	16,420
Depreciation				
As at 1st April 2018	1,655	618	8,019	10,293
Charges for year	343	618	1,655	2,616
Disposals	0	0	0	0
As at 31st March 2019	1,998	1,237	9,674	12,909
Net Book Value at 31st March 2019	538	1,237	1,737	3,512
Net Book Value at 31st March 2018	881	1,855	1,814	4,550

COVENTRY AIMHS LIMITED

(A company limited by guarantee with no share capital)

Notes to the Financial Statements for the Year Ended 31st March 2019**Note 8 Fund Breakdown**

	2019	2018
	£	£
Unrestricted Fund:		
Capital still to depreciate	3,512	4,550
General purpose fund	26,362	35,781
	<u>29,873</u>	<u>40,330</u>
 Restricted Fund:	 £	 £
Capital still to depreciate	0	0
Food For Thought Grant	0	14
	<u>0</u>	<u>14</u>
 Total Funds	 <u>29,873</u>	 <u>40,344</u>

Brandon Accountancy

Suite 2, The Koco Building
The Arches, Spon End
Coventry CV1 3JQ
Telephone: 024 76 674333
Email: jbrandon28@aol.com

COVENTRY AIMHS LIMITED

(A Company Limited by Guarantee with no share capital)

Financial Statement for the Year Ended 31st March 2019

Registered Company No: 06507837

Registered Charity No. 1136456

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Trustees / Directors Report	2 to 3
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Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statement	7 to 10

COVENTRY AIMHS LIMITED

(A Company limited by guarantee with no share capital)

Legal and Administrative Company Information for the Year Ended 31st March 2019

Trustees/Directors:	Peter Smith – Chairperson Susan Williams – Treasurer Patricia Wood Colin Tysall Kim Timerick Peter Sims – appointed 29 th August 2018
Company Secretary:	Andrew Collis
Manager:	Andrew Collis
Registered Address:	Suite 12, The Koco Building The Arches Spon End Coventry CV1 3JQ
Registered Company No:	06507837 (England and Wales)
Registered Charity No:	1136456 (England and Wales)
Bankers:	Lloyds Bank plc High Street Coventry
Independent Examiner:	Brandon Accountancy Suite 2, The Koco Building The Arches Spon End Coventry CV1 3JQ

COVENTRY AIMHS LIMITED

(A company limited by guarantee with no share capital)

Trustees / Directors Report for the Year Ended 31st March 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, submit their annual report along with the financial statements of the charity for the year ended 31st March 2019. The trustees/directors have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005, in preparing the annual report and financial statements. This report has also been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006, relating to small companies and with the Financial Reporting Standards for Smaller Entities, also with the accounting policies set out on page 7 and comply with all other applicable accounting standards.

The company was established in the 2002 and changing its name from User Development to Actively Influencing Health Services in March 2007. On 18 February 2008, Coventry AIMHS Limited became incorporated in England and Wales under the registered number of 06507837. The company is a Limited Company By Guarantee with no share capital, and is governed by a Memorandum and Articles of Association.

Objects

- to support Coventry's Mental Health service user.
- to promote their health and well-being.
- to actively influence Mental Health services in line with client's needs.
- to positively advance the education of the general public and local employers in Mental Health services.

Achievements and Performance

The statement of financial activities for the year is set out on page 5 of the accounts. In summary, the incoming resources for the year amounted to £53,084 (2018 - £72,590) with the major portions coming from service level agreement with Coventry and Rugby Clinical Commissioning Group and other named grants. The expenditure was £63,554 (2018 - £77,434), with the main expense being salaries and support in line with the objects.

Organisation

The trustees/directors who have served during the year and since the year end are set out on page 1, and meet on a regular basis. The trustees / directors have ultimate control over all the affairs of the charitable company. Staff of Coventry AIMHS Limited, waged or unwaged, report to the manager who in turn reports to the trustees/directors.

Risk management

The trustees/directors conducts its own review of major risks to which the charitable company is exposed. These procedures are periodically reviewed to ensure that they meet the needs of the charitable company and are as follows:

- an annual review of the risks which the charitable company may face;
- the establishment of systems and procedures to mitigate those risks identified;
- the implementation of procedures designed to minimise any potential impact on the charitable company should any of the risks materialise.

COVENTRY AIMHS LIMITED

(A company limited by guarantee with no share capital)

Trustees / Directors Report for the Year Ended 31st March 2019

(continued)

Trustees/Directors responsibilities

The law applicable to charities and companies in England and Wales requires the trustees/directors to prepare financial statements for each financial year which give a true and fair view of the financial activities carried out during the year and its financial position at the end of the year. In preparing financial statement, the trustees/directors should follow best practice and:

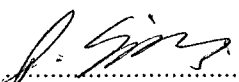
- select suitable accounting policies and then apply them consistently;
- make judgement and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statement on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The trustees/directors are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charitable company and which enable them to ensure that the financial statements comply with the applicable accounting standards. The trustees/directors 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.

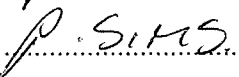
Independent Examiner

Brandon Accountancy have expressed their willingness to continue in examiners and a resolution for their re-appointment will be proposed at the forthcoming Annual General Meeting.

Approved by the Trustees / Directors and signed on its behalf by:

Chairperson: 

Date: 23/03/19

Print Name 

COVENTRY AIMHS LIMITED

Independent Examiners' report to the Trustees / Directors of Coventry AIMHS Limited in respect of the year ended 31st March 2019

I report on the account for the year ended 31st March 2019 set on pages 5 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors for the purpose of company law) are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for the year under Section 144 of the Charities Act 2011 and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Charities Act
- to follow the procedures laid down in the general Direction given by the Charity Commission (under Section 145 (5)(b) of the Act) and
- to state whether any particular matters have come to my attention.

Basis on the independent examiners' report

My examination was carried out in accordance with the general Direction given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as directors / trustees concerning any such matters. The procedures undertaken does not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statements below.

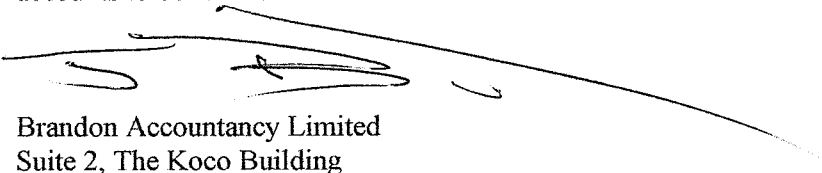
Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and Section 130 of the Charities Act:
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice : Accounting and Reporting by Charities have been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Brandon Accountancy Limited
Suite 2, The Koco Building
The Arches, Spon End
Coventry CV1 3JQ

14th August 2019

COVENTRY AIMHS LIMITED

(A company limited by guarantee with no share capital)

Statement of Financial Activities for the Year to 31st March 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019 £	2018 £
Income & Expenditure					
Incoming Resources:					
Coventry & Rugby Clinical Com. Group		51,085	0	51,085	69,848
Heart Of England Grant		0	1,999	1,999	0
Food For Thought Grant		0	0	0	1,500
Mind Grant		0	0	0	1,000
Donations		0	0	0	242
Other Income		0	0	0	0
Total Incoming Resources		51,085	1,999	53,084	72,590
Resources Expended:					
Direct Charitable Expenditure	3	57,380	1,509	58,889	71,777
Management & Administration	4	3,136	0	3,136	5,364
Publicity and Promotion		1,229	300	1,529	293
Management Charges		(-190)	190	0	0
Total Resources Expended		61,555	1,999	63,554	77,434
Net movement in funds		(-10,470)	0	(-10,470)	(-4,844)
Fund balance brought forward		40,329	14	40,343	45,188
Transfer of funds		14	(-14)	0	0
Fund balance carried forward		29,873	0	29,873	40,344

The notes on pages 7 to 10 form part of this financial statement

COVENTRY AIMHS LIMITED

(A company limited by guarantee with no share capital)

Balance Sheet for the Year Ended 31st March 2019

	Notes	£	2019 £	2018 £
Fixed Assets				
Tangible Fixed Assets	7		3,512	4,550
Current Assets				
Debtors	6	0	0	
Current Bank Account (1)		1,526	2,144	
Current Bank Account (2)		27,882	36,799	
Petty Cash In Hand		36	95	
		29,443	39,038	
Less Current Liabilities				
Creditors: amounts falling due within one year	5	3,081	3,243	
Total Assets less Current Liabilities			26,362	35,795
Net Assets			29,873	40,344
Represented by:				
Unrestricted Funds	8		29,873	40,330
Restricted Funds	8		0	14
Total Funds			29,873	40,344

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2019

The Directors have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2019 in accordance with Section 476 of the Companies Act 2006.

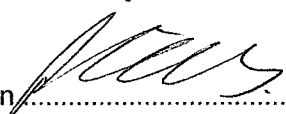
The directors acknowledge their responsibilities for:

a) ensuring that the charitable company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and

b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus and deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the special provision of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Directors on 14/02/19 and were signed on its behalf by:

Chairperson 

Print Name P. Smith

The note on pages 7 to 10 form part of this financial statement

COVENTRY AIMHS LIMITED

(A company limited by guarantee with no share capital)

Notes to the Financial Statements for the Year Ended 31st March 2019

Note 1 Accounting Policies

- (a) The financial statements have been prepared under the going concern basis and the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities.
The financial statements have also been prepared in accordance with the Statements of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in the the Charities Act in March 2005 and other applicable accounting standards.
- (b) The project a Company Limited by Guarantee. The directors of the charitable company are 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 director of the project.
- (c) Voluntary income is received by way of donations and gifts and is included in full in the Statements of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- (d) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Activities in the year in which they are receivable.
- (e) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- (f) Resources expended are allocated to the particular activity where the cost relates directly to that activity.
- (g) Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which is estimated at 5 years for furniture, 4 years for equipment and 3 years for I T Equipment.
- (h) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- (i) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.
- (j) None of the turnover of the company is attributable to geographical markets outside the UK.

Note 2 Taxation

Coventry AIMHS Limited is exempt from Corporation Tax on income and gains falling within Section 505 of the Taxation and Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

COVENTRY AIMHS LIMITED

(A company limited by guarantee with no share capital)

Notes to the Financial Statements for the Year Ended 31st March 2019

	Unrestricted Funds	Restricted Funds	Total 2019	2018
Note 3				
Direct Charitable Expenditure	£	£	£	£
Salaries and NIC	32,736	900	33,636	49,902
Pensions	2,724	0	2,724	3,542
Sessional Workers	6,617	0	6,617	4,774
Training and Workshops	0	0	0	1,375
Activities and Meeting Costs	0	0	0	0
Office Rent	3,546	0	3,546	3,451
Heat and Light	219	0	219	306
Telephone, Internet & Mobile	674	0	674	950
Printing, Stationery & Postage	903	0	903	167
Equipment and IT Software	2,186	200	2,386	653
Service Users Expenses	623	120	743	477
Volunteers Expenses	66	0	66	0
Room Hire	3,038	240	3,278	1,018
Catering and Refreshments	1,434	49	1,483	2,525
Depreciation	2,616	0	2,616	2,637
	57,380	1,509	58,889	71,777
Note 4				
Management & Administration	£	£	£	£
Staff Travel and Expenses	1,330	0	1,330	2,495
Payroll Administration	590	0	590	570
Insurance	352	0	352	492
Subscriptions and Licences	67	0	67	206
Health & Safety	0	0	0	197
Disclosure & Barring Service	12	0	12	0
H R Legal Advice	0	0	0	535
Year End Accounts Fees	700	0	700	650
Cleaning Materials	0	0	0	14
Professional Legal Fees	86	0	86	0
Web Charges	0	0	0	205
	3,136	0	3,136	5,364

COVENTRY AIMHS LIMITED

(A company limited by guarantee with no share capital)

Notes to the Financial Statements for the Year Ended 31st March 2019

	Unrestricted Funds	Restricted Funds	Total 2019	2018
Note 5 Creditors	£	£	£	£
Salaries and NIC	2,216	0	2,216	2,295
Refreshments and Catering	0	0	0	102
Publicity and Promotion	0	0	0	10
Heat and Light	42	0	42	60
Room Hire	76	0	76	72
Payroll Administration	48	0	48	55
Year End Accounts Fees	700	0	700	650
	<u>3,081</u>	<u>0</u>	<u>3,081</u>	<u>3,243</u>
Note 6 Debtors	£	£	£	£
	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Note 7 Tangible Fixed Assets				
	Equipment	Activities	Computer Equipment	Total
	£	£	£	£
Cost				
As at 1st April 2018	2,536	2,474	9,833	14,842
Additions	0	0	1,578	1,578
Disposals	0	0	0	0
As at 31st March 2019	<u>2,536</u>	<u>2,474</u>	<u>11,411</u>	<u>16,420</u>
Depreciation				
As at 1st April 2018	1,655	618	8,019	10,293
Charges for year	343	618	1,655	2,616
Disposals	0	0	0	0
As at 31st March 2019	<u>1,998</u>	<u>1,237</u>	<u>9,674</u>	<u>12,909</u>
Net Book Value at 31st March 2019	538	1,237	1,737	3,512
Net Book Value at 31st March 2018	881	1,855	1,814	4,550

COVENTRY AIMHS LIMITED

(A company limited by guarantee with no share capital)

Notes to the Financial Statements for the Year Ended 31st March 2019**Note 8 Fund Breakdown**

	2019	2018
Unrestricted Fund:	£	£
Capital still to depreciate	3,512	4,550
General purpose fund	26,362	35,781
	<u>29,873</u>	<u>40,330</u>
Restricted Fund:	£	£
Capital still to depreciate	0	0
Food For Thought Grant	0	14
	<u>0</u>	<u>14</u>
Total Funds	<u>29,873</u>	<u>40,344</u>