

Registered Charity
Number 1162624

SECOND THOUGHTS EAST YORKSHIRE CIO

(A Charitable Incorporated Organisation)

FINANCIAL STATEMENTS

Year ended

31 MAY 2019

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For the year ended 31 May 2019

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**Annual Report
Second Thoughts East Yorkshire CIO
For the year ended 31st May 2019**

Second Thoughts East Yorkshire is a Charitable Incorporated Organisation. The organisation structure was agreed on 15th May 2015 with the constitution being adopted on 18th May 2015 and charitable status being confirmed 13th July 2015.

Registered Charity number

1162624 (England and Wales)

Registered office

2 Manor Garth
Barmby Moor
East Yorkshire
YO42 4EU

Trustees

The Trustees that served during the year were as follows:

Greg Harman - Chair
Peter West-Hitchins - Treasurer
Ian Myers
Peter Robinson (appointed 8 May 2018)
Helen Wilson (appointed 8th May 2018)

Independent Examiner

Sian Broughton ACMA, CGMA, DChA, MAAT
East Riding Voluntary Action Services (ERVAS) LTD
Morleys Cottage
Morley's Yard
Walkergate
Beverley
HU17 9BY

1. STRUCTURE, GOVERNANCE AND MANAGEMENT

1.1 Governing document

The Charity is a charitable incorporated organisation formed in the year 2015. The Constitution gives effect to and supports its charitable objects. The minimum permitted number of trustees is three and the maximum is six.

1.2 Recruitment and appointment of new trustees

Whilst no restriction or qualification is placed upon a trustee, trustees will be sought from those with experience of the voluntary sector, people who have experience of mental health service provision or those with professional skills linked to management.

1.3 Induction and training of new trustees

Induction is by documented introduction to the structure and operating standards of the organisation supplemented by attendance as observer in meeting. Training is supported by mentoring, in house and on the job training, workshops, conferencing and networking together with professional periodicals, bulletins and newsletter updates. Normally trustees are elected for a period of three years. Trustees can reapply to join the organisation again following their period of office coming to an end. If there is a vacancy during the year, the trustees can co-opt a new trustee, who then has to be re-appointed at the next Annual General Meeting.

1.4 Organisational structure

The trustees meet six to twelve times a year, and decisions are taken by majority vote with the chair having the casting vote. If the Charity, at the meeting at which a trustee retires by rotation, does not fill the vacancy, the retiring trustee may if willing to act, request to be reappointed.

The trustees are responsible for policy and strategic matters, overall control of finance and major spending decisions, employment of staff, fund raising and investment, with the day to day management and running of the Organisation undertaken by the Chairman.

1.5 Related parties

The Organisation is an independent body.

1.6 Risk management

The Organisation has established structures and procedures to continue to assess and manage risk.

The major risks which the trustees have identified and to which the ' Organisation is exposed (as highlighted in this Report) have been reviewed and procedures and/or contingent plans have been established so far as it is in the power and control of the trustees to do so to manage those risks.

Continued and sustainable funding is seen to be the major issue. However, the Organisation does not employ anyone, although it does engage freelance sessional professionals on an ad hoc basis, and it has no infrastructure costs as operations are run from the home of the Chairman, so has no overheads.

2 OBJECTIVES AND ACTIVITIES

2.1 Objectives and aims

The objects of the CIO are:

1. To assist in the treatment and care of persons resident in the East Riding of Yorkshire and surrounding areas, suffering from mental illness of any description and their carers;
2. To provide facilities for life skill development including, but not exclusively, training in confidence building, assertiveness training, recognising your own skills, stress management and mental health awareness;
3. To provide support in seeking paid employment, undertaking assisted voluntary work and delivering vocational skills training;
4. To provide information and signposting to other specialist service providers
5. To work with employers in order to improve the sustainability and retention of jobs for employees who are managing mental health problems

3 ACHIEVEMENT AND PERFORMANCE

- 3.1** This year has been successful once again, with services delivering on target and improved networking strengthening our joint working with other charities and public sector bodies within the NHS mental health services.

Following our grant in our previous financial year from The Clothworkers' Foundation to buy a minibus, we received our second year grant of a further £10,000 from The Anna Maria Charitable Trust (managed by The Two Ridings Community Foundation) in January 2019 to run it for another year. This has enabled us to support people living in rural areas who struggle with anxiety and other mental health problems to access activities in Hull. We would like to thank Recycling Unlimited for their great support in accepting us into their woodworking and gardening projects.

The minibus has also allowed us to transport the various self help groups we have helped to establish to meet for social activities. These have included trips to Brigg Garden Centre, Flamborough, Bridlington, Sewerby and Normanby Park Gardens.

We were also successful with our grant application to The National Lottery Community Fund. We received £9,970 which has enabled us to carry on running our support workshops across the county, as well as providing one to one support for people who are struggling with their mental health.

We are now in our second year supporting Clear Minds Withernsea, a local self help peer support group. Thanks to a generous grant from Orsted through The East Coast Community fund, we are able to pay for monthly meetings for another year as well as provide refreshments and professional support there too.

Our application to the 'Bags of Help' scheme run by Tesco was also successful with us being awarded the 2nd prize of £2,000. This money has also helped us to provide services for people living in the Market Weighton to Pocklington area.

We have also been supported by The Hull and East Riding Charitable Foundation with a grant of £1,000, and by The Joseph and Annie Cattle Trust with a grant of £1,000 which paid for protective footwear and fleeces for our participants on the woodwork and gardening projects.

- 3.2** At the end of our previous financial year, the charity was in a good position to be developed further.

Because of my extensive experience in this kind of role, having been Chief Officer of one mental health charity for 4 years, and Projects Manager for another for over 7 years, and being a charity development consultant as well as an Associate Hospital Manager at Stockton Hall Hospital, the trustees felt that I was best placed to continue this work.

Because of my other responsibilities, it was agreed that I would take on development work on a 16 hour per week paid part time self employed basis. A favourable hourly rate for the charity was agreed after comparative rates being checked by the Treasurer. This was extended through to 31st May 2019 and has now ended. During this period, the charity has grown to deliver support to over 400 people since its formation.

As a result of the development work, we have been nominated as the charity supported by The Pocklington Lions for its annual golf fundraiser day, the Lord Mayor of Hedon's charity and we are being supported by a music night fundraiser in October by 'The Late Night Marauders'. We were also the 'Sainsbury's Charity of the Year' for Pocklington, as well as receiving a grant from Tesco Market Weighton.

3.1 Our work with our clients continues to improve the quality of life for many, with consistently positive feedback from group session participants. We have also increased our one to one work for people for whom even small groups are too intimidating. We still support around 10 active service users on this basis at any time.

3.2 When the workshops complete, many participants ask about follow on support. Having piloted self help groups in Pocklington, York, Hull, Driffield, Beverley and Withernsea, Driffield Withernsea and Beverley carried on. Driffield is fully independent, and we help where we can with Beverley and Withernsea, although they are self governing and totally autonomous in their affairs. We are funded to provide support for the Withernsea group until December 2019.

3.3 Working with other organisations

We engage with several other charities and NHS mental health services. One of our most active network links is with The NHS Emotional Wellbeing Service, which refers clients on a regular basis. We also have referrals from the TEWV CCG (Tees, Esk, Wear Valley Clinical Commissioning Group) of patients living in the Pocklington area, from the Humber Teaching NHS Foundation Trust of patients living across East Yorkshire, and from several GP surgeries across Hull and East Yorkshire.

We also wish to thank Healthwatch East Riding of Yorkshire for working alongside us, and for their hospitality in allowing us to accompany them on their information bus in several venues across the county.

3.4 Acknowledgements

The Organisation extends thanks to our trustees, notably our Treasurer, Peter West Hitchins, along with our other existing trustee Ian Myers for their input into the charity. Also joining us at our AGM were Peter Robinson and Helen Wilson. Peter is an Advocacy Manager for ICA (Independent Complaints Advocacy) and Helen is a small business owner, who had also been on one of our sets of workshops. Both new trustees have a wealth of experience and talent.

Both Howard Bryan and Stephen Lees left the charity as of 31st May 2018, completing their terms of office. On behalf of the charity, our service users and my remaining fellow trustees, I wish to thank them for their dedication, energy and time and we wish them the very best of health and happiness in their retirement.

Once again I would like to thank our second trainer, Julie Hastings, who has added valuable experience and mental health expertise to our small team. Julie is also The Lead Governor at Humber NHS Foundation Trust.

Feedback from Julie's groups has been very positive and appreciative too. We thank our funders as detailed above, without whose support our work would not be possible.

Once again, and indeed most importantly, we wish to thank every single person who has approached us for support. Taking this step and asking for help takes immense courage and is a major milestone for those who may have been enduring poor quality of life for considerable periods of time.

4 The Future

We continue to go from strength to strength and develop our services, all the while being mindful of our aims and mission statement. We will not be drawn away from these merely to follow funding pots, as indeed many charities have done, and we will continue to provide quality support to those who need it.

When we formed the charity in 2015, I said that I would be Chair for a period of 4 years. The time has now come for me to stand down as Chair, although I will remain as a trustee.

The Board of Trustees have agreed that Peter West-Hitchins will take over as the new Chair of Trustees from the date of Annual General Meeting. This leaves the post of Treasurer vacant, so I will take on that role as of this same date.

5. Apologies

Finally, I wish to offer my apologies to everyone who has been affected by this next item in this report.

I was very ill in October and November 2018, having to stay in hospital on two occasions. Because we are only a small charity, with only two people delivering its services, we had to rearrange several sets of workshops and one to one support for which we apologised and almost everyone was extremely understanding and supportive.

Sadly, we received one complaint in writing about delays in supporting that person which is being addressed formally. Because of the nature of our work, which is mental health support, we do engage with people who become frustrated and angry very easily, so occasional complaints are unfortunately unavoidable.

However, given that we have been operational for 2 years 8 months at the time of this report, and received only one complaint that is great testimony to the work we do and all we have achieved. Thank you all.

Signed on behalf of the Board of Trustees



Greg Harman Chairman of Trustees

Date: 19 September 2019

**Independent Examiner's Report to the Members of
Second Thoughts East Yorkshire CIO**

I report on the accounts of Second Thoughts East Yorkshire CIO for the year ended 31 May 2019, which are set out on pages 10 to 18.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 the trustees concerning any such matters. The procedures undertaken do 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 statement 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 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not 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.



Sian Broughton

Chartered Management Accountant

Employee of, East Riding Voluntary Action Services (ERVAS) Ltd
Morley's Cottage, Morley's Yard

Walkergate

Beverley

East Yorkshire

HU17 9BY

Date: 11/09/19

Receipts and Payments Accounts for the Year Ending 31 May 2019

| | Notes | 2019 | | 2019 | | 2019 | | 2018 | | 2018 | | 2018 | |
|---|-------|--------------------|---|------------------|---|-------------|---|--------------------|---|------------------|---|-------------|---|
| | | Unrestricted Funds | £ | Restricted Funds | £ | Total Funds | £ | Unrestricted Funds | £ | Restricted Funds | £ | Total Funds | £ |
| Receipts | | | | | | | | | | | | | |
| Grants | 2 | 1,000 | | 24,205 | | 25,205 | | - | | 34,140 | | 34,140 | |
| Donations | | 2,614 | | - | | 2,614 | | - | | - | | - | |
| Fundraising Events | | - | | - | | - | | 5,299 | | - | | 5,299 | |
| Total Income | | 3,614 | | 24,205 | | 27,819 | | 5,299 | | 34,140 | | 39,439 | |
| Payments | | | | | | | | | | | | | |
| Insurance | | 180 | | 270 | | 450 | | 434 | | - | | 434 | |
| Travel | 3 | 86 | | 2,001 | | 2,087 | | 956 | | 1,708 | | 2,664 | |
| Vehicle Running Costs | | - | | 2,325 | | 2,325 | | 872 | | 623 | | 1,495 | |
| Office Costs | | 278 | | 52 | | 330 | | 681 | | - | | 681 | |
| Professional Fees | 3&4 | 8,276 | | 14,234 | | 22,510 | | 10,066 | | 12,314 | | 22,380 | |
| Equipment | 5 | 245 | | 4 | | 249 | | 55 | | 11,727 | | 11,782 | |
| Advertising and Publicity | | 498 | | 356 | | 854 | | 578 | | - | | 578 | |
| Room Hire | | - | | 750 | | 750 | | 380 | | 275 | | 655 | |
| Independent Examination | | 200 | | - | | 200 | | 160 | | - | | 160 | |
| Miscellaneous | | 7 | | 470 | | 477 | | 123 | | 78 | | 201 | |
| Total Payments | | 9,770 | | 20,462 | | 30,232 | | 14,305 | | 26,725 | | 41,030 | |
| Net Surplus/(Deficit) | | (6,156) | | 3,743 | | (2,413) | | (9,006) | | 7,415 | | (1,591) | |
| Cash and Bank Balances brought forward | | 17,532 | | 16,811 | | 34,343 | | 26,538 | | 9,396 | | 35,934 | |
| Cash and Bank Balances carried forward | | 11,376 | | 20,554 | | 31,930 | | 17,532 | | 16,811 | | 34,343 | |

Statement of Assets and Liabilities
As at 31 May 2019

| | Notes | 2019 £ | 2018 £ |
|---|-------|---------------|---------------|
| Monetary Assets | | | |
| Current Account | | 31,780 | 34,267 |
| Cash | | 150 | 76 |
| Total Monetary Assets | | 31,930 | 34,343 |
| Comprising: | | | |
| Unrestricted Funds | | 11,376 | 17,532 |
| Restricted Funds | 6 | 20,554 | 16,811 |
| | | 31,930 | 34,343 |
| Non-Monetary Assets and Liabilities | | | |
| Fixed Assets for the Charity's use at Cost | | | |
| Vehicle | 5 | 10,000 | 10,000 |
| | | 10,000 | 10,000 |
| Debtors | | | |
| Sundry Debtors | | - | - |
| | | - | - |
| Creditors | | | |
| Accounts Fee – Current Year | | 300 | 200 |
| | | 300 | 200 |
| Net Non-Monetary Assets/(Liabilities) | | 9,700 | 9,800 |

The financial statements were approved by the Board on 11/09/19 and signed on its behalf by



Greg Harman, Chairperson



Peter West-Hitchens, Trustee

The notes on pages 13 to 18 form part of these financial statements.

Notes to the Financial Statements For the year ended 31st May 2019

1. Accounting Policies

1.1. Basis of accounting

The financial statements have been prepared on the receipts and payments basis in line with Charity Commission Guidance. This is an acceptable format for non-company charities with an income below £250,000.

1.2. Prior Year

The financial statements of the previous year were prepared on the accruals basis. The figures in these accounts have been restated to the receipts and payments basis to ensure consistency of accounts formats and so meaningful comparisons can be made. A reconciliation of the brought forward fund balances at 01 June 2017 is shown at Note 1.3.

1.3. Reconciliation of fund balances

Summary of Fund Balance at 01st June 2017

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds £ |
|--|----------------------------|--------------------------|---------------------|
| Accruals Fund balances as previously stated (Financial Statements y/e 31 May 2017) | 25,165 | - | 25,165 |
| Accounting Adjustments: | | | |
| Accruals | 170 | - | 170 |
| Deferred Income | 2,090 | 9,396 | 11,486 |
| Prepayments | (887) | - | (887) |
| Receipts and Payments Fund balances as restated | 26,538 | 9,396 | 35,934 |

| | As previously stated £ | Adjustment £ | As Restated £ |
|--|------------------------------|-----------------|---------------------|
| Unrestricted Funds: | | | |
| General Funds | 25,165 | 1,373 | 26,538 |
| Total Unrestricted Funds | 25,165 | 1,373 | 26,538 |
| Restricted Funds: | | | |
| National Lottery Community Fund – Awards For All (1) | - | 6,040 | 6,040 |
| Brelms Trust | - | 3,356 | 3,356 |
| Total Restricted Funds | - | 9,396 | 9,396 |
| Total fund balances as restated | 25,165 | 10,769 | 35,934 |

**Notes to the Financial Statements
For the year ended 31st May 2019**

1.4. Fund accounting

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors. Restricted funds are accounted for separately to each other and to the core funding of the company.

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

**Notes to the Financial Statements
For the year ended 31st May 2019**

**2. Receipts:
Grants**

| | 2019 Unrestricted Funds £ | 2019 Restricted Funds £ | 2019 Total Funds £ | 2018 Unrestricted Funds £ | 2018 Restricted Funds £ | 2018 Total Funds £ |
|---------------------------------------|------------------------------------|----------------------------------|-----------------------------|------------------------------------|----------------------------------|-----------------------------|
| City Healthcare Partnership | - | - | - | - | 405 | 405 |
| The Clothworkers Foundation | - | - | - | - | 10,000 | 10,000 |
| Grantscape: East Coast Community Fund | - | 2,235 | 2,235 | - | 2,735 | 2,735 |
| Groundworks: Tesco Bags of Help | - | 2,000 | 2,000 | - | - | - |
| Hull and East Riding Charitable Trust | 1,000 | - | - | - | - | - |
| Joseph and Annie Cattle Trust | - | - | - | - | 1,000 | 1,000 |
| The National Lottery Community Fund | - | - | - | - | - | - |
| - Awards For All | - | 9,970 | 9,970 | - | 10,000 | 10,000 |
| Two Ridings Community Foundation: | - | - | - | - | - | - |
| Anna Maria Charitable Trust | - | 10,000 | 10,000 | - | 10,000 | 10,000 |
| | 1,000 | 24,205 | 25,205 | - | 34,140 | 34,140 |

Notes to the Financial Statements
For the year ended 31st May 2019

3. Trustees Remuneration

During the year remuneration was paid out of the funds of the Charitable Incorporated Organisation to Trustees as follows:

| Trustee | Payment | 2019 £ | 2018 £ |
|-----------------|---|-------------------|-------------------|
| G Harman | Services provided on a self-employed capacity | 19,795 | 19,540 |
| | Travel Expenses | 1,409 | 2,159 |
| | | <u>21,204</u> | <u>21,699</u> |
| P West-Hitchins | Services provided on a self-employed capacity | - | 500 |
| | Travel Expenses | 342 | 66 |
| | | <u>342</u> | <u>566</u> |
| S Lees | Services provided on a self-employed capacity | - | 40 |
| | Travel Expenses | - | 7 |
| | | <u>-</u> | <u>47</u> |
| | | <u>21,546</u> | <u>22,312</u> |

4. Professional Fees

There were no employees during the year. Payment was made to two Trustees and 1 external consultant for services provided on a self-employed capacity. Details of payments to Trustees is shown in note 3.

Notes to the Financial Statements
For the year ended 31st May 2019

5. Equipment

Equipment is capitalised in the Statement of Assets and Liabilities at cost, when the item cost more than £250.

| | 2019 | 2018 |
|---------------------------------------|---------------|---------------|
| | £ | £ |
| Capitalised Equipment | - | 10,000 |
| Equipment not capitalised | 249 | 1,782 |
| | <u>249</u> | <u>11,782</u> |
| Capitalised Equipment brought forward | 10,000 | - |
| Assets purchased during the year: | | |
| Minibus | - | 10,000 |
| Capitalised Equipment carried forward | <u>10,000</u> | <u>10,000</u> |

6. Restricted funds

| | Monetary Balance at | Movement in Resources | | | Monetary Balance at |
|---|---------------------------|-----------------------|-----------------|-----------|---------------------------|
| | 01/06/18 | Incoming | Outgoing | Transfers | 31/05/19 |
| Anna Maria Charitable Trust | 7,402 | 10,000 | (8,568) | - | 8,834 |
| City Healthcare Partnership | 2 | - | (2) | - | - |
| East Coast Community Fund | 1,198 | 2,235 | (2,116) | - | 1,317 |
| Joseph and Annie Cattle Trust | 170 | - | (170) | - | - |
| National Lottery Community Fund – Awards For All (1) | 8,039 | - | (8,039) | - | - |
| National Lottery Community Fund – Awards For All (2) | - | 9,970 | (1,567) | - | 8,403 |
| Tesco Bags of Help | - | 2,000 | - | - | 2,000 |
| | <u>16,811</u> | <u>24,205</u> | <u>(20,462)</u> | <u>-</u> | <u>20,554</u> |

A brief description of the Restricted Funds are given below:

Anna Maria Charitable Trust

Restricted funding for training and minibus revenue costs.

Notes to the Financial Statements
For the year ended 31st May 2019

6. Restricted Funds (Continued)

City Healthcare Partnership

Restricted funding for small items of equipment.

East Coast Community Fund

Restricted funding for the Withernsea Support Group.

Joseph and Annie Cattle Trust

Restricted funding for safety equipment to kit out attendees on the woodworking and gardening projects to support people with mental health issues in rural areas.

National Lottery Community Fund – Awards For All (1)

Restricted funding for the Out and About project to provide workshop sessions.

National Lottery Community Fund – Awards For All (2)

Restricted funding for the Next Level project to provide workshop sessions and individual mentoring and support.

Tesco Bags of Help

Restricted funding for the STEY on the Move project.