

REGISTERED COMPANY NUMBER: 08000094
REGISTERED CHARITY NUMBER: 1148312

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2018
for
Cardiff and Vale Action for Mental
Health



Cardiff And Vale Action for Mental Health

**Contents of the Financial Statements
for the Year Ended 31 March 2018**

	Page
Report of the Trustees	1 to 7
Independent Examiners Report	8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Financial Statements	11 to 18

Cardiff and Vale Action for Mental Health

Report of the Trustees for the Year Ended 31 March 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of 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) (effective 1 January 2015).

Objectives and activities

Objectives and aims

Our Mission -

'Working to progress mental health services by service user, carer and third sector involvement'

Charitable Objects

The charity's objects are to promote any charitable purposes for the benefit of those people experiencing mental health problems within the Locale and assisting the work of voluntary organisations, mental health service users and carers acting in the mental health sector.

Strategic Aims

The charity has 6 strategic aims which reflect the minimum standards specified for mental health development services by the Welsh Assembly Government, and which cover all parts of the organisation. These are:

- i To support and facilitate networking;
- ii To connect our constituency productively with service providers planners and commissioners;
- iii To provide and share relevant information;
- iv To provide and share relevant training;
- v To support the development of organisations, user and carer initiatives; and
- vi To sustain and build an effective organisation, ensuring stakeholder involvement in its running.

Public benefit

We review our aims, objectives and activities each year with our stakeholders - looking at the outcomes of our work against objectives in the previous year and setting objectives for the year ahead. In doing this, we take account the guidance contained in the Charity Commission's general guidance on public benefit, thus ensuring that our work continues in its purpose in assisting voluntary organisations, mental health service users and carers.

Cardiff and Vale Action for Mental Health

Report of the Trustees for the Year Ended 31 March 2018

Achievement and performance

Charitable activities

Services

The organisation operates in four interlinked areas: -

- A mental health development service to third sector organisations (including service user and carer groups) with an interest in mental health,
- Sefyll, an involvement development project for people with experience of using adult mental health services, and
- Nexus, the Older People's Mental Health Carer and User Involvement Development Project for people, both service users and carers, with experience of Older People's Mental Health Services.
- Join the Dots - an involvement group for young people with experience of mental health needs and groups supporting young people.

The work of these Projects is tailored to the needs of its constituency via evaluation and production of annual work-plans, with the third sector Mental Health Forum, and with the Advisory Planning Groups of Sefyll and Nexus.

The project also manages other projects in line with its articles.

A summary of the work of cavamh is outlined below. A more in depth summary can be found in cavamh's Annual Report for stakeholders, which can be found on our website.

Cavamh works with third sector groups with an interest in mental health **through Cardiff and Vale Mental Health Forum**, (MHF) providing services in relation to development and consultancy, joint working, information, training, policy development & consultation, influencing change through mental health promotion/prevention; with people using services and carers through **Sefyll**- the adult service user involvement Development Project, and **Nexus**- the carer & service user involvement project for older people, ensuring that people have voice in the development and delivery of services. **Join the Dots** is the new young people's involvement group, working alongside young people and voluntary groups working with you ng people.

Evaluation and priorities are decided through annual review, open to all stakeholders.

Supporting development and building an effective voice through networking

We have provided services to over 100 third sector groups with an interest in mental health, through networks and events, information, support and training, facilitating joint working and policy development, liaising with a number of statutory sector organisations, reaching 200+ individuals working in the field.

Networking forms a key element for engagement, through the Mental Health Forum and interest groups, covering for example, Black and minority ethnic communities, young people, and areas of work such as counselling services, development of creative activity or recovery ethos. Meetings and workshops share information & good practice, debate and collate the voice of the sector, develop shared action. We have facilitated nearly 40 third sector network events, engaging with nearly 40 new third sector projects, people and agencies to build liaison and partnerships over the year. Sefyll and Nexus have liaised with over 590 service users and carers.

Sefyll links with people using services through the Service User Engagement Group and through Sefyll Champions network, whilst Nexus links with people both caring and using older people's services through a range of creative events and activities - enabling people to have a voice through such means as the Forget Me Not Chorus, Dart - Dementia in Art, DEEP- engaging people with dementia.

Information

Targeted information is shared across eight areas of interest across the Mental Health Forum membership, such as older people, education and training, day/vocational opportunities, alongside regular e-bulletins and newsletters- over 20 during the year.

Sefyll and Nexus circulate regular newsletters with a combined mailing of over 1000.

We maintain the local Cardiff and Vale Mental Health Services Directory on our website and leaflets on different areas of service, such as young people, minority ethnic, counselling service. **Directions**- the handbook for older people with mental health needs, has been reprinted in two parts, at the request of carers and service users and with funding from Cardiff and Vale UHB. This information is also available on the DEWIS website and we have encouraged third sector members to add and update their entries too.

Training

Cardiff and Vale Action for Mental Health

Report of the Trustees for the Year Ended 31 March 2018

Achievement and performance

Charitable activities

Through the MHF, we have co-ordinated an annual training programme, offering 12 courses, attended by 60 people, building knowledge and skills in areas such as depression and anxiety, dual diagnosis, to who does what where in mental health to third and statutory sector.

Sefyll has built on its programme to deliver a range of training to both develop confidence and skills in standing up and speaking out, and in recovery college type topics, such as living well with mental ill health, how to get the best out of your care plan, having a voice through writing, supporting and employing service user led trainers in delivering courses for both people using services and staff.

Funding and Development Advice

Cavamh has provided support to a number of third sector and service user led groups and supported groups around local commissioning & mental health and in information about charitable funds. Together with the MHF we have sought to further the third sector position through the MHF third sector strategic plan.

Ensuring a Voice in the development and delivery of services

We continue to work in partnership with Cardiff & Vale UHB and the local authorities, and facilitating service user, carer, third sector representation in the planning and delivery of services in relation to service reviews and new developments. This has included this year, the review of older people's mental health services, CMHTs, developing third sector psychological therapy services in primary care, and in developing the first episode psychosis service.

The MHF have developed a strategic plan, clarifying the vision and the priority needs of the membership over the next 3 years. We have identified needs and mapped & gapped community services around a 'Perfect Locality' ethos, for example in relation to mental health services for older people & adult community services.

Sefyll and Nexus have continued to link with people in place and in ways that are meaningful to communities, through local champions groups, engagement groups, veterans, and through creative activities such as music, arts and crafts, with over 200 contacts, meetings events and training sessions.

Recovery

In partnership with all stakeholders, we have organised the Celebrating Recovery & Wellbeing event, launching the report from the Celebrating Recovery symposium which evaluated experiences and learning from the implementation of the local Mental Health Charter 5 years on, and the steps towards local implementation of a recovery ethos. Cavamh co-ordinates the multi stakeholder recovery group to take forward initiatives and promote the Charter.

Feedback Fortnight

We have also liaised with the UHB to debate and take forward the key topics of concern to service users and carers from the biannual 'Feedback Fortnight' event. These, along with feedback on new developments and changes, have formed the topics for discussion and action planning within for example, the Local Mental Health Partnership Board. The meetings are planned and facilitated by cavamh in partnership with service users, carers and the third sector, and have covered housing, the therapeutic relationship, and carer support, sharing issues through theatre forum, art or story telling.

Involvement in UHB Recruitment

Both Sefyll and Nexus facilitate service user and carer involvement in UHB recruitment.

Involvement in Clinical Psychology doctorate Programme, Cardiff University

Service users from Sefyll remain involved in the Service Users and Carers Committee at Cardiff University's Clinical Psychology Doctorate programme. The reps are involved in recruitment of student intakes, attending committee meetings and being involved in any other matters that arises such as assessments, recruitment of staff etc.

Mentoring Scheme

The Pilot for service users and carers to mentor Clinical Psychology Doctorate Students developed jointly with Nexus was evaluated in 2016/17 and considered an overall success. Sefyll and Nexus, involving Service Users and Carers in the planning and development of the scheme Sefyll became involved in providing training and monitoring the outcomes.

A new Mentoring Programme was launched and ran successfully last year and into 2017/18. Fifteen Sefyll and Nexus Mentors are in place and new ways to support the Mentors was established with informal support sessions delivered.

Ensuring a voice in the development of policy

We continue to co-ordinate Network responses- third sector, service user and carers - to a range of consultations both local and national, 8 this year, including Cardiff/Vale Wellbeing Plans, Trauma Unit, UHB Commissioning, adult CMHT Review, CAMHs service user involvement.

**Cardiff and Vale Action for Mental
Health**

**Report of the Trustees
for the Year Ended 31 March 2018**

Achievement and performance
Charitable activities

Supporting development - Building collaboration and joint working

We have worked across a range of areas to improve services & delivery through collaboration, for example.

- Co-ordinating joint planning actions around Housing and Recovery.
Liaising with the GP clusters & surgeries to promote third sector services and a menu of mental health training for GPs.
- Working with the UHB to co-ordinate involvement in the development of primary care pilots.
Working on mechanisms to link the third sector and people using services more fruitfully with CMHTs, for example through the adult community review.
Case studies/summaries of 3rd sector services promoted in relation to housing and MH, therapeutic practice, community services.
- Linking to Community Education and a range of community services across Cardiff & Vale.

Promoting third sector services/mental health awareness

Cavamh has co-ordinated events and promoted local Mental Health Forum information and mental health awareness through a 11 + awareness events over the year in both the public arena and to a range of stakeholders. World Mental Health Day remains the pivot - a tool for building partnerships as well as spreading awareness, with displays across the local area.

Service User and Carer Involvement

Sefyll- the adult service user involvement project, Nexus, the involvement project within older people's mental health and Join the Dots- linking with younger people, are the key projects to develop and promote service user involvement and their work has been integrated into the information above.

The Co Creating Healthy Change Big Lottery funded portfolio, managed by C3SC, which has supported the Sefyll CMHT Project and Nexus in its work gathering voices of family, friends and people with dementia with the Forget Me Not Choir and in liaison with the Alzheimers' Society, came to an fruitful end in autumn 2017.

Cavamh Partnerships and Developments

Pave the Way

Cavamh is the lead partner in the Big Lottery funded Pave The Way Project with GVS and VCS. We are now in the second year of this innovative volunteering project which helps to remove the barriers to volunteering for people with lived experience of mental health. In the first 18 months to 31st March 2018 196 referrals have been accepted with 136 individuals taking part in pre volunteering activities and 109 having taken up a range of follow on volunteering opportunities.

Cavamh has embarked on pilot training for organisations to enable them to better support and manage volunteers with mental health needs and to date 21 organisations across Cardiff & the Vale have taken part with excellent feedback.

Financial review

Results

The charity reported total income for the year of £334,319 as opposed to £280,754 during the period year. Of this income £241,437 related to restricted activities.

The net surplus for the year ended 31 March 2018 was £46,176 (2017: (£29,052)) which has increased total reserves to £174,701 as at the year end. Of this balance £69,751 relates to funds held in relation to restricted income.

All reserves are related to net current assets.

Investment policy

The trustees invest any surplus monies into a deposit account.

**Cardiff and Vale Action for Mental
Health**

**Report of the Trustees
for the Year Ended 31 March 2018**

Financial review

Reserves policy

The reserves policy of cavamh recognises the need to hold reserves to ensure funds are available to promote the benefit of those people experiencing mental health problems should the income levels fall. A minimum level of reserves needs to be retained to ensure the trustees can operate their exit strategy and meet its legal commitments should the Charity be unable to continue due to a lack of a sustainable income stream. The Charity receives Local Authority and Health Board Grants and contract income and other income from trust funds.

The level of available reserves, i.e. the total unrestricted reserves less amounts invested in fixed assets and designated funds amounted to £104,950. Internal analysis shows that this amount is necessary to enable the organisation to meet its legal requirements, maintain its infrastructure and ensure smooth wind up of services should this prove necessary and expenditure has been committed to this effect. The level of available reserves currently represents 42% of the total expenditure for the last financial year on the assumption that the Charity wanted to maintain all its current level of services.

During the year ended 31st March 2018 restricted fund income represented 72% of total income.

Throughout the year maintaining a continuing service for the benefit of those people experiencing mental health problems in Cardiff and the Vale has to be the overriding aim of the trustees.

Future plans

Cavamh aims to support the development of third sector groups with an interest in mental health and the voice of service users and carers, finding creative solutions and innovative approaches in a continuing economically challenging environment for us all.

Structure, governance and management

Governing document

The Charity is governed by its articles and was incorporated on 21st March 2012 when company limited by guarantee and charitable status were obtained.(Charity number 1148312, Company number 8000094).

About the organisation

Cardiff and Vale Action for Mental Health and previously Cardiff and Vale Mental Health Development Project has been in existence since 1991, originally funded as one of the several county mental health development services under the first Mental Illness Strategy of 1989.

Initially operating under the auspices of first Intervol and then the Vale Council of Voluntary Services, CVMHDP obtained independent charitable status following a special meeting on June 15th 2000 and an inaugural public meeting on November 18th 1999. The membership approved the change of name to cavamh, the objects and structure on 13th December 2012 and cavamh became operational with a transfer of undertakings from CVMHDP on 1st April 2013.

The aims of the organisation and its area of benefit are set out in its articles of association. A policy for the election of Directors was adopted by the membership on December 13th 2012.

The Charity moved premises to 84 Glebe St Penarth, Vale of Glamorgan in September 2016.

Organisational structure

The Charity is controlled by the Board of Directors who are all voluntary members. The day to day administration is delegated to the Director and support staff. The Director reports to the Board of Trustees throughout the year at their regular meetings.

Financial controls

Control over the client affairs is affected by an inspection by both the Board of Directors and the Independent Examiner.

**Cardiff and Vale Action for Mental
Health**

**Report of the Trustees
for the Year Ended 31 March 2018**

Structure, governance and management

Appointment, induction and training of new Board members

The board of directors (also known as the Executive Committee) of the Charity is made up of the following:

- Up to nine individuals who are representatives of members of the Charity (the " **Member Representative s**"); and
- Up to three individuals who are appointed by the other directors (the " **Co-opted Directors** ").

There must be at least four directors at all times and the Co-Opted Directors must not comprise more than one third of the total number of directors.

The Charity desires that the Member Representatives represent as broad a range of the members of the Charity (the "**Members**") as possible, to ensure that the full breadth of views are represented at the director level. The Charity has therefore adopted the following process for electing the Member Representatives.

Categories

The following are the nine categories of members (the "**Categories**" and each a "**Category**") that it is believed should be represented at board level:

- . a service user group in Cardiff
- . a service user group in the Vale of Glamorgan
- . a service user group in either Cardiff and the Vale of Glamorgan or a wider area.
- a carer group in Cardiff
- . a carer group in the Vale of Glamorgan
- . a carer group in either Cardiff and the Vale of Glamorgan or a wider area
- . a voluntary organisation working in Cardiff
- . a voluntary organisation working in the Vale of Glamorgan
- . a voluntary organisation working in Cardiff and the Vale of Glamorgan and/or working in a wider area

Appointment, induction and training of new Board members

Nominees shall only be invited for a Category where the existing director is retiring by rotation in accordance with the articles of association of the Category.

1. If the number of Nominees is less than or equal to the number available Categories, then all the Nominees will be proposed as directors of the Charity at the next AGM and the remainder of this process shall be disregarded.
2. If a Nominee is the only Nominee who represents a Member in a single Category, then that Nominee shall be proposed as a director of the Charity at the next AGM.
3. If there is more than one Nominee who represents Members in a single Category, then those Nominees shall be submitted for election to the Members prior to the AGM.
4. The election shall be carried out at least 1 month prior to the Charity's AGM and shall be carried out in such a way that the directors reasonably determine.
5. The Nominee in each Category who receives the most votes in the Election, shall be proposed as a director of the Charity at the next AGM.
6. If there is at least one Category with no Nominees, then the Nominees with the most number of votes from other Categories and who have not otherwise qualified to be proposed as directors, will be proposed at the next AGM of the Charity, provided that no more than nine Nominees will be proposed.

The AGM is advertised publicly, via the cavamh membership and to all associated networks. Induction and continued training is provided by cavamh.

Related parties

There are no related party transactions.

Reference and administrative details

Registered Company number

08000094

Cardiff and Vale Action for Mental
Health

Report of the Trustees
for the Year Ended 31 March 2018

Reference and administrative details

Registered Charity number
1148312

Registered office

84 Glebe Street
Penarth
CF64 1EF

Trustees

R J Bundy
Mrs S Jones
Ms E W Wareham
Ms J Grey
S Nawas
J G Rees
D Twigg
Ms J Bell

Chair to 07/12/2017 - resigned 19.9.2018

Director - resigned 13.12.2017
Director
Chair from 7/12/17
- appointed 13.12.2017
- appointed 13.12.2017

Director

Linda Newton

Independent examiner

Tania Cregg
ACCA
Haines Watts Wales LLP
7 Neptune Court
Vanguard Way
Cardiff
CF24 5PJ

Bankers

Unity Trust Bank
Nine Brindleyplace
4 Oozells Square
Birmingham
B1 2HB

CCLA

Senator House
85 Queen Victoria Street
London EC4V 4ET

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

Approved by order of the board of trustees on 14/11/18 and signed on its behalf by:


Mrs S Jones - Trustee

**Independent Examiner's Report to the Trustees of
Cardiff and Vale Action for Mental
Health**

Independent examiner's report to the trustees of Cardiff and Vale Action for Mental Health ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2018.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ACCA which is one of the listed bodies

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached



Tania Clegg
ACCA
Haines Watts Wales LLP
7 Neptune Court
Vanguard Way
Cardiff
CF24 5PJ

Date: 5/12/18

**Cardiff and Vale Action for Mental
Health**

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2018**

	Notes	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
Income and endowments from					
Charitable activities	3				
Core activities		92,882	241,437	334,319	280,747
Investment income	2	-	-	-	7
Total		<u>92,882</u>	<u>241,437</u>	<u>334,319</u>	<u>280,754</u>
 Expenditure on					
Charitable activities					
Core activities		67,246	220,897	288,143	251,702
Net income		<u>25,636</u>	<u>20,540</u>	<u>46,176</u>	<u>29,052</u>
Transfers between funds	11	<u>21,416</u>	<u>(21,416)</u>	<u>-</u>	<u>-</u>
 Net movement in funds		<u>47,052</u>	<u>(876)</u>	<u>46,176</u>	<u>29,052</u>
Reconciliation of funds					
Total funds brought forward		60,059	68,466	128,525	99,473
 Total funds carried forward		<u>107,111</u>	<u>67,590</u>	<u>174,701</u>	<u>128,525</u>

The notes form part of these financial statements

**Cardiff and Vale Action for Mental
Health**

**Balance Sheet
At 31 March 2018**

	Notes	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
Fixed assets					
Tangible assets	8	-	-	-	241
Current assets					
Debtors	9	44,379	-	44,379	14,139
Cash at bank and in hand		83,831	67,591	151,422	128,511
		<u>128,210</u>	<u>67,591</u>	<u>195,801</u>	<u>142,650</u>
Creditors					
Amounts falling due within one year	10	(21,100)	-	(21,100)	(14,366)
Net current assets		<u>107,110</u>	<u>67,591</u>	<u>174,701</u>	<u>128,284</u>
Total assets less current liabilities		<u>107,110</u>	<u>67,591</u>	<u>174,701</u>	<u>128,525</u>
Net assets		<u>107,110</u>	<u>67,591</u>	<u>174,701</u>	<u>128,525</u>
Funds	11				
Unrestricted funds				107,110	60,059
Restricted funds				<u>67,591</u>	<u>68,466</u>
Total funds				<u>174,701</u>	<u>128,525</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that 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 or 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.

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

The financial statements were approved by the Board of Trustees on 14/11/18 and were signed on its behalf by:


Mrs S Jones -Trustee

The notes form part of these financial statements

**Cardiff and Vale Action for Mental
Health**

**Notes to the Financial Statements
for the Year Ended 31 March 2018**

1. Accounting policies

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

Grant income included in this category provides funding to support programme activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract or where entitlement to grant funding is subject to specific performance conditions.

Investment income is recognised on a receivable basis.

Expenditure

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life.

Office equipment	- 25% on reducing balance
Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

Individual fixed assets costing £200 or more are initially recorded at cost.

Taxation

All of the charity's income is primary purpose it is therefore exempt from corporation tax.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Cardiff and Vale Action for Mental
Health**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2018**

1. Accounting policies - continued

Pension costs and other post-retirement benefits

The charity makes contributions into the private pension schemes of its employees. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of each scheme. Any apportionment of pensions between activities and funds is based on the terms of allowed expenditure for each project and then on the split of associated wages costs.

Operating leases

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

Transfer from un-incorporated entity

The trustees valued the transfer from the unincorporated entity at cost, except for fixed assets which were transferred at net book value.

Debtors

Debtors are stated at their transaction price less any provision for non recoverable amounts.

Cash

Cash balances are stated at their year end reconciled amounts which take account of year end transactions that will clear the bank post year end.

Creditors

Creditors are stated at their transaction price.

2. Investment income

	2018	2017
	£	£
Deposit account interest	-	7
	<u> </u>	<u> </u>

3. Income from charitable activities

		2018	2017
	Activity	£	£
Sefyll	Core activities	29,867	45,240
Nexus	Core activities	29,867	45,142
CAVAMH Project	Core activities	90,612	55,692
Big Lottery - Community Voice - received in the year	Core activities	9,199	38,827
Big Lottery - Community Voice - deferred income c/fwd	Core activities	-	1,804
Big Lottery - Alzheimers	Core activities	2,454	1,163
DEEP	Core activities	1,750	2,000
CVUHB Directions	Core activities	-	9,920
Pave the way	Core activities	155,323	62,887
DART	Core activities	4,894	4,600
Directions/Dewis update	Core activities	-	11,957
Zurich (Join the Dots)	Core activities	514	-
VOG Creating Havoc	Core activities	6,837	-
HAU	Core activities	2,482	-
MHF training income	Core activities	520	1,515
		<u>334,319</u>	<u>280,747</u>

MHF training income of £520 (2017: £1,515) is offset by related training expenditure. The charity does not generate any surplus from this income.

**Cardiff and Vale Action for Mental
Health**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2018**

4. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2018 £	2017 £
Depreciation - owned assets	241	81
Independent Examiners fee	550	550
Operating leases	<u>9,000</u>	<u>9,450</u>

5. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

Trustees' expenses

Trustees' received reimbursed expenses totalling £Nil for the year (2017: £Nil).

6. Staff costs

	2018 £	2017 £
Wages and salaries	144,102	144,341
Social security costs	10,488	7,822
Other pension costs	7,940	7,113
	<u>162,530</u>	<u>159,276</u>

The average monthly number of employees during the year was as follows:

	2018	2017
Charitable activities	8	7
Administration	2	2
	<u>10</u>	<u>9</u>

No employees received emoluments in excess of £60,000.

7. Comparatives for the statement of financial activities

	Unrestricted funds £	Restricted funds £	Total funds £
Income and endowments from			
Charitable activities			
Core activities	69,127	211,620	280,747
Investment income	<u>7</u>	<u>-</u>	<u>7</u>
Total	69,134	211,620	280,754
Expenditure on			
Charitable activities			
Core activities	103,609	148,093	251,702
Total	103,609	148,093	251,702

**Cardiff and Vale Action for Mental
Health**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2018**

7. Comparatives for the statement of financial activities - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Net income	(34,475)	63,527	29,052
Transfers between funds	(4,365)	4,365	-
Net movement in funds	(38,840)	67,892	29,052
Reconciliation of funds			
Total funds brought forward	98,898	575	99,473
Total funds carried forward	<u>60,058</u>	<u>68,467</u>	<u>128,525</u>

8. Tangible fixed assets

	Office equipment £	Fixtures and fittings £	Computer equipment £	Totals £
Cost				
At 1 April 2017 and 31 March 2018	77	145	540	762
Depreciation				
At 1 April 2017	53	99	369	521
Charge for year	24	46	171	241
At 31 March 2018	77	145	540	762
Net book value				
At 31 March 2018	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2017	<u>24</u>	<u>46</u>	<u>171</u>	<u>241</u>

9. Debtors: amounts falling due within one year

	2018 £	2017 £
Grant debtors	43,379	13,099
Prepayments and accrued income	1,000	1,040
	<u>44,379</u>	<u>14,139</u>

10. Creditors: amounts falling due within one year

	2018 £	2017 £
Trade creditors	6,537	6,489
Social security and other taxes	2,387	3,099
Accruals and deferred income	12,176	4,778
	<u>21,100</u>	<u>14,366</u>

**Cardiff and Vale Action for Mental
Health**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2018**

11. Movement in funds

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.18 £
Unrestricted funds				
General fund	60,059	25,635	21,416	107,110
Restricted funds				
Recovery	575	-	-	575
Sefyll	19,732	(8,061)	(11,671)	-
Nexus	17,251	(9,666)	(7,585)	-
Big Lottery - Community Voice	6,782	(5,427)	(1,355)	-
Big Lottery - Alzheimers	240	565	(805)	-
Pave the way	6,789	43,459	-	50,248
Dart	775	995	-	1,770
Directions	16,322	(10,129)	-	6,193
VOG Creating Havoc	-	6,824	-	6,824
HAU	-	1,467	-	1,467
Zurich (Join the Dots)	-	514	-	514
	<u>68,466</u>	<u>20,541</u>	<u>(21,416)</u>	<u>67,591</u>
TOTAL FUNDS	<u><u>128,525</u></u>	<u><u>46,176</u></u>	<u><u>-</u></u>	<u><u>174,701</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	92,882	(67,247)	25,635
Restricted funds			
Sefyll	29,866	(37,927)	(8,061)
Nexus	29,866	(39,532)	(9,666)
Big Lottery - Community Voice	9,199	(14,626)	(5,427)
Big Lottery - Alzheimers	2,454	(1,889)	565
Pave the way	155,327	(111,868)	43,459
Dart	4,893	(3,898)	995
Directions	-	(10,129)	(10,129)
VOG Creating Havoc	6,836	(12)	6,824
HAU	2,482	(1,015)	1,467
Zurich (Join the Dots)	514	-	514
	<u>241,437</u>	<u>(220,896)</u>	<u>20,541</u>
TOTAL FUNDS	<u><u>334,319</u></u>	<u><u>(288,143)</u></u>	<u><u>46,176</u></u>

**Cardiff and Vale Action for Mental
Health**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2018**

11. Movement in funds - continued

Comparatives for movement in funds

	At 1.4.16 £	Net movement in funds £	Transfers between funds £	At 31.3.17 £
Unrestricted Funds				
General fund	98,898	(34,474)	(4,365)	60,059
Restricted Funds				
Recovery	575	-	-	575
Sefyll	-	19,732	-	19,732
Nexus	-	17,251	-	17,251
Big Lottery - Community Voice	-	6,782	-	6,782
Big Lottery - Alzheimers	-	240	-	240
Pave the way	-	6,789	-	6,789
Dart	-	775	-	775
Directions	-	11,957	4,365	16,322
	<u>575</u>	<u>63,526</u>	<u>4,365</u>	<u>68,466</u>
TOTAL FUNDS	<u>99,473</u>	<u>29,052</u>	<u>-</u>	<u>128,525</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	69,134	(103,608)	(34,474)
Restricted funds			
Sefyll	45,240	(25,508)	19,732
Nexus	45,142	(27,891)	17,251
Big Lottery - Community Voice	40,631	(33,849)	6,782
Big Lottery - Alzheimers	1,163	(923)	240
Pave the way	62,887	(56,098)	6,789
Dart	4,600	(3,825)	775
Directions	11,957	-	11,957
	<u>211,620</u>	<u>(148,094)</u>	<u>63,526</u>
TOTAL FUNDS	<u>280,754</u>	<u>(251,702)</u>	<u>29,052</u>

**Cardiff and Vale Action for Mental
Health**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2018**

11. Movement in funds - continued

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Recovery - funds towards the development of work relating to Recovery Implementation Plan and Mental Health Charter.

Sefyll - the adult service user involvement development project- The purpose of the project is to work with people who use mental health services and mental health service providers to ensure that service user views influence the development and delivery of services. The Project is funded by Cardiff and Vale University Health Board, Vale of Glamorgan Council, Cardiff Council.

Nexus - the Older People's Carer and Service User Involvement Development Project. The purpose of the Project is to work with carers and people using services, planners and providers, to ensure that carer and service user views influence the development and delivery of services. The Project is funded by Vale of Glamorgan Council and Cardiff Council and Vale UHB.

Join the Dots - supporting young people to have a voice in mental health services, funded by Zurich Community Trust.

Big Lottery - Community Voice - the Co-Creating Healthy Change Project funds service user involvement development within three Community Mental Health Teams in Cardiff and the Vale of Glamorgan.

Big Lottery - Alzheimers - the Co-Creating Healthy Change project funds Nexus' involvement initiatives within the Forget Me Not Choir/Alzheimers.

Pave the way - is a project funded by the Big Lottery to support people into volunteering to achieve wellbeing.

DART - Nexus project supporting people through creative activities to have a voice, funded by ICF third Sector Revenue Grant, 'Supporting Older People in the Vale 2017' (includes a second slippage amount).

Nexus project funding involvement initiatives with ForgetMeNot Chorus and the Alzheimers Society, funded by Big Lottery Fund Community Voices, Co Creating Healthy Change Project.

Directions (Nexus) supporting a directory and handbook funded by ICF, Cardiff and Vale Councils, Cardiff and Vale UHB.

Nexus and Join the Dots, equipment for creative engagement to support people to have a voice- funded by ICF Third Sector Capital Fund, Cardiff and Vale 2017.

Sefyll small project funding to deliver solutions around prevention and early intervention through training and education, funded by HAU Third Sector Fund, Cardiff & Vale of Glamorgan Councils.

VOG Creating Havoc - providing creative sessions to adults and older people, carers and service users, who have experience of mental health services in the rural Vale of Glamorgan. This project is funded by the Rural Communities Fund, Vale of Glamorgan Council.

HAU - Small project funding, to help deliver solutions especially around prevention and early intervention across Cardiff and the Vale of Glamorgan through training and education.

Transfers between funds

Funds have been transferred from general funds to designated funds the monies have been set aside for specific projects in 2017/18.

12. Pension commitments

The charity pays 6% of salaries to employee's pension of their choice. Contributions paid this financial year by the charity amounted to £7,940 (2017: £7,113).

13. Related party disclosures

There were no related party transactions for the year ended 31 March 2018.

**Cardiff and Vale Action for Mental
Health**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2018**

14. Member's liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation..

The Charity is a company registered in England & Wales with it's registered office as disclosed in the Trustee's report.