

# **British Society for Mental Health and Deafness**

## **Annual Report**

### **For the year ended 31 March 2015**

The British Society for Mental Health and Deafness

**bsmhd**

Promoting Positive Deaf Mental Health

## Annual Report for the year ending 31 March 2015

	Page
Charity information .....	2
Trustee's report .....	2
Review of the Year .....	3
Trustees Review of the year .....	4
Independent Examiner's report.....	6
Statement of financial activities .....	7
Balance sheet .....	8
Accounting policies .....	9
Notes to the financial statements .....	10

### Charity information

#### **Correspondence Address**

BSMHD  
C/o Deaf Access  
Community House  
South Street  
Bromley BR1 41RH

#### **Contact Details**

**Telephone - SMS ONLY PLEASE -**  
0776913449  
**Fax -** 0208 466 9396  
**Email** info@bsmhd.org.uk  
**Website** www.bsmhd.org.uk

#### **Bankers**

CAF Bank  
25 Kings Hill Avenue  
West Malling  
ME19 4JQ

#### **Accountants**

H W Fisher & Co  
Acre House  
11-15 William Road  
London  
NW1 3ER

### Trustees' Report

The Trustees have pleasure in presenting their report together with the accounts of the Society for the year ended 31st March 2015. The financial statements of the charity are prepared in accordance with the Statement of Recommended Practice issued by the Charity Commissioners in March 2005.

#### **British Society for Mental Health and Deafness**

The British Society for Mental Health and Deafness is a registered charity under number 1057135. It is governed by its Constitution.

#### **Objectives**

The British Society for Mental Health and Deafness (BSMHD) is the society for the promotion of the positive mental health of deaf people in Britain.

#### **Membership of the Executive Committee**

The names of the persons who have served as Trustees during this financial year are as follows:

Emma Ferguson-Coleman	(Chair)
Steve Powell	(Treasurer)
Dr Mary Griggs	
Dr Katherine Rogers	
Sylvia Simmonds	
Helga McGilp	
Dr Kevin Baker	
Herbert Klein	(elected February 2015)
Shirley Farthing	(elected February 2015)
Celia Hulme	(elected February 2015)

## **Income**

Main sources of income for the 2014/2015 financial year were Membership Fees, Donations, Events and Training Fees.

## **Review of the year**

Emma Ferguson Coleman, as Chair has continued to steer the organisation on a steady course and with the continuing difficult economic climate faced by Charities, Roger Hewitt, our General Secretary has once again worked tirelessly, often on a voluntary basis, to maintain the services and standards that are expected from the Society.

At 31 March 2015 we had 48 (an increase on 2014/2015) individual members and 9 organisation members, which reflects the growing economic challenges and changes in the provision of residential MH services with mergers and rationalisation of organisations. Our income in 2014/2015 was £28,368, which was a reduction from the previous year (£36,265); however, due to tight management of our financial resources, we were able to keep our excess of expenditure over income at a reasonable level. At the AGM in February 2015, Herbert Klein and Shirley Farthing were elected to the Board.

Thanks to the continued funding from the Office of Disability Issues Facilitation Fund, throughout the year, over 60 participants attended 2-day Standard Mental Health First Aid courses in Derby and Colchester. We have been successful in obtaining several grants and donations for the delivery of Mental Health First Aid courses for the Deaf community in the next year and we are working closely with the MHFA Cymru franchise holder, Public Health Wales, to deliver courses to the Deaf community in Wales.

We held a successful regional meeting and AGM in February 2015 in Derby. A further two regional meetings were booked but had to be cancelled due to low confirmation of attendance.

We have a social media presence via Twitter which is well publicised: @bsmhdeaf which is regularly updated.

## **Outlook for 2015 - 2016**

In line with previous years, our expectations for 2015/2016 are that we will maintain our current level of activity, which continues to be adjusted to meet the current economic climate. We will be delivering further Mental Health First Aid courses in England, and also in Wales.

The Chair wishes to thank the Trustees for their commitment to BSMHD and to our members for their longstanding support. The Trustees also wish to thank Roger Hewitt for all his hard work in efficiently managing BSMHD's everyday demands in spite of difficult financial circumstances.

### **Trustees' responsibilities**

Charity law requires Trustees to prepare accounts for each financial year, which give a true and fair view of the state of the charity's affairs at the end of each period and of its surplus or deficit for that period. In preparing those accounts, Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements 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 accounts; and
- prepare the accounts on the going concern basis unless it is appropriate to presume that the charity will not continue to operate.

Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the charity's financial position and enable it to ensure that the accounts comply with the Charity law. They are also responsible for safeguarding the charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Reserves**

The Board of Trustees believes that the charity should hold financial reserves (the "Emergency Operating Reserve" - EOR) because it has no endowment funding and is entirely dependent for income upon grants, fees, sponsorship and income generated from year to year which is inevitably subject to fluctuation and it requires protection against, and the ability to continue operating despite, catastrophic or lesser but damaging events. The trustees believe that the minimum level of the EOR should be the equivalent of three months' core operating costs, and that the maximum level of the EOR should be the equivalent of six months' core operating costs, calculated and reviewed annually.

At 31 March 2015, the level of EOR stands at £22,003, which is above the maximum requirement for that year. The trustees will set budgets over the coming years to maintain the EOR within the agreed levels. The trustees believe that the EOR should be maintained at the desired level consistent with the charity's overall financial position and its need to maintain and develop its charitable activities.

### **Internal Financial Control**

The charity has in place systems of internal control. They are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. They include:

- A rolling plan and an annual budget and operational plan approved by the Trustees.
- A number of matters are specifically reserved for the Trustees' approval.
- There is a clear organisational structure with appropriate lines for reporting.
- Regular consideration by the Trustees of financial results, variance from budgets, non-financial performance indicators and benchmarking reviews.

- The development of policy documents covering major strategic and operational activities reviewed with appropriate regularity and consultation.
- The delegation by the Trustees to the General Secretary of the management and identification of risks.

### **Risk Management**

The Trustees conduct an annual review of the risks to which the charity is exposed. For 2014/15 the Trustees identified no major risks. The Trustees did identify two medium risks: lack of division of responsibility and dependency on income sources. These risks have been reviewed and systems have been established to monitor and mitigate those risks.

### **Structure of governance**

The members at the Annual General Meeting elect trustees for periods of three years.

### **Public Benefit**

The Trustees confirm that they have complied with their duty under section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit.

### **By order of the Board**

**Emma Ferguson Coleman**

Chair  
(date)

**Independent examiner's report to the trustees of British Society for Mental Health and Deafness**

I report on the accounts of the Charity for the year ended 31 March 2015, which are set out on the attached pages 7 to 10.

**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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

**Basis of independent examiner's report**

My examination was carried out in accordance with the 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 you as 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:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
- i) to keep accounting records in accordance with section 130 of the Charities Act; and
  - ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Julian S. Challis**

Chartered Accountant

H.W Fisher & Company

Chartered Accountants

Acre House

11-15 William Road

London

NW1 3ER

**Statement of financial activities for the year ended 31 March 2015**

	<b>General Fund</b>	<b>Restricted Funds</b>	<b>2015 £</b>	<b>2014 £</b>
<b>Incoming Resources</b>				
Grants	-	3,964	3,964	8,807
Investment Income	20	-	20	9
Membership Fees	4,250	-	4,250	6,155
Events Income	16,602	-	16,602	13,172
Donations	3,532	-	3,532	6,922
Miscellaneous	-	-	-	1200
<b>Total Incoming Resources</b>	<b>24,404</b>	<b>3,964</b>	<b>28,368</b>	<b>36,265</b>
<b>Resources Expended</b>				
Events/Projects Costs	15,004	2,964	17,968	18,931
Secretariat	12,457	-	12,457	11,105
Travel & Subsistence	546	-	546	77
Postage, Printing & Stationery	272	-	272	133
Subscriptions & Publications	100	-	100	0
Independent Examiner's fees	900	-	900	1,200
Trustees' Expenses	203	-	203	364
<b>Total Resources Expended</b>	<b>29,482</b>	<b>2,964</b>	<b>32,446</b>	<b>31,810</b>
<b>Net Incoming Resources</b>	<b>(5,078)</b>	<b>1,000</b>	<b>(4,078)</b>	<b>4,455</b>
<b>Fund Balance 1st April 2014</b>	<b>27,081</b>	<b>-</b>	<b>27,081</b>	<b>22,626</b>
<b>Fund Balance 31st March 2015</b>	<b>22,003</b>	<b>1,000</b>	<b>23,003</b>	<b>27,081</b>

**Balance Sheet  
as at 31 March 2015**

		<b>2015</b>	2014
		<b>£</b>	<b>£</b>
<b>Fixed Assets</b>	<b>Notes</b>		
Tangible Fixed Assets		0	0
<b>Current Assets</b>			
Debtors		0	0
Cash at Bank		24,303	28,281
<b>Current Liabilities</b>		<b>24,303</b>	28,281
Creditors & Accruals	<b>2</b>	(1,300)	(1,200)
Net Current Assets		<b>23,003</b>	27,081
<b>Total Assets less Current Liabilities</b>		<b>23,003</b>	27,081
<b>Represented by</b>			
General Fund		22,003	27,081
Restricted Funds		1,000	0
		<b>23,003</b>	27,081

The financial statements on pages 7 to 10 were approved by the Trustees on 22/02/2016

On behalf of the Trustees

**Emma Ferguson Coleman**  
Chair



### **Accounting policies**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005, and applicable UK accounting standards. The principal accounting policies adopted in the preparation of the financial statements are set out below.

### **Incoming Resources**

All incoming resources are included in the SoFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. No amounts are included in respect of services provided by volunteers.

### **Grants**

All grants are recognised in full in the statement of financial activities in the year in which they are receivable, unless these relate to a specific future period in which case they are deferred.

### **Resources Expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Resources expended include attributable VAT which cannot be recovered.

Governance costs include the management of the charity's assets, organisational management and compliance with constitutional and statutory requirements.

### **Taxation**

The Society, being a registered charity, is not taxable.

### **Fixed assets**

Depreciation is charged so as to write off the cost of assets acquired evenly over their estimated useful lives.

### **Fund Accounting**

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

Restricted funds are funds which are to be used in accordance with specific instructions imposed by the donors or which have been raised by the charity for particular purposes. Expenditure which meets these criteria is charged to the fund together with an agreed allocation of management and administration costs.

**Notes to the financial statements for the year ended 31 March 2015**

**1. Personnel**

There were no employees during the year.

Trustees receive no remuneration. Trustees received expenses to the value of £203 (2013/14: £364).

**2. Creditors (amounts falling due within one year)**

	<b>2015</b>	2014
	<b>£</b>	£
Accruals	<b>1,300</b>	1,200
	<b>1,300</b>	1,200

**3. Restricted funds**

£3,964 of restricted income was received during the year and £2,964 of this was spent. The remaining £1,000 was carried forward and will be spent in the 2015/16 year. The funds were held in Cash at Bank at 31 March 2015.