

BE ME PROJECT

Annual Report and Accounts
for the year ended 31st July 2021

Charity no. 1175239

www.bemeproject.org
office@bemeproject.org

Head Office:
The Mayflower Centre
Dorking
RH4 1AB

Identity, Truth & Purpose

Tel no. 07467121423

Contents

	Page No.
Legal and Administrative Information	3
Trustees Report	4-9
Chairperson's remarks	4
Our Mission	4
Aims and Objectives	4
Values	4
How we help	5
Our Courses	5
Achievements and Performance	6
Impact & Impact Story	6-7
Future Plans	7
Structure, Governance & Management	7-8
Financial Report	8-9
Independent Examiners Report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13-16

Legal and Administrative Information

Trustees:	Alison Thomas Justin Thomas Peter Hajittofi Richard Mason (Chairperson)
Charity number:	1175239
Principal address:	Front Office, The Mayflower Centre Dorking RH4 1AB
Independent examiner:	Mr PJ Barton FCCA ART Accountant Limited Ground Floor 11 Manvers Street, Bath, BA1 1JQ
Bank:	Lloyds Bank

Trustees Report

Chairperson's remarks:

It has been another difficult year for the world. Yet Be Me project has shown remarkable resilience and gone from strength to strength in the face of a global pandemic.

I have long been thrilled by the care and compassion that those at Be Me Project show and share with the girls and women they help. But I am equally proud of the tremendous efforts the whole team has put into Be Me project this year as they have adapted their courses to help all young people who are referred to Be Me. They have been highly reactive in incredibly difficult times and produced a bespoke course and run it across virtual meeting platforms, as an addition to their offering. And they've run that course substantially more than they've been able to run other courses in previous years.

Hopefully some normality will return in due course and I'm confident that Be Me Project will continue to develop and grow.

Richard Mason
Chair of Trustees

Our mission:

To support girls and women to celebrate that they are uniquely and wonderfully made for a purpose and to be equipped to build positive mental wellbeing and confidence in life.

Our aims and objectives:

- Build and enhance young people's and women's self-esteem and help them identify and celebrate their unique strengths. Our work will support them to recognise and celebrate their identity and potential.
- Support vulnerable people to explore and develop tools to better manage their emotions. These may be heightened since the beginning of Covid-19 and will include: anxiety, fear, stress, anger and grief.
- Develop resilience to help them better cope with life's ups and downs. We offer them the tools to continue building resilience as they go through life and face adverse challenges in the future.

Our Values:

1. Inspiring people to believe they are uniquely and wonderfully made

2. Respecting and accepting the unique worth and value of each individual
3. Encouraging and building up each person
4. Compassion and care
5. Being real
6. Led by Christian love

How we help:

Be Me Project was founded in 2014 and our Head Office is located in Dorking in Surrey. The organisation became a registered charity in 2017.

Be Me Project is a grassroots charity dedicated to developing positive mental wellbeing and supporting vulnerable individuals in our communities who are experiencing mental health challenges.

Our discussion and activity-based courses, mentoring and special events have a proven positive impact helping people build confidence and resilience, understand identity and self-worth and discover their future potential.

We have supported young people struggling with depression, anxiety and low self-esteem and vulnerable young women in the community struggling with their mental health. Our services are delivered in a range of settings including secondary schools, GP surgeries, hostels and community centres.

We have team hubs working in local communities in Surrey, Kent, Cumbria and Brighton.

Our Courses:

'She Is' is a secular course that consists of one hourly session over nine weeks. We work with schools to select the girls that would benefit the most. The course is aimed at Years 8 & 9 with six attendees and has embedded SMSC and British Values.

'Who am I?' This is a new course launched in 2020 for all young people and women. The course has been designed for one to one purposes or in a small group and it is for six weeks. We launched this course during Covid for online support and it can easily be run in person with social distancing.

'Let's Chat'

We developed in 2021 as a resource that can be used online or in a drop in sessions. There are 14 topic sessions which include cards with questions to promote deep and meaningful conversions. Each week the topic can be adaptable for the participants who attend.

Achievements and performance:

As with every grass roots charity, life has been challenging since the start of the Covid 19 pandemic. It has been a year of adaptation to ensure our provision of services is sustained: Working alongside 9 schools, 2 youth centres, 2 hostels, 2 GP surgeries and online provision.

- July 2020 - 2021 through the Covid pandemic we ran 68 courses and supported 267 participants. Comprising of 36 courses within Surrey, 25 courses within Cumbria, 6 courses in Kent and one 14 week hostel 'drop in' in Brighton.
- A self completion workbook was created and sent out to 500 vulnerable young people at home during the Spring 2020 school closure. With a further 100 workbooks sent to hostels with Kent.
- We developed a digital provision for mentoring and group work so we could reach people in lockdown.
- Working alongside NHS social prescribers for referrals our community groups have gained momentum
- Be Me was invited to lead a presentation to LSA's within a secondary school to help with strategies to support anxious young people.
- Created the 'Let's Chat' drop in course, specifically designed for hostel / youth centre type locations.
- We ran online a youth event for up to 30 young people supporting their mental wellbeing through Clarion Housing,
- Our social media sites have grown to over 10,000 followers.

Impact:

During 2021 we started to quantify the impact of our courses using a purpose designed survey that evaluates how people are feeling on an emotional level both at the start and at the end of a course. We have taken a selection of 52 participants that completed both surveys *and* gave permission to share data and we have analysed these.

The data shows a positive impact in raising emotional wellbeing of participants and we can see an increase in levels of confidence and resilience.

Across all participants answering all questions the average score is below the midpoint of the scale before the course and above it after the course. 71% score more positively overall at the end of the course than they did at the beginning.

All measures of confidence and resilience have increased overall, with particular improvements when comparing themselves to others, reduced anxiety and greater self-confidence.

Impact story (from a Year 9 Secondary student):

"I started 'She Is' in 2019 and I really enjoyed it because each week was a different theme with a creative craft which was super fun and relaxing to do. It was also really chilled sharing thoughts and feelings in each of our lives, in a safe environment, to get stuff off my chest. I guess it made me think about how to deal with situations in life and feel a lot less stressed over them. I learnt all about me and that I'm worth just as much as anyone else.

It was really nice to meet up online during Covid and do the 'Who am I' book because lockdown was a very uncertain time with an uphill battle, so just knowing someone understood my mind and could guide me through was a massive relief and began to change my outlook on life at the time.

One of the things I have learnt is that sometimes just being resilient is so important and not just giving up on the things I care about.

I'm so grateful to Be Me as I now feel so much more comfortable and confident as a person."

Future Plans:

Be Me Project has established a close relationship with a number of Secondary Schools in Surrey, Cumbria and Kent. We also partner with community hubs such as children's centres and youth clubs. We have recently seen an increase in GP and healthcare professionals contacting us and we have run courses in partnership with GP surgeries as part of social prescribing within the NHS.

We aim to expand our reach within the areas in which we are established by working with more secondary schools, establishing relationships with independent schools and also to work with a broader cross section of GP practices and healthcare specialists. There is also more potential to partner churches and community centres.

We are also seeking to expand the number of regional hubs and are actively investigating the licensing out some of our courses.

Structure, governance and management

Our Governance Plan sets out how we as a Charity are governed and considers & adopts the requirements and guidance laid down by the Charities Commission and Companies House where applicable.

The charity takes care to organise and control its affairs reasonably, responsibly and effectively with adequate risk management systems.

The Team work with the staff, volunteers and supporters to ensure the best implementation of the charity's objectives and purposes for the benefit of all participants of Be Me Project and those with whom we are associated.

Trustees are selected as required, to ensure efficiency and balance of the CIO. They are appointed solely by existing Trustees (having considered the views of the CEO), subject to a minimum 75% agreement of the Trustees. All Trustees are interviewed, referenced and DBS checked.

Three new trustees have been identified and accepted positions on the Board and will commence their respective roles shortly. The new trustees bring a wealth of experience in their respective industries and will be a huge benefit to Be Me project.

At present, Be Me Project has two part time salaried staff that oversee and manage the Charity and its volunteers / paid contributors, 3 part time hub leaders who run / set up courses, network and build partnerships with GP surgeries and community projects. We have another 6 course leaders, 11 assistants/volunteers who assist on courses, run our social media site, website design, administration support. Other than the 2 salaried staff, some of the other workers are self-employed and are paid for against invoices.

Financial Report

Be Me project has performed well as a charity both in terms of its endeavours and its finances in what has been a hugely turbulent and anxious time for staff, volunteers and, above all, those we strive to help through our work. We are aware that every charity has found the Covid pandemic challenging but Be Me project has fared remarkably well given the circumstances and has actually been able to both increase and, where necessary, adjust its service offering by offering online courses and providing purpose designed booklets for people to work through on their own. The principles that underpin Be Me project have not changed and remain fundamental to what we do. It has been essential to provide continuity and support to those we help, and our offering and associated costs reflect this drive. But it has not been easy.

2020 / 2021 our total income was £69,108 of which 66% were from grants and 33% from donations. We were able to run 68 courses with 267 attendees (the majority of which were online resulting in reduced costs). But to facilitate this substantial growth we have had to pay for 3 part time self-employed Hub leaders alongside the employed CEO and COO (also part time). The resultant Central and Administrative costs were £33,997.

Whereas in **2019 / 2020** the total income was £71,612; 72% of which was from grants. We were able to run 27 courses for circa 150 attendees. The CEO and COO became employed (part time) by Be Me project for the last 4 months of this period. The resultant Central and Administrative costs were £18,429.

This income is broadly consistent which is encouraging given the pandemic and the associated increased difficulty for many charities to secure funding. Grants have been secured from All Churches Trust, The Postcode Lottery, National Lottery, Clarion Futures, The Surrey Community Foundation, Townlands and Liverpool BAE.

Apart from the charitable donations, the charity funding is generally secured before courses are undertaken which eliminates much of the cash-flow risk. This represents good stability and secure foundations for the ongoing and growing work of Be Me Project.

Our current reserves policy is to maintain a minimum cash balance for £10,000. This has been set to cover three months annual expenditure. As a result of the Covid pandemic we had to flex the reserve to meet varying needs but has now been reset at £10,000.

The Trustee Report was approved by the Board of Trustees on Tuesday 1 February 2022



Richard Mason

Chair of Trustees

Date 1 February 2022

Be Me Project

Registered charity number 1175239

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF BE ME PROJECT**

I report on the financial statements of the charity for the year ending 31 July 2021 which are set out on pages 11 to 16.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. 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:

- (i) examine the financial statements under section 145 of the 2011 Act;
- (ii) 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
- (iii) to state whether particular matters have come to my attention.

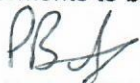
Basis of independent examiner's report

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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

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 2011 Act; and
 - (ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 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 financial statements to be reached.



Mr P.J. Barton FCCA
Art Accountants Limited
Chartered Certified Accountants
Ground Floor
11 Manvers Street
Bath
BA1 1JQ

Date: 2 February 2022

Be Me Project

Registered charity number 1175239

STATEMENT OF FINANCIAL ACTIVITIES For the year ended 31 July 2021

INCOMING RESOURCES	Notes	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
		£	£	£	£
Grants	5a	378	45,314	45,692	51,490
Donations	5a	22,298	831	23,129	18,272
Be Me Project Reinforcement Event	5a	0	0	0	1,500
Sundry Sales	5b	287	0	287	350
TOTAL INCOMING RESOURCES		<u>22,963</u>	<u>46,145</u>	<u>69,108</u>	<u>71,612</u>
RESOURCES EXPENDED					
Courses and related costs	6a	5,493	17,864	23,357	10,737
Be Me Project Reinforcement Event	6c	0	0	0	0
Central and Administrative Costs	6b	21,801	12,196	33,997	18,429
Allocation of Central and Administrative Costs	6d	0	0	0	0
TOTAL RESOURCES EXPENDED		<u>27,294</u>	<u>30,060</u>	<u>57,354</u>	<u>29,166</u>
NET INCOMING/(OUTGOING) RESOURCES		(4,331)	16,085	11,754	42,446
MOVEMENT IN FUNDS		(4,331)	16,085	11,754	42,446
RESERVES BROUGHT FORWARD AT At 1 August 2020		29,872	41,607	71,479	29,033
RESERVES CARRIED FORWARD AT At 31 July 2021		<u>25,541</u>	<u>57,692</u>	<u>83,233</u>	<u>71,479</u>

Be Me Project

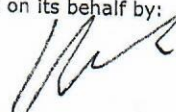
Registered charity number 1175239

BALANCE SHEET as at 31 July 2021

	Notes	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
		£	£	£	£
FIXED ASSETS					
Tangible fixed assets		0	0	0	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
CURRENT ASSETS					
Stock		7,060	0	7,060	6,352
Debtors and prepayments	7	913	0	913	4,153
Cash at bank and in hand		18,314	57,692	76,006	61,552
		<u>26,287</u>	<u>57,692</u>	<u>83,979</u>	<u>72,057</u>
LIABILITIES: AMOUNTS FALLING DUE WITHIN 1 YEAR					
	8	746	0	746	578
NET CURRENT ASSETS					
		25,541	57,692	83,233	71,479
NET ASSETS					
	10	<u>25,541</u>	<u>57,692</u>	<u>83,233</u>	<u>71,479</u>
INCOME FUNDS					
Unrestricted		25,541	0	25,541	29,872
Restricted	9/10	0	57,692	57,692	41,607
		<u>25,541</u>	<u>57,692</u>	<u>83,233</u>	<u>71,479</u>

The notes on pages 13 to 16 form part of these accounts.

Approved by the trustees of Be Me Project on 1 February 2022 and signed on its behalf by:



Richard Mason

Be Me Project

Registered charity number 1175239

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 July 2021

1a Accounting Policies

These Financial Statements have been prepared on an accruals basis under the historic cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The Financial Statements have been prepared in accordance with i) the Statement of Recommended Practice ii) Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) as amended on 14 December 2017 and iii) the Charities Act 2011.

1b The comparative figures for 2020 have been adjusted to reflect some very minor re-allocations.

1c **Incoming Resources.** Recognition of these are included within the Financial Statements when;

- Be Me Project becomes entitled to the resources;
- The trustees of Be Me Project are virtually certain that they will receive the resource.
- the monetary value can be measured with sufficient reliability.

1d **Incoming Resources with related expenditure.** Where incoming resources are deemed the property of Be Me Project the incoming resources (as with fund raising or contract income) and related expenditure, unless otherwise stated, are each reported gross in the Financial Statements.

1e **Tax reclaims.** Incoming resources from tax reclaims are included within the Financial Statements at the same time as the gift to which they relate.

1f **Expenditure and Liabilities.** Liabilities are recognised as soon as there is a legal or constructive obligation committing Be Me Project to pay out resources.

1g **Tangible Fixed Assets.** These are capitalised if they can be used for more than one year and are valued at cost. Items costing less than £1,000 are generally written off.

1h **Stock. Items** are valued at the lower of cost and net realisable value.

2 **Taxation.** Be Me Project is a registered charity and accordingly is exempt from taxation on its income and gains.

3 **Staff Costs (note 6b).** There are two employees of Be Me Project with all other related work for the charity being currently performed by volunteers or self employed contractors.

	2021	2020
	£	£
Salaries and contractor fees of employees	19,728	7,000
Social Security costs	0	0
Pension costs	249	21
	<u>19,977</u>	<u>7,021</u>

4 **Related Party Transactions.** Amounts of payments of out-of-pocket expenses to third parties for expenses incurred by trustees:

Number of trustees who were paid expenses
Total amount paid

None	None
<u>0</u>	<u>0</u>

There were no other reported related party transactions in the year

Be Me Project

Registered charity number 1175239

NOTES TO THE FINANCIAL STATEMENTS (continued) For the year ended 31 July 2021

5 INCOMING RESOURCES		Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
5a Incoming Resources from Donors					
Grants from Funders	1d	378	45,314	45,692	51,490
Gift Aid donations	1d	3,650	0	3,650	6,095
Income tax recoverable on Gift Aid donations	1f	1,087	0	1,087	1,524
Sundry donations		17,561	831	18,392	10,653
Be Me Project Reinforcement Event		0	0	0	1,500
		<u>22,676</u>	<u>46,145</u>	<u>68,821</u>	<u>71,262</u>
5b Sundry Net Income					
Sale of Booklets		75	0	75	275
Sale of course items		212	0	212	75
		<u>287</u>	<u>0</u>	<u>287</u>	<u>350</u>
5c Transfers					
Conversion of Funds from restricted		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL INCOMING RESOURCES		<u>22,963</u>	<u>46,145</u>	<u>69,108</u>	<u>71,612</u>

Be Me Project

Registered charity number 1175239

NOTES TO THE FINANCIAL STATEMENTS (continued) For the year ended 31 July 2021

6 RESOURCES USED	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
6a Activities Directly Relating to the work of Be Me Project					
Course Delivery		1,431	14,692	16,123	7,888
Course Resources		4,027	3,043	7,070	2,542
Course Supplies/Refreshments		35	129	164	307
		<u>5,493</u>	<u>17,864</u>	<u>23,357</u>	<u>10,737</u>
6b Be Me Project Administrative costs					
Salaries and related costs		13,396	4,315	17,711	7,021
Training & Conferences		100	0	100	799
Printing, Postage & Stationery		177	264	441	399
Rent & Service Charge		3,300	0	3,300	2,475
IT and Web Design		197	900	1,097	550
Insurance		537	0	537	457
Travel & Subsistence		78	2,124	2,202	675
Office Supplies		32	10	42	0
Accountancy & Bookkeeping		2,268	0	2,268	990
Independent Examiner Fees		260	0	260	400
General Administration		2,136	587	2,723	1,553
Office Equipment	1h	0	1,596	1,596	1,121
Prior year stock adjustment		(680)	0	(680)	0
Booklets		0	0	0	940
Fund Raising		0	2,400	2,400	1,049
		<u>21,801</u>	<u>12,196</u>	<u>33,997</u>	<u>18,429</u>
6c Be Me Reinforcement Event					
Various expenses incurred in organising a music event to which past attendees on courses were invited and where the principles of the courses were revisited		0	0	0	0
6d Allocation of Central and Administrative Costs					
15% of Incoming Resources has been allocated to Restricted Funds		0	0	0	0
TOTAL RESOURCES EXPENDED		<u><u>27,294</u></u>	<u><u>30,060</u></u>	<u><u>57,354</u></u>	<u><u>29,166</u></u>

Be Me Project

Registered charity number 1175239

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 July 2021

7 DEBTORS FALLING DUE WITHIN ONE YEAR	Unrestricted £	Restricted £	2021 £	2020 £
Other debtors and prepayments	913	0	913	4,153
Accrued income	0	0	0	0
	<u>913</u>	<u>0</u>	<u>913</u>	<u>4,153</u>

8 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	Unrestricted £	Restricted £	Total 2021 £	Total 2020 £
Accruals	685	0	685	578
Other creditors:	61	0	61	0
	<u>746</u>	<u>0</u>	<u>746</u>	<u>578</u>

9 INCOME FUNDS	2021 £	2020 £
----------------	-----------	-----------

The Restricted Income Funds comprises the following:

Surrey Area	21,859	15,201
Kent Area	6,968	4,819
Brighton Area	5,855	892
Cumbria Area	13,155	20,695
Head Office	9,855	0
Total	<u>57,692</u>	<u>41,607</u>

10 MOVEMENT ON RESTRICTED INCOME FUNDS

	Balance at start of year	Incoming resources	Outgoing resources	Transfers	Balance at end of year
	£	£	£	£	£
Surrey Area	15,201	16,354	(9,696)	0	21,859
Kent Area	4,819	3,275	(1,126)	0	6,968
Brighton Area	892	6,406	(1,443)	0	5,855
Cumbria Area	20,695	1,256	(8,796)	0	13,155
Head Office	0	18,854	(8,999)	0	9,855
	<u>41,607</u>	<u>46,145</u>	<u>(30,060)</u>	<u>0</u>	<u>57,692</u>