

BIPOLAR UK LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

REGISTERED CHARITY NO: 293340
COMPANY NO: 01955570

BIPOLAR UK
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

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BIPOLAR UK

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Alice Alphandary (joined September 2018) Jeremy Clark William Courage (resigned September 2018) Sarita Dent Clare Dolman (resigned September 2018) Maggie Gibbons (resigned September 2018) Tamasin Little Mohini Morris Guy Paisner (joined September 2018) Robert Print (joined September 2018) Hilary Samson-Barry Ashley Toft (resigned September 2018) Jennifer Trent-Staves (joined September 2018) Bill Walden-Jones Prof Allan Young
Chair	Hilary Samson-Barry (as at 31 st March 2019)
Vice Chair	Tamasin Little
Treasurer	Sarita Dent
Chief Executive	Simon Kitchen (appointed April 2018)
Charity Number	293340
Company Number	1955570
Principal address & Registered office	11 Belgrave Road London SW1V 1RB
Accountants	Haysmacintyre LLP 10 Queen Street Place London EC1R 1AG
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4TA National Westminster Bank plc 5 Market Place Kingston Upon Thames Surrey KT1 1JX
Solicitors	Carter Bells Kings' Stone House 12 High Street Kingston Upon Thames KT1 1HD

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2019

The charity is governed by the memorandum and articles of association incorporated on 7 November 1985 and amended by special resolution on 7 September 2013 with new Articles as registered with the Charity Commission and Companies House.

Introduction

Bipolar UK is dedicated to supporting individuals with bipolar to live well with the condition. We want everyone affected by bipolar to find the support they need when they need it and our mission is to support and empower more people affected by bipolar to live well with the condition.

We aim to

- provide a comprehensive set of peer support services for anyone affected by bipolar and increase the reach of our delivery.
- act as the voice of our community to improve the country's health systems and services and change attitudes to bipolar throughout UK society

We do this by:

- Promoting self-help and peer support by enabling people affected by bipolar disorder to make contact with each other in person, by telephone and online so that they can share and benefit from each other's experiences
- Maintaining and updating a dedicated website at www.bipolaruk.org with relevant information for people impacted by bipolar, mental health and social care professionals, and other interested parties
- Holding dedicated group meetings across the country to provide peer support and information for people personally affected by bipolar disorder including their families and carers
- Promoting greater understanding of the needs of people affected by bipolar disorder among mental health professionals, social care givers and others providing treatment and support; seeking to improve the quality of treatment and services offered
- Raising awareness and understanding among employers to meet the needs of staff impacted by bipolar illness
- Advocating on behalf of those affected by bipolar including commissioning and promoting relevant surveys, reports, publications, lectures and discussions and by actively engaging in these topics with the media and policy makers
- Promoting, encouraging or undertaking studies or research to advance the understanding and management of bipolar disorder

Established in 1983 by service users and their friends and family to combat the lack of dedicated services, we have developed into a small national charity that punches above its weight. In the past twelve months alone, our independent evaluation estimated that we have directly supported an average of 1,000 people a month to stay well, with many people using multiple services and returning to use our services on an as needed and ongoing basis. This is only possible through the enormous commitment of our small staff team, our amazing volunteers and our fantastic supporters.

Bipolar – The Facts

Bipolar is a severe, long-term mental illness characterised by significant mood swings from manic highs to suicidal depression. Both males and females of any age and from any social or ethnic background can develop the illness. It can occur when work, studies, family and emotional pressures are at their greatest. In women, it can also be triggered by childbirth or during the menopause.

There are an estimated 1.3 million people in the UK with the condition. 16-24 year olds are 8.5 times as likely to screen positive for bipolar as people aged 65-74. Within our circles of families, friends, colleagues and acquaintances, we are all likely to know someone who is affected by bipolar. It takes a shocking average of 9 years to receive a correct diagnosis of bipolar in the UK; meaning people are missing out on potentially life-saving treatment and support.

Families and friends, often the first port of call for care and support, can be put under immense stress related to the illness. People with bipolar are more likely to live alone and to be dependent on disability benefits. Bipolar increases the risk of suicide by up to 20 times, with an estimated 800 people with bipolar completing suicide every year. Our own research indicates that people with bipolar continue to experience stigma and discrimination; 90% of people with bipolar responding to our workplace survey said they had told their employer about the condition, of whom 18% said they regretted that decision.

There is hope. With effective treatment and self-management, people can lead full and productive lives with the condition. As our independent evaluation undertaken in early 2019 demonstrates, peer support can play a core role in helping to achieve positive outcomes (please see page 5 below).

What We Do

"I want to thank them for being there. It saved my life, and I feel better than I have done for decades. That's not an understatement or dramatization of what's happened. It really has been life-changing for me." Service user comment from independent evaluation.

2018/19 has been a strong and positive year for the charity. As the finance section outlines, the previous year's financial deficit has been turned into a surplus, and the charity is pursuing a disciplined and sustainable strategy that allows us to look optimistically to the future. A key contributor in this turnaround has been pioneering new peer support services that allow the charity to support a similar number of people on half the resources.

During 2018/19 Bipolar UK launched a new integrated peer support service to help people affected by bipolar to stay well. It brought together three key elements: peer support groups, eCommunity and a peer telephone call back and email service. This sits alongside employment related training and support. The priority for this year was to bed down a new service team and to test and evaluate our provision of services to make sure they work for our services users. Below provides an overview of what we achieved:

Peer Support Groups

- We ran an average of 100 groups held monthly throughout England, Wales and Northern Ireland
- We trained and supported over 200 volunteer co-facilitators who are either living with bipolar or close to and affected by people with bipolar.
- We estimate on average 800 people affected by bipolar attend our groups every month, with almost 10,000 attendances at our support in groups across the whole year.

Peer Call Back and Email Service

- In September 2018, Bipolar UK launched a new service to train and support volunteers with lived experience to provide life changing advice and guidance by telephone and email.
- In its first seven months it provided 3,128 instances of advice by telephone and email.
- The service also recruited, trained and supported 8 peer support volunteers who gained work based skills and experience.

The eCommunity

- In October we launched a revamp of our eCommunity improving the functionality and stability of the platform and providing a cleaner more engaging interface.
- The new platform is in the course of building up its activity but has started well. In the first six months a total of 1,866 new and previous members signed up to the platform and made 49,763 posts.
- Across the old and new platform, members viewed threads/pages 2,040,769 times during the year.

Information and combating stigma

- 291,845 unique visitors came to our website to get practical advice on the condition and to access further support. The website also included stories on lived experience to reduce stigma on the condition.
- Most popular sections were: Find A Support Group, Frequently Asked Questions and the Mood Scale.
- The Mood Scales, Information Leaflets and Mood Diaries were accessed 63,658 times.
- We also launched a suite of self-management films on our YouTube channel which were viewed a total of 23,635 times and brought a new audience to the charity.

Policy

During summer of 2018 we made a submission to NHS England as part of their call to evidence on what should be included in the NHS Long Term Plan on mental health. 371 people responded to our survey on the topic, of whom 93% were living with bipolar. The results highlighted that family and friends remain the most important part of an individual's self-management strategies followed by medicine and health care professionals. Our submission received a personal response from NHS England's National Mental Health Director and resulted in follow up meetings with NHS England to ensure bipolar was properly recognised in the implementation of the Long Term Plan.

Bipolar UK was also actively engaged with the Review of the Mental Health Act, meeting with senior civil servants leading the review and advocating for the inclusion of Advance Choice Documents (ACDs) in final recommendations. ACDs set out preferences for and against certain forms of treatment and about how treatment should be administered. Details of who should be informed of a detention and any religious or cultural requirements are also given. We are delighted that the Department of Health is now taking these forward. We hope this will give people affected by bipolar more choice and control over their lives and enable clinicians to make better decisions on their behalf when they are in hospital. The recommendations were directly influenced by the findings of a study into Advance Directives conducted by King's College London in partnership with Bipolar UK in 2017/18.

Research

Bipolar UK also works with research institutions to support studies to improve understanding of the condition and develop better treatments. During 2018/19 we worked closely with King's College London to recruit participants to the Genetic Links to Anxiety and Depression (GLAD) Study. The study aims to improve our understanding of the underlying genetic causes of bipolar and other mental health conditions and we hope it will improve both diagnosis and treatment of the condition. Bipolar UK continues to work closely with university teams in Cardiff, Lancaster, Newcastle and Cambridge in seeking to build future partnership in the coming years.

Findings from the evaluation

In January 2019 Bipolar UK commissioned Fiveways NP Ltd, a consulting firm that specialises in working with non-profit organisations to increase their impact, to conduct an independent evaluation of our new integrated peer support service. It found that by focusing on the three key elements the service achieved a range of important outcomes for people with bipolar, as well as for many of their friends and family members. 86% of people with bipolar using a support service run by and for people affected by bipolar feel less alone, and 77% feel the service gives them a sense of belonging.

The evaluation also found our service had wider benefits. Two-thirds of users with bipolar now feel empowered to seek more help, half have better relationships with people around them, and one-third are more able to get into or stay in work.

The evaluation found in March 2019 alone, our peer support services helped at least 1,000 people to stay well, 561 people get into or stay in work, led to 442 fewer interventions by health services, and ensured that 646 people had fewer suicidal thoughts. What's more these benefits increased the longer people are supported by our services. Just as important, the majority of co-facilitators said that they felt more able to cope with life (62%) and have better relationships with those around them (62%).

The Trustees and management are incredibly grateful to the staff and volunteers who have delivered these services and make a hugely positive impact on the lives of people affected by bipolar.

We hope in time this model will also allow the charity to scale up its support to meet increasing demand without having to recruit a lot more staff. During 2019/20 we will therefore focus on increasing referral links and piloting new technology such as a chat bot, to reach even more people.

Looking forward to 2019/20

Bipolar UK hopes to build on these successes to reach out to and empower more people living with the condition through the following ambitious but realistic service delivery targets:

- Increase the average number of weekly users on the eCommunity by 50%,
- Increase the number of people supported through telephone call back and email by 20%
- Maintaining our level of support groups but continue to improve their quality
- Providing in work support for people with bipolar through training peer support volunteers to give basic advice and exploring commissioned income to pay for one to one staff time.

Alongside these four service strands, we will be looking for ways to deliver services more efficiently and use technology to scale our impact as a charity. As part of this Bipolar UK will also be pioneering the development of one of the first mental health chat bots. Partnering with Artificial Intelligence company Futr.AI and Comic Relief, we hope to deliver a fully functional and tested chat bot on our website by March 2020. This is intended to enable the charity to significantly amplify its reach and impact.

BIPOLAR UK

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2019

Staff, volunteers and supporters

The delivery of the services listed above against the backdrop of substantial organisational change is testament to the hard work and commitment of the staff, volunteers and supporters of the charity and the robustness of processes put in place to support them.

Volunteers in particular have played a leading role in sustaining and driving the charity. This includes 200 volunteers, most of whom are delivering services locally in England, Wales and Northern Ireland. Our board is made up of 11 volunteer trustees, most of whom have a bipolar diagnosis or are directly affected by bipolar in their family.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Board of Trustees is legally responsible for the strategic direction of the charity. It meets every three months and is supported by the Finance Committee chaired by our Treasurer, which meets on a quarterly basis between Board meetings.

For most of 2018/19 the Board fulfilled the function of the Finance Committee. This was to provide greater financial scrutiny by the full Board and to oversee the restructuring of the charity's services. In February 2019 the finances were robust enough to allow the Board to delegate some responsibility back a reconstituted Finance Committee.

Recruitment and Appointment of Trustees

Trustees are recruited through a combination of national advertisements and personal introductions to ensure specific skill sets are obtained. During the year, four new trustees joined the Board replacing those who had retired. Clare Dolman stepped down as Chair and was replaced by Jeremy Clark in September 2018. Unfortunately Jeremy was unable to continue as Chair because of ill health and Vice Chairs Hilary Samson-Barry and Tamasin Little took his responsibilities over temporarily until Hilary Samson-Barry was elected Chair in March 2019.

Trustee induction and training

All new trustees receive induction and other training during the year on the work of the charity and on specific issues. Some of this is combined with staff training. This included a joint Development Day in December 2018.

Senior Management Team

The trustees delegate the day-to-day operations of the charity to the Chief Executive and the senior management team (SMT). The trustees have worked with the SMT to produce Board papers to guide the ongoing development of the charity. Responsibility for the implementation of the papers is delegated to the SMT through Action Logs which are updated and reported on quarterly.

Public Benefit

Bipolar UK exists to serve the public and ensure that individuals and families affected by the much misunderstood illness of bipolar benefit from our support. Our evaluation showed that we support over 1,000 people with bipolar to stay well every month. The Board of Trustees understand the requirements as set out in Section 17 of the Charities Act 2011 and believe Bipolar UK completely satisfies all guidance issued by the charity commission with regard to public benefit.

Risk Management

The senior management team and trustees work together to analyse and address the major risks to the charity. This is collated into a Risk Register which is regularly updated by the CEO and a designated Trustee. This includes the assessment of external factors, governance, financial, information technology and operational risks. The Risk Register is reviewed by the full Board during the year.

BIPOLAR UK

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2019

The major risks for Bipolar UK reflect those of many small charities experiencing rising demand for their services within a challenging fundraising environment. Our risk register identifies the following key risks:

- unable to raise enough money to meet budget targets
- unable to meet our corporate mission / vision to support and empower more people affected by bipolar to live well with the condition;
- demand for the charity's services exceeds our capacity;
- the charity fails to comply with UK charity law or there is a data breach which results in sanctions,
- staff absence due to sick leave or departures resulting in an inability to provide vital services to people
- a major safeguarding incident that we fail to protect people from.

In line with Charity Commission guidance, the risk register incorporates a matrix format which allows identified risks to be rated according to the likelihood and impact of the risk occurring with a higher weighting given to impact. All identified risks are reviewed and mitigating strategies are then put in place to reduce the risk as far as practicable. Any activities with a high-risk rating are automatically prioritised.

Mitigating strategies which are being taken in relation to the identified risks include::

- Submission of multiple grant applications for services and applications for multi-year grants
- Additional oversight of the charity's finances through the finance subcommittee
- Seeking to maintain and build upon Bipolar UK's public profile as the UK's only charity focussed solely on bipolar disorder
- Maintaining good relations with other mental health charities & potential competitors, ensuring that we work strategically with these groups
- Engaging with policy makers and other key stakeholders in order to develop the charity's activities
- Exploring future service delivery models and modes that are scalable, allowing the charity to deliver services in a way that is sustainable & does not create resource pressures
- Continuing to build the charity's business model incrementally, taking care to ensure that the charity does not make business decisions or offer new / enhanced services that would place an unsustainable burden on the charity
- Endeavouring to secure sufficient funding for new areas of work / service offerings before launching such services
- Ensuring that there continues to be legal expertise on the Board
- Developing our staff team's sense of ownership and belonging towards the charity
- Managing expectations of service users / stakeholders
- Reviewing policies & processes to ensure that staff receive appropriate support
- Continuing to have on duty safeguarding lead to ensure that any incidents are appropriately handled.

Financial review

With our revised peer support model in place we forecast £600,000 income and budgeted for £599,045 expenditure. Bipolar UK has had a stronger financial year due to both higher than anticipated income at £690,159, and lower than expected costs at £560,925. The former due to generosity of individual donors and the latter due in part to staff departures and delays recruiting replacements. This has allowed the charity to pay back a £50,000 loan and build up its reserves to improve sustainability (see new reserves policy below).

The external environment for charities continues to be difficult, with pressures on fundraising and reputation, and an increased level of requirements in relation to compliance. Small and medium-sized charities are closing frequently. Bipolar UK cannot do everything that we would like it to, and the trustees believe that the charity must continue to be cautious to remain sustainable.

Learning from recent experiences, the trustees are keen maintain the positive financial situation of the charity. They approved a realistic expenditure budget of £650,518 for 2019/20. This allowed for small growth in the staff team and funding for a new Annual Conference and aims to produce a small surplus to improve the charity's sustainability in accordance with its sustainability policy.

Like many other charities, we depend almost entirely on fundraising, most of which is not confirmed in advance or at the start of the year. We therefore have to make projections based on the best information we have. Of the £653,000 projected income for 2019-20, 29% was secured at 1st April 2019.

Reserves Policy

At 31 March 2019 the charity held total reserves of £441,593 (2018: £312,361) of which £141,115 was restricted (2018: £129,870) and £9,207 held as designated funds (2018: £11,218).

Reserves are held to provide against any future income shortfall, fulfil working capital requirements and allow funds to be available to support service developments within the approved annual budget.

The Board of Trustees aims to hold free reserves equivalent to between five and seven months unrestricted expenditure at any point in time, with a minimum of three months held in cash. 'Free reserves' are defined as unrestricted reserves, exclusive of fixed assets, and determined on basis of average monthly expenditure for 12 months ahead.

In determining an appropriate level of free reserves, the Trustees have identified the key risks and uncertainties facing the charity and seek to provide free reserves sufficient to mitigate those risks. In particular:

- Dependence on voluntary donations and grants for 97% of the charity's income, with only about 22% of that income committed on a multi-year basis
- Unexpected liabilities, outside of budgeted contingencies
- Fluctuations in timing of cash flows which might result in inability to pay staff and suppliers
- Events having a major negative reputational effect on the charity
- Time and expense involved in finding replacement funding or cutting costs if targets or funding commitments are not met or other risks materialise

Based on the above assessment, and mindful of the need for the charity to be able to sustain its core services, the Trustees have estimated that the level of free reserves required to mitigate against the identifiable risks is between £271,050 and £379,470 at 31 March 2019. Free reserves at the balance sheet date are £291,271 and therefore the current level of reserves is within the band considered sufficient to cover the risks the charity is exposed to. Maintaining reserves at least that level is regarded as a priority for the next financial year.

Beyond the current financial period, the Trustees' longer-term aim is to ensure continued and relevant support for individuals affected by Bipolar, whilst a need exists. Should unrestricted reserves exceed the upper limit of seven months, it is the Trustees' intention these funds are invested to generate additional income and promote sustainability of the charity, pending application to sustainable service developments. The Trustees' policy on reserves is subject to an annual review by Finance Committee and formal approval by the Board every two years or following a substantive change.

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2019

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company of that year.

In preparing these accounts, the trustees are required to:

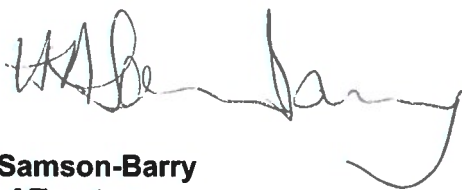
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

On behalf of the board of trustees

A handwritten signature in black ink, appearing to read 'Hilary Samson-Barry', written over a horizontal line.

Hilary Samson-Barry

Chair of Trustees

Date: 5th October 2019

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BIPOLAR UK

Opinion

We have audited the financial statements of Bipolar UK for the year ended 31 March 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of the charitable company's net movement in funds, including the income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 10, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report (which includes the strategic report and the directors' report prepared for the purposes of company law) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the directors' report included within the Trustees' Annual Report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report (which incorporates the strategic report and the directors' report).

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charitable company; or
- the charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.


Adam Halsey (Senior statutory auditor)
for and on behalf of Haysmacintyre LLP
Statutory Auditors

11 October 2019

10 Queen Street Place
London
EC4R 1AG

BIPOLAR UK
STATEMENT OF FINANCIAL ACTIVITIES (including Income & Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2019 £	Total 2018 £
Income and endowments from:						
Donations and legacies						
Grants		49,800	-	270,757	320,557	294,992
Donations		299,281	727	7,849	307,857	265,516
Legacies		43,000	-	-	43,000	146,919
Charitable activities	2	966	-	17,712	18,678	92,574
Investments		64	-	-	64	382
Total income		393,111	727	296,318	690,156	800,383
Expenditure on:						
Raising funds		116,367	-	-	116,367	182,778
Net income available for charitable expenditure		276,744	727	296,318	573,789	617,605
Charitable activities	3	156,746	2,048	285,763	444,557	719,292
Total expenditure	3	273,113	2,048	285,763	560,924	902,070
Net income/(expenditure) before transfers		119,998	(1,321)	10,555	129,232	(101,687)
Transfers between funds		-	(690)	690	-	-
Net movement in funds		119,998	(2,011)	11,245	129,232	(101,687)
Fund balance at 1 April 2018		171,273	11,218	129,870	312,361	414,048
Fund balance at 31 March 2019		291,271	9,207	141,115	441,593	312,361

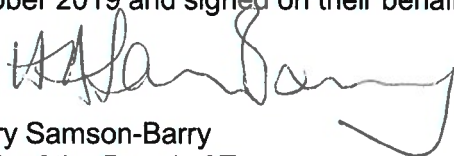
The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BALANCE SHEET

AT 31 MARCH 2019

	Notes	2019 £	2018 £
FIXED ASSETS			
Intangible assets	7	5,187	10,647
Tangible assets	8	5,081	9,938
		<u>10,268</u>	<u>20,585</u>
CURRENT ASSETS			
Debtors	9	72,096	56,325
Cash at bank and in hand		393,688	355,175
		<u>465,784</u>	<u>411,500</u>
Creditors: amounts falling due within one year	10	<u>(34,459)</u>	<u>(119,724)</u>
NET CURRENT ASSETS		<u>431,325</u>	<u>291,776</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u><u>441,593</u></u>	<u><u>312,361</u></u>
RESTRICTED FUNDS	11	141,115	129,870
UNRESTRICTED FUNDS			
Designated funds:			
Support groups		9,207	11,218
Other charitable funds		291,271	171,273
		<u>441,593</u>	<u>312,361</u>

The financial statements were approved and authorised for issue by the Board of Trustees on 5 October 2019 and signed on their behalf by:



Hilary Samson-Barry
Chair of the Board of Trustees

BIPOLAR UK**STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED 31 MARCH 2019**

	2019 £	2019 £	2018 £	2018 £
Operating activities				
Net (expenditure)/income before transfers	129,232		(101,687)	
Depreciation and amortisation	10,317		10,142	
Investment income	(64)		(382)	
Decrease/(increase) in debtors	(15,771)		234,097	
(Decrease)/increase in creditors	(85,265)		(9,988)	
	<u> </u>		<u> </u>	
Net cash from operating activities		38,449		132,182
Investing activities				
Investment income received	64		382	
Purchase of intangible fixed assets	-		(1,940)	
	<u> </u>		<u> </u>	
		64		(1,558)
Net movement in cash and cash equivalents		<u> </u>		<u> </u>
		38,513		130,124
Cash and cash equivalents at 1 April		<u>355,175</u>		<u>224,551</u>
Cash and cash equivalents at 31 March		<u><u>393,688</u></u>		<u><u>355,175</u></u>
Cash and cash equivalents comprise				
Cash at bank and in hand		<u><u>393,688</u></u>		<u><u>355,175</u></u>

1. ACCOUNTING POLICIES

General information

Bipolar UK Limited is a company limited by guarantee registered in England and Wales (company number: 01955570) and a registered charity (charity number: 293340). Its registered office is 11 Belgrave Road, London, SW1V 1RB.

Basis of preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice for Charities 2015 (SORP 2015), the Companies Act 2006 and applicable accounting standards (FRS102). The charity is a Public Benefit Entity as defined by FRS102.

The trustees consider that there are no material uncertainties regarding the charity's ability to continue as a going concern.

The principal accounting policies and estimation techniques are as follows:

Income

Income is recognised when the charity has entitlement, when the amount can be measured with sufficient reliability and when receipt is probable.

Grant income is recognised in accordance with the terms of the grant and when the conditions of receipt have been complied with.

Legacy income is recognised when probate has been granted, receipt is judged to be probable and the value can be measured with sufficient reliability.

1. ACCOUNTING POLICIES (continued)

Expenditure

Expenditure is recognised when the related liability is incurred.

Charitable activity costs comprise expenditure, including staff costs, directly attributable to each activity. Where costs cannot be directly attributed they have been allocated to activities on a cost-incurred basis.

Support costs have been allocated to each activity based on staff numbers employed in that activity (or on staff time spent on that activity). Governance costs are included within support costs and relate to the management of the charity's assets, organisational administration and compliance with constitutional and statutory requirements.

Expenditure on raising funds comprises costs incurred in encouraging people and organisations to support financially the charity's work. These include the costs of advertising, publicity and of the staging of fund raising events.

Payments in relation to the termination of employment are recognised when the relevant decision-making process has been completed and communicated to all affected parties.

Intangible fixed assets

Intangible fixed assets are measured initially at their purchase cost. Assets under £1,000 are written off to the SOFA. Amortisation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer software	-	straight line basis (over five years)
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Tangible fixed assets and depreciation

Tangible fixed assets are measured initially at their purchase cost. Assets under £1,000 are written off to the SOFA. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer and office equipment	-	straight line basis (over three to five years)
-------------------------------	---	------------------------------------------------

Financial instruments – assets and liabilities

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable. These balances are disclosed in notes 9 and 10 respectively.

Cash and cash equivalents

Cash and cash equivalents includes cash in hand and deposits held at banks.

Debtors and creditors

Debtors and creditors are recorded at the transaction price. Any losses arising from impairment, including bad debts, are recognised in the Statement of Financial Activities.

1. ACCOUNTING POLICIES (continued)

Stock

In addition to producing our own information, Bipolar UK purchases publications and other materials for resale. Stocks represent the value of such goods held at the year end at the lower cost and net realisable value.

Pensions

Contributions were paid on behalf of employees into their personal pension schemes and are charged to the Statement of Financial Activities in the year in which they become payable. No further liabilities accrue to the charity other than these payments.

Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Designated funds comprise funds which have been set aside at the discretion of the Members of the Board of Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

Significant judgements

In preparing these financial statements, management has made judgements in the application of the charity's accounting policies which affect the amounts recognised in the financial statements. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Key areas subject to judgement and estimation are as follows:

Legacy income

Judgement is applied in the consideration of the likelihood of receipt and reliability of measurement of amounts receivable in respect of legacies to which the charity has established entitlement at the balance sheet date. Subsequent events are monitored to identify those which give additional information about conditions as at the balance sheet date which would warrant adjustment to the financial statements.

2. INCOME FROM CHARITABLE ACTIVITIES – Commissioned Services

2019	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2019 £	Total 2018 £
Wales Services	-	-	-	-	79,200
Other commissioned services	566	-	17,712	18,278	13,374
	<u>566</u>	<u>-</u>	<u>17,712</u>	<u>18,278</u>	<u>13,374</u>
	566	-	17,712	18,278	92,574
Other income	400	-	-	400	-
	<u>400</u>	<u>-</u>	<u>-</u>	<u>400</u>	<u>-</u>
	<u>966</u>	<u>-</u>	<u>17,712</u>	<u>18,678</u>	<u>92,574</u>
	<u>966</u>	<u>-</u>	<u>17,712</u>	<u>18,678</u>	<u>92,574</u>
2018	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2018 £	
Wales Services	-	-	79,200	79,200	
Other commissioned services	18,630	-	9,291	13,374	
	<u>18,630</u>	<u>-</u>	<u>9,291</u>	<u>13,374</u>	
	18,630	-	88,491	92,574	
Other income	-	-	-	-	
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
	<u>18,630</u>	<u>-</u>	<u>88,491</u>	<u>92,574</u>	
	<u>18,630</u>	<u>-</u>	<u>88,491</u>	<u>92,574</u>	

3. TOTAL EXPENDITURE

2019	Staff Costs £	Depreciation and amortisation £	Other Costs £	Total 2019 £	Total 2018 £
Raising funds	92,259	5,442	18,666	116,367	182,778
	<u>92,259</u>	<u>5,442</u>	<u>18,666</u>	<u>116,367</u>	<u>182,778</u>
Charitable Activities (Services)					
Service (Direct Costs)	198,492	4,592	143,103	346,187	605,493
Support costs	57,561	284	40,526	98,371	113,799
	<u>57,561</u>	<u>284</u>	<u>40,526</u>	<u>98,371</u>	<u>113,799</u>
Total	256,053	4,876	183,629	444,558	719,292
	<u>256,053</u>	<u>4,876</u>	<u>183,629</u>	<u>444,558</u>	<u>719,292</u>
Total expenditure	<u>348,312</u>	<u>10,318</u>	<u>202,295</u>	<u>560,925</u>	<u>902,070</u>
	<u>348,312</u>	<u>10,318</u>	<u>202,295</u>	<u>560,925</u>	<u>902,070</u>

Support costs include Governance costs, which incorporate audit fees, board meeting venue costs and trustees out of pocket travel and subsistence expenses. Support costs are allocated on the amount of time spent on the relevant services.

**3. TOTAL EXPENDITURE
2018**

	Staff Costs £	Depreciation and amortisation £	Other Costs £	Total 2018 £
Raising funds	152,369	4,280	26,129	182,778
Charitable Activities (Services)				
Service (Direct Costs)	450,582	5,584	149,327	605,493
Support costs	43,707	278	69,814	113,799
Total	494,289	5,862	219,141	719,292
Total expenditure	646,658	10,142	245,270	902,070

4. SERVICES (including Support costs)**2019**

	Staff Costs £	Depreciation and amortisation £	Other Costs £	Total 2019 £
Phone and Email Support	104,376	2,798	55,623	162,797
Youth	-	-	-	-
Crisis	-	-	-	-
Peer Support Groups	69,971	413	66,508	136,892
E-Community	39,391	1,432	34,760	75,583
Mentoring	-	-	-	-
Employment Support	26,639	156	12,329	39,124
Policy and Research	15,676	77	14,409	30,162
Total Services	256,053	4,876	183,629	444,558

2018

	Staff Costs £	Depreciation and amortisation £	Other Costs £	Total 2018 £
Phone and Email Support	77,150	2,330	25,735	105,215
Youth	59,865	92	18,417	78,374
Crisis	33,628	2,090	8,547	44,265
Peer Support Groups	150,152	339	101,472	251,963
E-Community	27,976	550	10,788	39,314
Mentoring	44,678	260	13,854	58,792
Employment Support	45,146	145	19,456	64,747
Policy and Research	55,694	56	20,872	76,622
Total Services	494,289	5,862	219,141	719,292

BIPOLAR UK**NOTES TO THE FINANCIAL STATEMENTS (continued)****FOR THE YEAR ENDED 31 MARCH 2019**

5. NET INCOME/(EXPENDITURE)	2019 £	2018 £
Net income/(expenditure) is stated after charging:		
Auditors' remuneration		
- for audit	8,100	7,900
Operating lease rentals		
- property	49,710	52,710
- office equipment	14,425	10,769
Depreciation of tangible assets	4,857	5,206
Amortisation of intangible assets	5,460	4,936
	<u>88,552</u>	<u>81,520</u>

No member of the Board of Trustees (or any persons connected with them) received any remuneration or reimbursed expenses during the current year or the prior year.

6. EMPLOYEES	2019 Number	2018 Number
The average monthly number of employees during the year was:		
Charity Management and Administration	1	2
Peer Support Groups	2	3
Phone and Email Support	2	2
E-Community	2	1
Mentoring	0	1
Youth	0	2
Fundraising	2	4
Crisis	0	1
Employment Support	1	1
Communications, Policy and Research	0	1
	<u>10</u>	<u>18</u>
	<u>2019 £</u>	<u>2018 £</u>
Wages and salaries	294,091	554,262
Social security costs	25,352	50,627
Employer pension contributions	9,640	13,335
Agency staff	19,229	28,434
	<u>348,312</u>	<u>646,658</u>

There are no termination payments included in wages and salaries above for 2019. (2018: £79,314).

There were no employees whose annual remuneration was above £60,000 (2018: None).

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2019

6. EMPLOYEES (continued)

The aggregate remuneration of the charity's key management personnel is set out below:

	2019	2018
	£	£
Gross salary	112,043	113,834
London weighting	11,727	7,175
Pension contributions	3,263	3,717
Employer's National Insurance	1,100	1,657
Termination payments	-	33,256
	<u>128,132</u>	<u>159,639</u>
Total	<u>128,132</u>	<u>159,639</u>

7. INTANGIBLE FIXED ASSETS

	Computer Software £
Cost	
At 1 April 2018	24,679
Additions	-
	<u>24,679</u>
At 31 March 2019	<u>24,679</u>
Amortisation	
At 1 April 2018	14,032
Charges for the year	5,460
	<u>19,492</u>
At 31 March 2019	<u>19,492</u>
Net book value	
At 31 March 2019	<u>5,187</u>
At 31 March 2018	<u>10,647</u>

BIPOLAR UK**NOTES TO THE FINANCIAL STATEMENTS (continued)****FOR THE YEAR ENDED 31 MARCH 2019****8. TANGIBLE FIXED ASSETS**

	Computer & office equipment £
Cost	
At 1 April 2018	92,292
Additions	-
	<u>92,292</u>
At 31 March 2019	<u>92,292</u>
Depreciation	
At 1 April 2018	82,354
Charges for the year	4,857
	<u>87,211</u>
At 31 March 2019	<u>87,211</u>
Net book value	
At 31 March 2019	<u>5,081</u>
At 31 March 2018	<u>9,938</u>

9. DEBTORS

	2019 £	2018 £
Trade debtors	3,039	2,080
Prepayments and accrued income	69,057	54,245
	<u>72,096</u>	<u>56,325</u>

10. CREDITORS: amounts falling due within one year

	2019 £	2018 £
Loan	-	50,000
Trade creditors	10,304	31,186
Taxes and social security costs	15,430	5,929
Accruals	9,213	32,609
	<u>34,947</u>	<u>119,724</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2019

11. RESTRICTED FUNDS

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2018	Movement in funds			Balance at 31 March 2019 £
		Income £	Expenditure £	Transfers £	
Peer Support Groups	67,802	48,827	(75,302)	690	42,017
Peer Support Services	2,500	80,427	(47,399)	-	35,528
Research and Policy	-	13,541	(13,541)	-	-
Phone and Email Support	13,334	85,427	(69,095)	-	29,666
Employment support	18,753	4,171	(22,924)	-	-
The eCommunity	27,481	63,925	(57,502)	-	33,904
	<u>129,870</u>	<u>296,318</u>	<u>(285,763)</u>	<u>690</u>	<u>141,115</u>

	Balance at 1 April 2017	Movement in funds			Balance at 31 March 2018 £
		Income £	Expenditure £	Transfers £	
Wales services	-	79,200	(79,200)	-	-
Youth service	18,667	10,000	(28,667)	-	-
Mentoring	-	30	(30)	-	-
Peer Support Groups	62,990	57,223	(56,989)	4,578	67,802
Peer Support Services	35,528	10,633	(8,133)	-	2,500
Crisis Support	-	35,000	(35,000)	-	-
Phone and Email Support	6,667	27,515	(20,848)	-	13,334
Employment support	67,750	25,000	(73,997)	-	18,753
The eCommunity	32,466	64,100	(69,085)	-	27,481
	<u>160,877</u>	<u>308,701</u>	<u>(371,949)</u>	<u>4,578</u>	<u>129,870</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2019

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £
Fund balances at 31 March 2019 are represented by:				
Fixed assets	10,268	-	-	10,268
Net current assets	281,003	10,034	141,115	431,325
	<u>291,271</u>	<u>10,034</u>	<u>141,115</u>	<u>441,593</u>
Fund balances at 31 March 2018 are represented by:				
Fixed assets	20,585	-	-	20,585
Net current assets	150,688	11,218	129,870	291,776
	<u>171,273</u>	<u>11,218</u>	<u>129,870</u>	<u>312,361</u>

13. OPERATING LEASE COMMITMENTS

At the 31 March 2019 the charity had commitments under operating leases as follows:

	Property		Equipment	
	2019 £	2018 £	2019 £	2018 £
Within one year	42,510	49,710	5,369	5,764
Two to five years	42,510	94,020	-	2,714
	<u>85,020</u>	<u>143,730</u>	<u>5,369</u>	<u>8,478</u>

Donors and Supporters

We are only able to provide the life changing services we do because of the incredible generosity of our donors. Over the last year, people have given generously through Trusts, personal donations and wills. All contributions are gratefully received. We would though like to say a particular thank you to the following organisations and individuals who have given over £2,000 and have not asked to remain anonymous. Because of you, we have improved the lives of tens of thousands of people affected by bipolar. Thank you.

29th May 1961 Charitable Trust
Alice Ellen Cooper Dean Charitable Foundation
Allergan International Foundation
Bristol Impact Fund
BUPA UK Foundation
Cecil Rosen Charitable Trust
Ellerdale Trust
Ernest Kleinwort Charitable Trust
Essex Community Foundation
February Foundation
Homelands Charitable Trust
Janssen-Cilag Ltd
Mary Kinross Charitable Trust
Masonic Charitable Foundation
Monument
Pilkington General Charity
Roger & Douglas Turner Trust
Souter Charitable Trust
Sovereign Healthcare Trust
St James's Place Foundation
Tamasin Little
Valentine Charitable Trust
William Allen Young

Alongside these important financial contributions, the charity has also benefited from the significant support of its volunteers, many of whom are directly affected by bipolar themselves. They have co-facilitated support groups, provided mentoring, helped run our office, fundraised on our behalf, given peer support and provided advice and insight. Without their help and dedication, we simply couldn't operate as a charity. A huge thank you for all your hard work.