

MARCH  
**2024**

**Bipolar  
Edinburgh**  
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# Unaudited Annual Report and Financial Statements

For the period ended 31st  
March 2024.

**Bipolar Edinburgh**

A Scottish Charitable Incorporated Organisation  
no. SCO51935



[bipolaredinburgh.org.uk](https://bipolaredinburgh.org.uk)



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## Reference and administrative details of the Charity, its Trustees and advisers.

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<b>Charity Name</b>	Bipolar Edinburgh
<b>Charity Registration number</b>	SC051935
<b>Registration date</b>	17 <sup>th</sup> August 2022
<b>Trustees</b>	Michelle Howieson, Chair Andrew Francis Galashan, Treasurer John Murphy
<b>Registered Office</b>	35/1 Royal Terrace Edinburgh, EH7 5AH
<b>Independent Examiner</b>	David Hoose Forvis Mazars LLP Capital Square 58 Morrison St, Edinburgh, EH3 8BP
<b>Bankers</b>	Bank of Scotland plc PO Box 1000 BX2 1LB
<b>Solicitors</b>	Brodies LLP Capital Square 58 Morrison St, Edinburgh, EH3 8BP

## Trustees' report

The Trustees have pleasure in presenting their second report and financial statements for the twelve months ended 31st March 2024. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), The Scottish Charitable Incorporated Organisations Regulations 2011, the Constitution of Bipolar Edinburgh (as adopted upon the registration of the Charity), and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Standard applicable in the UK and Republic of Ireland (FRS 102).

Bipolar Edinburgh provides services to people affected by the mental health condition bipolar in Edinburgh and the Lothians. The charity also seeks to challenge stigma about mental health conditions, raise awareness of bipolar and contribute to the research agenda. Through this work we want people affected by bipolar to be able to live their best lives as valued members of the community. With the help of healthcare professionals and careful self-management, we believe a meaningful and enjoyable life is possible for people affected by the condition.

## Objectives and Activities

Bipolar Edinburgh will promote, advance and further its charitable purposes below by supporting individuals affected by bipolar disorder, including their families and carers, and in doing so provide information, **peer support** and **self-management** guidance (and such other services and support as the Charity Trustees may decide from time to time) to promote and improve the physical and mental health wellbeing of such individuals.

Our charitable purposes according to the Charities and Trustee Investment (Scotland) Act 2005 Act are:

1. The advancement of education;
2. The advancement of health;
3. The promotion of equality and diversity; and
4. The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.

## Achievements and performance

Bipolar Edinburgh was formed in August 2022 by volunteers who had run the **Lothian Bipolar Group** – a self-help group which had been operating under the auspices of **Bipolar Scotland** - since the group's formation in 2007.

The desire to create a stand-alone charity serving Edinburgh and the Lothians came about through the recognition of the need to offer people with a bipolar diagnosis the option of **in-person one-to-one peer support** in addition to the **self-help group** activities which had been running for over fifteen years or so.

Since the previous report, the trustees are pleased to report the following progress:

- Establishment of an **individual face-to-face Bipolar Peer Support Service** with partners **Penumbra**.
- Attendance at our **peer group events** up **21%**.
- **Communications** and promotion efforts yielded a **927% increase** in **social media** activity and a **200% increase** in **website** activity.
- We have created a suite of **printed publications** to inform and engage.
- **Strong financial performance** with £22,334 in reserves at year end.
- Our Chair, **Michelle H.** was honoured with the prestigious **Self-management Champion of the Year Award** from the Alliance (**Health and Social Care Alliance Scotland**).

## Bipolar Peer Support Service

**Peer support**, where people meet with others with whom they share similar circumstances, is as old as time. **Support groups** are a longstanding **peer-led** practice. For example, **Alcoholics Anonymous** started in 1935 when a New York stockbroker, **Bill W.** met with a surgeon **Dr. Bob** for mutual support.

**Bipolar Scotland** was formed over 30 years ago as the Manic Depression Fellowship Scotland and since then has been supporting self-help groups all over the nation. The **Lothian Bipolar Group** (now supported by **Bipolar Edinburgh**) was just one of those groups, running in its current form continuously since **2007**.

But what about people living with bipolar who **don't feel able** to or **aren't comfortable** with joining a **group**? For those that have become **isolated** because of their **illness**. People who would benefit from more **extensive** peer support in a **one-to-one setting**.

Providing a one-to-one **peer support service** rather than **peer groups** presents the twin challenges of **increased cost** and **increased complexity**.

Running a **service** most-likely requires staff or a mix of staff and volunteers to have the necessary **organisational resilience** and **capacity**. For a **volunteer peer-led organisation** like **Bipolar Edinburgh**, employing their first staff member in the current legislative environment would have required a step-change in **organisational capacity**. For example, the **number of policies** (e.g. a Recruitment of ex-Offenders Policy) requiring drafting, Board approval and biennial review would **grow three-fold when employing one's first employee**.

After some deliberation, the Trustees opted for the following strategy:

- We negotiated a **service level agreement** with a major Mental Health charity which has experience of running peer support services in other domains.
- We **co-produced** information **leaflets** and **online resources** such that both organisations could actively promote the service via **referred** and **self-referral channels**.
- We contracted for a period with one of our volunteers who had **relevant charity experience** to manage SLA negotiation, agreeing standard operating procedures, policies and protocols, referral processes, data-sharing agreements, regular reviews and key performance indicators etc.

Our first peer support practitioner, **Harry M.**, was recruited by **Penumbra Mental Health** just after the beginning of this accounting period and the service began on 1<sup>st</sup> July 2023.

**Penumbra** as an organisation has significant experience running peer services. For example, **Harry's**

**Service Manager** currently leads Thrive Welcome Teams, Thrive Locality (Self Harm Service), Lothian Eating Disorder Peer Services (Adult and CAMHS) & Peers in Care at home/housing support in addition to the Bipolar Peer Support Service.

The Trustees are delighted to report that the **first nine-months** of the service has been a success. During the period we received **38 referrals** to the service from **adults** aged **18-65** living in **Edinburgh** with a bipolar **diagnosis**.

Supported persons receive up to **12 face-to-face sessions** with the **peer worker**, typically in that **person's locality** – for example, in a café near them. For some, getting out of the house at all is a big step.

Outcomes have been judged by **stories** and measured by **data**.

A few quotes extracted from **stories**:

*'Everything I just told you, I have no one else to tell'.*

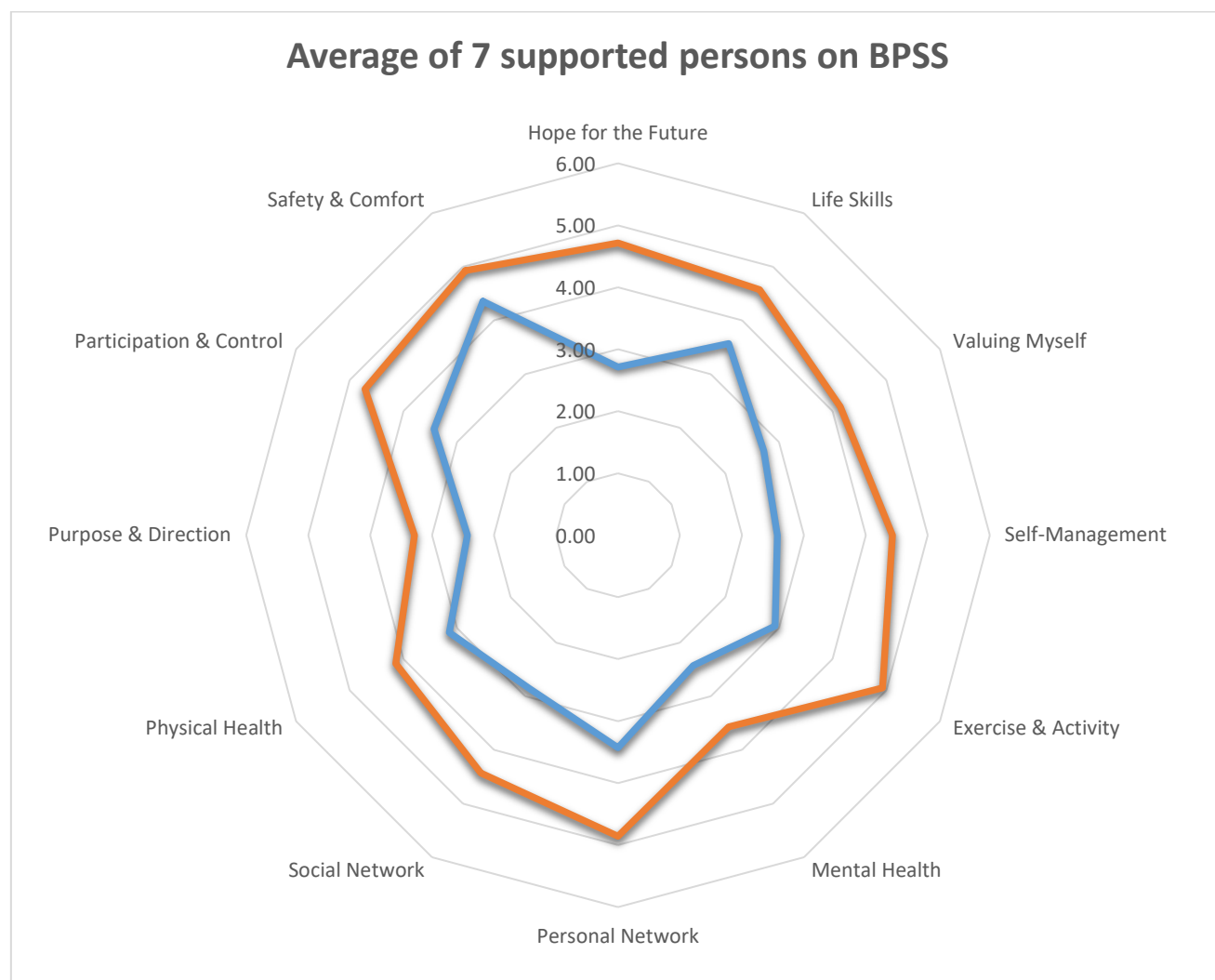
*'You get it, and we can relate to one another'*

*'Harry also often brings his dog Boston who is a registered therapist along to meetings once he realised that I really like dogs and animals.'*

*'I haven't seen him do so well in all the years I have known him'.* (from a social worker)

*'I have looked forward to our informal meetings as this gives me an opportunity to highlight any problems, both practical & mental, I may have faced the previous week.'*

**Measurement** is made using **Penumbra's** Individual Recovery Outcomes Counter (**IROC**) tool. The graphic below shows an example of a composite of 7 outcomes:



Statistical analysis of these pre- (blue line) and post- (red line) scores (using a t-test) shows **statistically significant improvements in all areas except Safety and Comfort** (as might be expected).

The most significant effect measured is around **Hope for the Future** (t-stat = -5.29,  $P(T \leq t) = 0.0009$ ) followed by **Life Skills, Valuing Myself, Self-Management and Exercise & Activity**.

To satisfy demand and keep waiting lists below a target of 3 months, Penumbra has recently recruited a **second peer worker**, a female member of the Lothian Bipolar Group thanks to matching grant funding from the **Scottish Government's Communities Health and Wellbeing Fund**.

Those who have been supported through the service are **actively encouraged** by their peer worker to engage with other activities provided by Bipolar Edinburgh such as **workshops** once they have ended support and we have multiple success stories in this regard.

The Trustees believe that this has been an exceptionally positive start and validates our belief in **"Creating Hope through Peer Support"**, an approach championed by the **Scottish Recovery Network**.

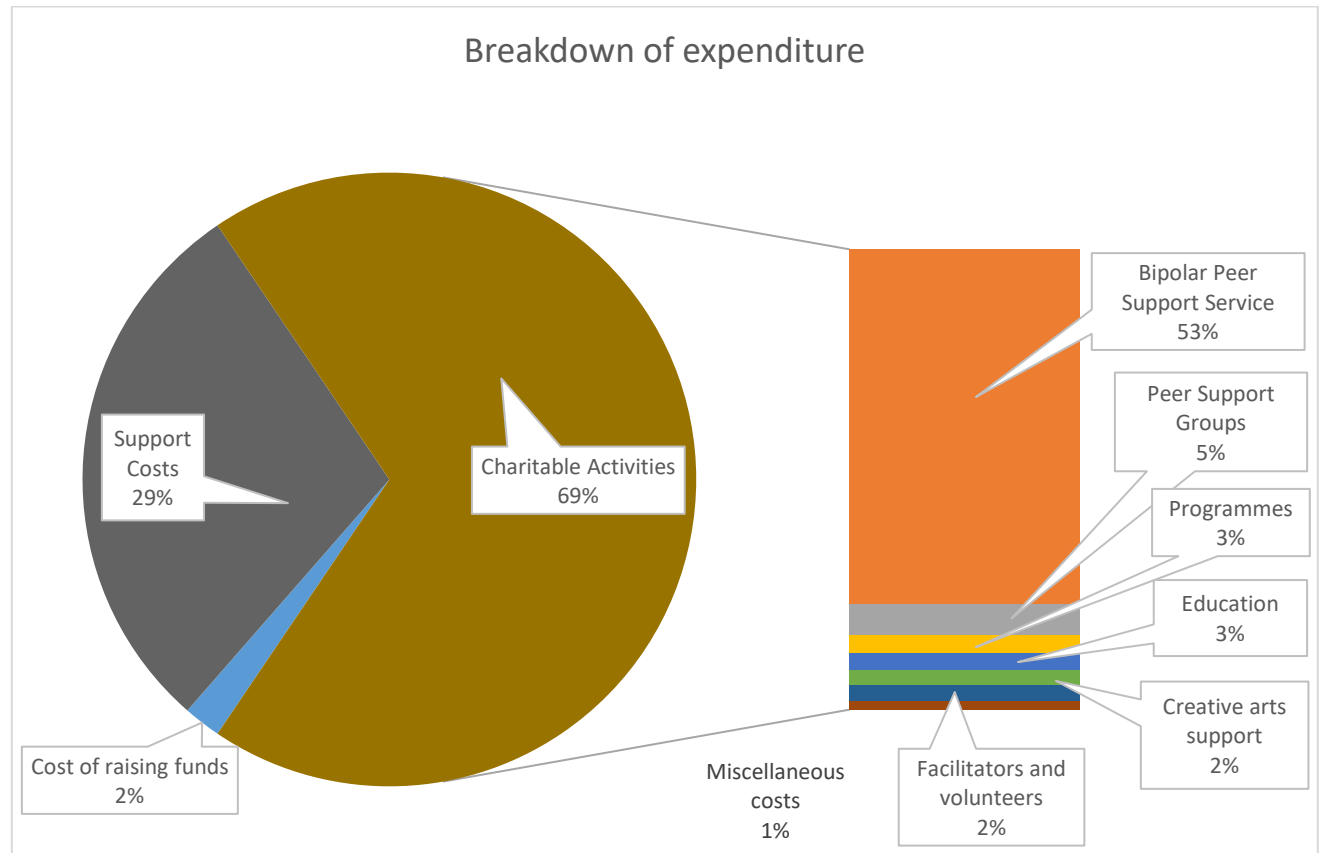
The **Service** is an approach that is **several orders of magnitude more expensive** than the **self-help group** route. However, the attendees have somewhat different profiles and needs.

It was gratifying to hear recently of a supported person who had **rarely left the house** for years but had recently enjoyed themselves greatly at the **Fringe shows they had now attended, post support**.



Such positive transformations should reduce **lifetime support needs** from statutory and voluntary services as well as yield significant **quality of life benefits**.

The chart below quantifies the financial cost, with the **Bipolar Peer Support Service** now consuming **77% of Bipolar Edinburgh's charitable spend and 53% of its overall budget**. The Trustees continue to view this as a **positive investment** in the life of those **living with bipolar**.

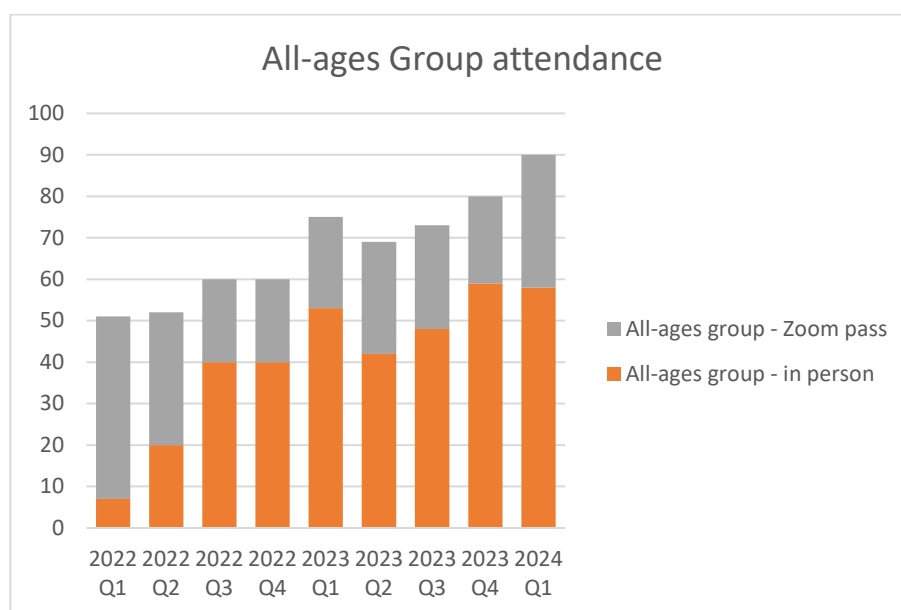


## Support Groups

Our monthly all-ages group meeting has been running continuously with the same Lead Facilitator since 2010 and welcomes family, friends and carers as well as those with lived experience of bipolar.



TRUSTEES' REPORT  
FOR THE PERIOD ENDED 31 MARCH 2024

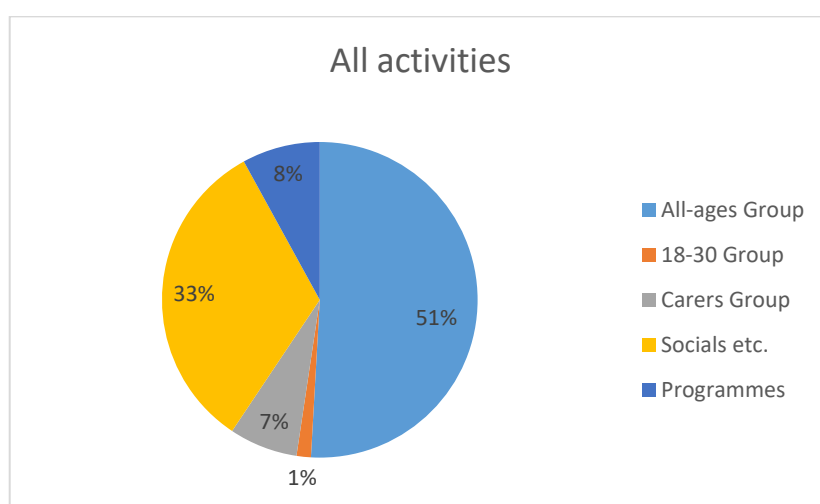


Attendance rose by **26% year on year**, following on from last year's increase of **20%**. The proportion of people attending meetings **in person** has continued to increase and is now around **2/3rds of the total**.

Our **group for carers** of someone with bipolar also meets monthly on Zoom. However, attendance numbers have fallen by approximately half by comparison to the previous year. The trustees are planning a review of the group.

The **18-30** group remains inactive waiting for facilitators to become free to lead group activities. Our two Bipolar **Peer Support workers** have both **volunteered** to reestablish this group starting September 2024.

We also continue to provide monthly **social events** including online quiz nights, Sunday walks, Swim, Gym & Coffee sessions (thanks to **Edinburgh Leisure's** ELCAP scheme) and Cuppa & Chat (casual meetups over coffee).



In total, there were some **613 attendees** across all group, social and programme activities – **an increase of 21% compared with the previous year**.

Using the same estimation method as per last year's report, we estimate having engaged with around **3% of the population with bipolar in Edinburgh and the Lothians**.

***"The group is crucial to me and has given me hope that I can manage to live my life with bipolar."***

## Programmes

In addition to group and social activities, we carried out several programmes which involved paid and volunteer facilitators. Attendance at these was provided free-of-charge thanks to the generosity of our funders.

### Self-Management training workshops

Many members of the group have been struggling to stay well and in balance due to extra stresses from the recent rise in the cost of living. To help address this, we hosted a self-management training course for individuals living with bipolar to provide them with an opportunity to learn new self-management tools and strategies and feel better able to make plans for their future.

The two-day course was designed by **Bipolar Scotland** and delivered by two members of their **Self-management Training Team** and we are most grateful to everyone involved. Eleven members of the group attended the course which evaluated well, please see a selection of the feedback from participants below:

*"The part of the course which particularly helped me was the significance of routines particularly the phrase one of the other participants used: 'When I am manic, a routine keeps me grounded and when I am depressed, a routine gives me a sense of accomplishment.' "*

*"I felt like I connected and related to other group members a lot which made me more open to talking about my own experiences, but also that I wasn't alone and that I could relate to other people."*

Funding for the workshops was made available through the **Scottish Government's Communities Mental Health & Wellbeing Fund** administered by **EVOC**.

### Sketching workshops

A series of 6 sketching workshops was facilitated by two professional artists with lived experience. A sketchbook and materials were provided to each attendee and participants sketched their chosen subjects during 90 minutes within the rich environment of the National Museum of Scotland. Complimentary teas, coffees and cake were provided at the end of each session to allow participants to process and connect with one another.

Two comments from workshop participants:

*"It has been truly lovely to take part in these sessions, I greatly looked forward to them and appreciate them. I feel you have spotted a 'gap in the market' so to speak (ie. No other bipolar art groups in the Lothians) and all of us have had a great time. Thank you Peter too!"*

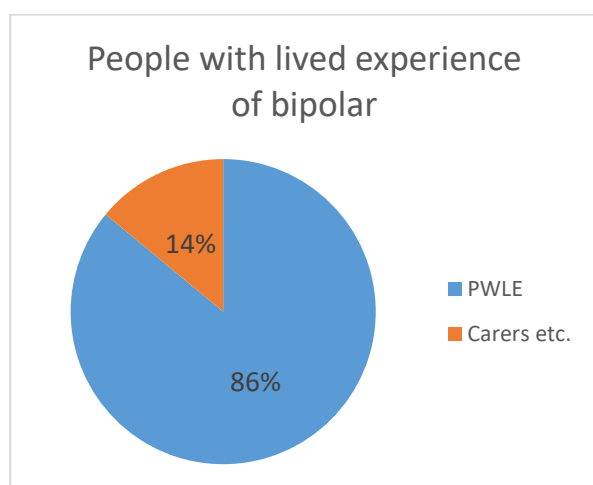
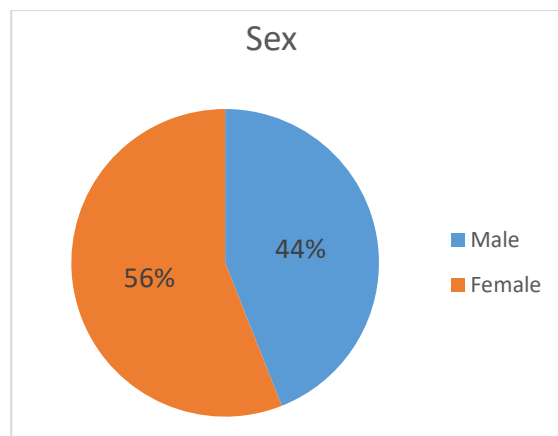
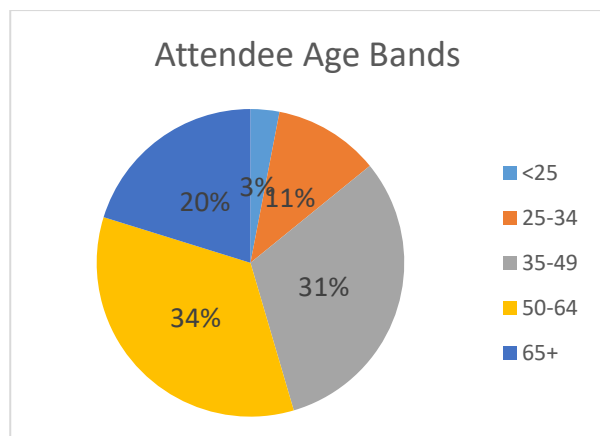
*"The sketching workshop has been a wonderful addition to my week over the last 6 weeks. Learning different techniques and the main message I took away was to 'go with the flow' has definitely inspired me to do more sketching and watercolours in my own time."*

### Ecotherapy

We are grateful to **Stephen McCabe** of **Health all Round** for conducting an Ecotherapy session in

Saughton Park which was attended by 8 people.

### Characteristics of attendees at group activities:



**54%** of attendees at our events were **over 50**. **Loneliness is a big issue for adults aged 50+** (Royal College of Psychiatry, Bipolar Disorder in older adults) and a priority for the Scottish Govt. The **risk of suicide** is estimated to be **20x greater** for people with bipolar than for the general population (Bipolar Commission, 2021) and the rate for people living with bipolar increases with age.

Thus, the trustees strongly believe that by providing **group peer support**, including via Zoom, we provide an important resource for **older adults**.

Unemployment is also a significant problem for those with bipolar, with **unemployment rates typically 40-60%**, far greater than the general population and for those who are employed, workplace underperformance is often evident.

Therefore, to cater to all demographics equally, Bipolar Edinburgh's efforts are focused on **free-to-attend** programmes & services.

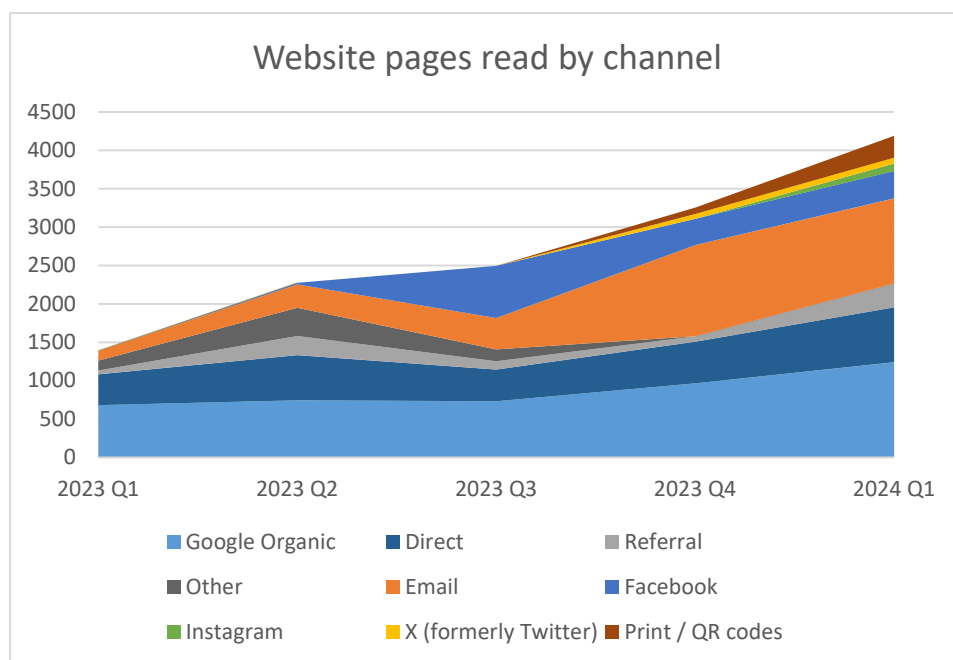
### Promotional Strategy

With bipolar considered to affect around 1%+ of adults in Scotland, there are limited opportunities for organic "word-of-mouth" promotion of our services and so our focus has been to improve our web presence and increase our social media reach.

We introduced a new website on 1<sup>st</sup> April 2023 with an increased emphasis on offering a more engaging presentation style and thinking “mobile first”.

We converted our Facebook group into a public-facing Facebook Page and created new Instagram, X (formerly Twitter) and LinkedIn channels. We moved our email communications from MailChimp to HubSpot CRM, focussed on more concise and engaging email communications and began a programme of mailing list pruning and care.

The strategy appears to have been largely successful. The number of **pages read on our website** has **tripled** over the last twelve months:



This growth in **online engagement** has been accompanied by an increase in attendances at **group peer support activities** and by the quantity of **self-referrals** to the Bipolar Peer Support Service.

### Educational publications and promotion of bipolar.

- We produced a comprehensive information pack for new attendees which includes a **group activities leaflet**, a **Bipolar Peer Support Service leaflet**, a 54-page **Information Guide** for those **newly-diagnosed** with bipolar and **mood scales in English and Ukrainian**.
- Stocks of mood scales have been sent out on request to the **Department of Psychiatry** at the **University of Edinburgh** and to the **NHS-run Mental Health Information Station**.
- Penumbra and we have **distributed leaflets around key locations** throughout Edinburgh.
- Our chair **Michelle** helped co-produce a bespoke **Facilitators Training** course in partnership with **Scottish Recovery Network** and contributed to their “**Creating Hope with Peer Support**” programme and training manual covering such topics as **suicide prevention** and awareness.
- **Michelle** was also a panellist at a national conference - **Supporting Mental Health & Wellbeing In Our Communities: Emerging Practices** in March 2024.

### Grants, non-financial support and funding received in the period

Bipolar Edinburgh would like to thank the following organisations for their generous financial and practical support throughout the year:

- Bipolar Scotland
- Edinburgh Health & Social Care Partnership

- Edinburgh Leisure
- Edinburgh Voluntary Organisations' Council (EVOC)
- Health all Round
- Penumbra Mental Health
- Scottish Government Communities Mental Health & Wellbeing Fund
- The Galashan Trust
- The Scottish Recovery Network

## **Volunteer thanks**

The trustees would like to thank the many volunteers who helped throughout the year.

## **Financial review**

Income received during the period amounted to £109,401, of which £104,462 relates to grant income.

The total expenditure over the period was £80,682.

## **Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, we continue to adopt the going concern basis in preparing the financial statements.

## **Reserves policy**

It is the policy of the charity to develop a financial buffer to mitigate against a significant drop in income which has been set at a target level of between 3 and 6 months of annual expenditure. This year, the charity was able to lodge £15,210 in a 32-day deposit account, around 2.25 months' worth of reserves.

We will continue to apply for additional sources of funding to ensure that there is sufficient unrestricted income to continue to fulfil our aims & objectives. The unrestricted funds at the period end were at a surplus of £12,255.

## **Structure, governance and management**

### **Governing document**

The charity is constituted as a single-tier SCIO and is governed by its constitution. The Trustees meet monthly as a Board to control the activities of the SCIO and at an Annual General Meeting.

### **Purposes**

The SCIO will promote, advance and further its charitable purposes by supporting individuals affected by bipolar disorder, including their families and carers, and in doing so provide information, peer support and self-management guidance (and such other services and support as the Charity Trustees may decide from time to time) to promote and improve the physical and mental health wellbeing of such individuals.

### **Method of appointment or election of Trustees**

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

## **Policies adopted for the induction and training of Trustees**

New Trustees undergo a formal induction process which covers information on the activities of the charity, their legal obligations under charity and company law, the respective role and responsibilities of board/Trustees and the code of conduct for board/Trustees.

Each Trustee receives a copy of the Memorandum & Articles and latest Accounts.

## **Organisational structure and decision making**

The board of Trustees hold monthly meetings to review all aspects of the operation of the charity. The charity ensures that new Trustees have skills that will complement the existing structure of the Board.

## **Risk management**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

## **Trustees' responsibilities statement**

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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Disclosure of information to independent examiners**

Each of the persons who are trustees at the time when this Trustees' Report is approved has confirmed that:

TRUSTEES' REPORT  
FOR THE PERIOD ENDED 31 MARCH 2024

- so far as that the Trustee is aware, there is no relevant information of which the charity's independent examiners are unaware, and
- the Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant independent examination information and to establish that the charity's independent examiners are aware of that information.

## Independent Examiners

The Trustees review the independent examiner arrangements on an ongoing basis and David Hoose of Forvis Mazars LLP has indicated his willingness to continue to provide independent examination services to Bipolar Edinburgh.

This report was approved by the Trustees and signed on their behalf by:

  
M Howieson (Oct 17, 2024 17:17 GMT+1)

**Name: Michelle Howieson**  
Chair of Trustees

Date: Oct 17, 2024



INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES AND MEMBERS OF BIPOLAR EDINBURGH

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I report on the financial statements of Bipolar Edinburgh for the period ended 31 March 2024, which are set out on pages 17 to 25.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
- to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have not been met, or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



David Hoose (Oct 17, 2024 17:36 GMT+1)

**David Hoose FCA**  
for and on behalf of Forvis Mazars LLP  
Capital Square  
58 Morrison Street  
Edinburgh EH3 8BP

Date: Oct 17, 2024

## BIPOLAR EDINBURGH

### STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
<b>Income from:</b>					
Donations, grants and legacies	2	99,949	8,653	108,602	10,000
Other income	3	799	-	799	-
<b>Total income</b>		100,748	8,653	109,401	10,000
<b>Expenditure on:</b>					
Raising funds	4	1,590	-	1,590	114
Charitable activities	5	44,748	10,321	55,069	10,153
Support costs	6	24,023	-	24,023	7,865
<b>Total expenditure</b>		70,361	10,321	80,682	18,132
<b>Net income/(expenditure) before other recognised gains and losses</b>		30,387	(1,668)	28,719	(8,132)
<b>Net movement in funds</b>		30,387	(1,668)	28,719	(8,132)
<b>Reconciliation of funds:</b>					
Total funds brought forward		(18,132)	10,000	(8,132)	-
<b>Total funds carried forward</b>		12,255	8,332	20,587	(8,132)

All activities relate to continuing operations.

The notes on pages 19 to 25 form part of these financial statements.

# BIPOLAR EDINBURGH

## BALANCE SHEET AS AT 31 MARCH 2024

	Note	2024 £	£	2023 £	£
<b>Current assets</b>					
Fixed assets	10	2,717		-	
Debtors	11	828		10,203	
Cash and cash equivalents		35,347		-	
<b>Total current assets</b>		<u>38,892</u>		<u>10,203</u>	
<b>Creditors:</b> amounts falling due within one year	12	<u>(18,305)</u>		<u>(18,335)</u>	
<b>Net current assets</b>			<u>20,587</u>		<u>(8,132)</u>
<b>Net assets</b>			<u>20,587</u>		<u>(8,132)</u>
<b>Charity funds</b>					
Unrestricted funds			12,255		(18,132)
Restricted funds			<u>8,332</u>		<u>10,000</u>
<b>Total funds</b>	13		<u>20,587</u>		<u>(8,132)</u>

The financial statements were approved by the Trustees and signed on their behalf, by:

M Howieson  
M Howieson (Oct 17, 2024 17:17 GMT+1)

**Name: Michelle Howieson**  
**Trustee**

Date: Oct 17, 2024

The notes on pages 19 to 25 form part of these financial statements.

# BIPOLAR EDINBURGH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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### 1. ACCOUNTING POLICIES

#### 1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Accounts (Scotland) Regulations 2006.

Bipolar Edinburgh meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The principal accounting policies are set out below:

#### 1.2 Organisation status

The charity is a Scottish Charitable Incorporated Organisation (SCIO) and the registered office is Central Hall, 2 West Tollcross, Edinburgh EH3 9BP. The members of the company are the Trustees named on page 5. In the event of the Company being wound up, members are not liable to contribute to the assets.

#### 1.3 Going concern

Based on all factors considered, the Trustees believe that it is appropriate to prepare the financial statements on a going concern basis. The financial statements have been prepared on a going concern basis as there are no material uncertainties about the organisation's abilities to continue its operations. The Trustees are committed to supporting the Charity until it is in a net assets position.

#### 1.4 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. All funds are unrestricted funds.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund.

#### 1.5 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Where the donated good is a fixed asset it is measured at fair value, unless it is impractical to measure reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with the Charity's accounting policies.

Donated services or facilities are recognised when the Charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the Charity of the item is probable and that economic benefit can be measured reliably.

## BIPOLAR EDINBURGH

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

#### **1.6 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the Charity's operations, including support costs and costs relating to the governance of the Charity apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

# BIPOLAR EDINBURGH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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### 1.7 Tangible fixed assets

All assets costing more than £1,000 are capitalised.

A review for impairment of a tangible fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over the expected useful lives on the following bases:

Computer equipment	-	Straight line over 3 years
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### 1.8 Debtors

Trade and other debtors are recognised at the settlement amount after any discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### 1.9 Cash and cash equivalents

Cash and cash equivalents and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### 1.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the reporting date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

### 1.11 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

# BIPOLAR EDINBURGH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 2. Income from donations, grants and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Donations	3,140	-	3,140	-
Legacies	1,000	-	1,000	-
Grant income	95,809	8,653	104,462	10,000
	<u>99,949</u>	<u>8,653</u>	<u>108,602</u>	<u>10,000</u>

### 3. Other income

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Car boot sales	325	-	325	-
Tea and coffee	36	-	36	-
Ticket sales	34	-	34	-
Raffle	67	-	67	-
Bank interest	234	-	234	-
Miscellaneous income	103	-	103	-
	<u>799</u>	<u>-</u>	<u>799</u>	<u>-</u>

### 4. Analysis of costs of raising funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Fundraising costs	1,590	-	1,590	114
	<u>1,590</u>	<u>-</u>	<u>1,590</u>	<u>114</u>



# BIPOLAR EDINBURGH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 5. Analysis of costs on charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Facilitators and volunteers	1,516	510	2,026	151
Peer Support Groups	1,320	1,818	3,138	640
Bipolar Peer Support Service	35,823	7,000	42,823	5,318
Programmes	1,413	798	2,211	3,044
Education	1,874	194	2,068	1,000
Creative arts support	1,735	-	1,735	-
Miscellaneous costs	1,067	1	1,068	-
	44,748	10,321	55,069	10,153

### 6. Analysis of support costs

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Office rental and costs	1,064	-	1,064	59
Office equipment	1,081	-	1,081	987
Repairs and maintenance	6	-	6	-
Computer, IT and phone expenses	3,201	-	3,201	1,408
Printing & stationery	1,347	-	1,347	270
Travel & accommodation	272	-	272	41
Insurance	379	-	379	40
Agency/contractors	11,500	-	11,500	1,000
Depreciation	1,187	-	1,187	-
Bank charges	(51)	-	(51)	-
Governance costs (Note 7)	4,037	-	4,037	4,060
	24,023	-	24,023	7,865

### 7. Analysis of governance costs

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Independent examiner's fees	2,994	-	2,994	2,850
Legal costs	619	-	619	690
Registrations and memberships	34	-	34	260
Trustees' meeting expenses	390	-	390	260
	4,037	-	4,037	4,060

### 8. Staff costs

No staff were employed by the charity in the period.

The only member of key management personnel is considered to be the Executive Director, who received remuneration of £11,500 (2023: £1,000) in the period.

# BIPOLAR EDINBURGH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 9. Taxation

As a registered Scottish Charity, the company is exempt from taxation on surpluses earned from its charitable activities.

### 10. Fixed assets

	<b>Computer Equipment £</b>
<b>Cost</b>	
As at 1 <sup>st</sup> April 2023	-
Additions	3,904
Disposals	-
As at 31 <sup>st</sup> March 2024	<u>3,904</u>
<b>Depreciation</b>	
As at 1 <sup>st</sup> April 2023	-
Charge for the year	(1,187)
Disposals	-
As at 31 <sup>st</sup> March 2024	<u>(1,187)</u>
<b>Net book value</b>	
As at 31 <sup>st</sup> March 2024	<u>2,717</u>
As at 31 <sup>st</sup> March 2023	<u>-</u>

### 11. Debtors

	<b>2024 £</b>	<b>2023 £</b>
Grant debtor	-	10,000
Prepayments and accrued income	828	203
	<u>828</u>	<u>10,203</u>

### 12. Creditors: Amounts falling due within one year

	<b>2024 £</b>	<b>2023 £</b>
Trade creditors	94	8,740
Trustee loans (Note 14)	-	6,745
Accruals	2,994	2,850
Deferred income	15,217	-
	<u>18,305</u>	<u>18,335</u>

## BIPOLAR EDINBURGH

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

#### 13. Statement of funds

	Balance at 31 March 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
Unrestricted funds	(18,132)	100,748	(70,361)	12,255
Restricted funds	10,000	8,653	(10,321)	8,332
<b>Total funds</b>	<b>(8,132)</b>	<b>109,401</b>	<b>(80,682)</b>	<b>20,587</b>

#### 14. Related party transactions and trustees' remuneration

Trustees received no emoluments in the period. Expenses in the period totalled £724 (2023: £117) with 2 (2023: 3) Trustees reimbursed for governance-related travel expenses of £51 (2023: £100) and 2 (2023: 1) Trustees reimbursed for workshop-related travel expenses of £188 (2023: £17). In the current year, 1 Trustee was reimbursed for conference attendance of £301 (2023: £Nil) and 2 Trustees were reimbursed for miscellaneous expenses of £184 (2023: £Nil).

From the registration of the Charity, A F R Galashan paid the costs of the Charity before a bank account was able to be set up in the prior period. The amount owed to A F R Galashan at the year end was £Nil (2023: £6,745). This loan was interest free and was repaid as soon as the bank account was set up.

There have been no further related party transactions that require disclosure.

#### 15. Controlling party

In the opinion of the Trustees, there is no ultimate controlling party.