

Charity Registration No. 295701

Company Registration No. 1930196 (England and Wales)

MIND IN BARNET
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2011

MIND IN BARNET

LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|--------------------------|---|
| Trustees | Dr H Hunter Mr B Darrer Mr W Blass Ms N S Fofah Mrs A Elliott Mrs J Tambourides Mr M Alam |
| Secretary | Mrs C.M Meacham |
| Charity number | 295701 |
| Company number | 1930196 |
| Principal address | 2 School Way London N12 0RY |
| Registered office | 2 School Way London N12 0RY |
| Auditors | H W Fisher & Company Acre House 11-15 William Road London NW1 3ER United Kingdom |
| Bankers | Bank of Ireland 727/729 High Road London N12 0BJ |
| Solicitors | Garson and Company Solicitors Monument House 215 Marsh Road London HA5 5NE |

MIND IN BARNET

CONTENTS

| | Page |
|---|-------------|
| Trustees' report | 1 - 5 |
| Statement of trustees' responsibilities | 6 |
| Independent auditors' report | 7 |
| Statement of financial activities | 8 |
| Summary income and expenditure account | 9 |
| Balance sheet | 10 |
| Notes to the accounts | 11 - 17 |

MIND IN BARNET

REPORT OF THE BOARD OF TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2011

The Board of Trustees present their report and accounts for the year ended 31 March 2011.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with Mind in Barnet's Memorandum and Articles of Association, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005.

Reference and administrative information

Mind in Barnet is a company limited by guarantee registered in England number 1930196 and registered with the Charity Commission under number 295701. Mind in Barnet's registered office is 2 School Way, London N12 0RY.

Trustees

The Trustees, who are also the directors for the purpose of company law, who served during the year were:

Dr Hadley Hunter MA PhD (Chairman)
Mr Andy Smith QPM (Treasurer) (until 13/7/10)
Mr Mashfiqul Alam
Mr William Blass (from 13/7/10)
Mr Brendan Darrer BSc, MSc
Mrs Anne Elliott BSc (Econ) Dip SW
Ms Ngozi Sarah Fofah
Mr Anthony Kenber (from 13/7/10 until 16/9/10)
Mrs Joanna Tambourides

Company Secretary

Mr Daniel Cartwright BA MSc (Chief Executive until 31.7.11)
Mr Robin Hogg BA MSc (Interim Chief Executive from 1.8.11 until 23.1.11)
Mrs Christina Meacham BA MSc MBA (Chief Executive from 24.1.11)

Structure, governance and management

Governing document

Mind in Barnet is a charitable company limited by guarantee, incorporated in the UK and registered as a charity. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed by its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Governance

Within the requirement of Company Law, that the membership in general appoint the trustees, the composition of the Board of Trustees reflects the user-involvement ethos and devolved structure which underpins the work of Mind in Barnet. New trustees are given an induction pack and training, and plans are in place to look at ongoing support needed to discharge their duties.

Mind in Barnet elects trustees to serve as Chairman, Vice Chairman and Treasurer from its membership at the annual general meeting. The board also has the power to co-opt other non-voting members. The board meets in full session on at least six occasions during the year.

The board is responsible for the maintenance and integrity of the corporate and financial information included on Mind in Barnet's website. They are also responsible for safeguarding the assets of Mind in Barnet including taking all reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- It is operating efficiently and effectively.
- Its assets are safeguarded against unauthorised use and disposition.
- Proper records are maintained and financial information used internally or for publication is reliable.
- It complies with relevant laws and regulations.

Mind in Barnet's systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss and include:

MIND IN BARNET

REPORT OF THE BOARD OF TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2011

- A strategic plan, business plan and an annual budget approved by trustees
- Regular consideration by the trustees of financial results, variance from budgets and non-financial performance indicators
- Delegation of authority and segregation of duties
- Identification and management of risks

Insofar as the trustees are aware:

- There is no relevant audit information of which Mind in Barnet's auditor is unaware.
- The trustees have taken all steps that they ought to take to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Management

Mind in Barnet is managed by a Chief Executive, supported by a senior management team consisting of the managers of each service. The senior management team meets every fortnight, and once a quarter the meetings are also attended by middle managers.

Managers have regular meetings with all their staff. Employees are consulted on issues of concern to them by means of questionnaires, consultations and regular staff meetings and have been kept informed on specific matters directly by management. Managers carry out annual Staff Development Reviews together with exit interviews for all leavers.

Mind in Barnet has a number of detailed policies in relation to all aspects of personnel matters including an equal opportunities policy, health and safety policies, and grievance and complaints procedures.

Mind in Barnet has well established fair employment practices for the recruitment, selection, retention and training of staff in accordance with its equal opportunities policy. These have been identified as best practice by the Charity Commissioners in their review.

Mind in Barnet is also grateful for the unstinting efforts of its appointed and elected volunteers who provide essential support by acting as trustees, fund raising, and working in day service, counselling, advocacy and befriending.

How our objectives deliver public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular the trustees have considered how planned activities will contribute to the aims and objectives they have set. Our main objectives and activities and who we try to help are described below.

Objectives and activities

Mind in Barnet's mission statement is as follows:

People Matter

Supporting people with mental health problems as they move towards a better life in society

The specific objectives are as follows:

- Promoting the dignity, wellbeing and self-determination of people experiencing mental distress.
- Campaigning for social inclusion and combating stigma and discrimination experienced by people with mental health problems.
- Ensuring active service user consultation and involvement in the organisation at every level.
- Nurturing and developing our staff to enhance both their job satisfaction and the delivery of effective quality services.

Mind in Barnet is committed to quality and participation in Quality Management in Mind

These objectives are achieved through the following activities:

- A day service consisting of:
 - * A day centre for people with mental health problems at 2 School Way, London N12 0RY.
 - * Libra Club (Sunday afternoons)
 - * Electra Club (Friday evenings)
 - * A longer term outreach and befriending service for people with mental health problems at Dove House, Dove Close, London NW7 2AQ.
-

MIND IN BARNET

REPORT OF THE BOARD OF TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2011

- A one to one short and long term counselling service for people with mental health problems at 2 School Way, London N12 0RY and at Dove House, Dove Close, London NW7 2AQ.
- An advocacy service, including Independent Mental Health Advocacy, for people with mental health problems at Dove House, Dove Close, London NW7 2AQ and at the Dennis Scott Unit, Edgware Community Hospital.
- Provision of advice on mental health matters by telephone, publications and the internet.
- Supervision of counsellors by psychotherapists paid on a sessional basis at both our sites.

Achievements and performance

During the year we have:

- Broadly met the service targets agreed with our commissioners.
- Achieved accreditation of the counselling service by the British Association for Counselling and Psychotherapy.
- Achieved Quality Management in Mind accreditation.
- Achieved Investors in People accreditation.
- Achieved Action for Advocacy accreditation.
- Worked on the creation of a joint mental health guide for users and carers in partnership with Barnet Carers Centre.
- Worked with partners to help tackle stigma and discrimination experienced by people experiencing mental health problems.

What we said we would do last year, and how we have performed

Last year we said we would

- *Work with the Barnet Primary Care Trust and the London Borough of Barnet to ensure that our services meet their requirements.* We met the service specifications in our contract, and we are currently working to develop new ways of working which we hope will appeal to the commissioners in their recommissioning of services.
- *Achieve the new Quality Management in Mind accreditation.* National Mind has confirmed that Mind in Barnet has achieved level two of Quality Management in Mind and therefore also achieved the Charity Commission endorsement.
- *Achieve Action for Advocacy's and Investors in People accreditation.* Both of these accreditations were achieved.
- *Tender to provide Independent Mental Health Advocacy in conjunction with Mind in Enfield and Mind in Haringey.* This tender has not yet been issued.
- *Tender to provide Independent Mental Capacity Advocacy in conjunction with Advocacy in Barnet.* We tendered for this service, but were unsuccessful.
- *Enhance our website to include information of services available to Barnet's black and minority ethnic and refugee communities in their mother tongues.* Our website has not yet been updated, but we plan to launch a new site in the current year 2011-12.
- *Further develop courses as products that clients can purchase using Direct Payments in preparation for the introduction of Individualised Budgets.* Whilst we think about how every new project will appeal to clients using Direct Payments, this has not been a priority due to the very slow allocation of Direct Payments to people with mental health problems.
- *Develop our database to store more detailed information and cover all services and provide a range of management reports.* We have introduced databases for Day Services and Advocacy.
- *Receive funding for Growing Food, Growing People partnership project from the lottery.* Our ambitious lottery application was successful, and we are currently investigating ways in which this project can be developed.
- *Build partnerships with other local Mind associations in order to participate in projects which cross borough boundaries.* Mind in Barnet is an active participant in the Mind London Directors' Network.

In addition

- We have successfully applied for funding to improve the fabric and decoration of School Way and Dove House, and to install a new computer system, from the Social Enterprise Investment Fund.
- We have achieved accreditation for our Befriending Service.
- We launched a new 'In Work Support' service, funded by Access to Work. This project is run in partnership with Hammersmith and Fulham Mind, and clients suffering from mental health problems to retain their employment.
- We gave a presentation to Mind's IMHA services to local commissioners, where Paul Farmer, the Chief Executive of National Mind, also spoke. Following this presentation we were invited to provide an IMHA service to North London Forensic services.

MIND IN BARNET

REPORT OF THE BOARD OF TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2011

- Two members of staff gained Mental Health First Aid qualifications.
- Our counselling service continues to aim to provide support for clients diagnosed with Borderline Personality Disorder low needs using Mentalization techniques.

Plans for the future

Mind in Barnet plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements. In the coming year, Barnet will be re-tendering contracts to provide Day Opportunities, and to provide Information, Advocacy, Advice and Brokerage. Mind in Barnet will be involved in submitting tenders for both of these contracts, and for the Independent Mental Health Advocacy service when this is re-tendered. Plans are also being developed to:

- Work with the Barnet Primary Care Trust and the London Borough of Barnet to ensure that our services continually develop to meet their requirements.
- Run Mental Health First Aid courses, which will qualify our trained staff to become accredited trainers. We can then market this course to other organisations.
- Launch a new website for the organisation.
- Further develop courses as products that clients can purchase using Direct Payments, and work with Barnet to facilitate the introduction of Direct Payments for people with mental health needs
- Our counselling manager is in the process of developing the provision at Mind in Barnet of two short term 17 session IAPT therapy treatments for clients with depression. She has gained funding via IAPT London to train as an Interpersonal Therapist (IPT) and a Dynamic Interpersonal Therapist (DIT), and is due to complete her training as a Dynamic Interpersonal Therapist in August. In September, she is planning to start the supervision training as a Dynamic Interpersonal Therapist. The aim is for Mind in Barnet to offer placements in both of these therapies.
- Agree the operation of the Growing Food, Growing People partnership project.
- The London Directors' Network continues to expand and to be a potential source of shared resources and knowledge, and to provide a springboard for tendering for larger contracts across areas of London which cover more than one borough. We will work to build capacity to bid for larger contracts.
- Explore options for relocating into a single central location.

Public Benefit Statement

The sections of this report above entitled "Objectives and activities" and "Achievements and performance" set out charity's objectives and reports on the activity and successes in the year to 31 March 2011 as well as explaining the plans for the current financial year. Mind in Barnet's work benefits members of public with a range of mental health issues, mainly in the London Borough of Barnet. Some services are free and for others users make a small donation based on ability to pay.

The Trustees have considered this matter and concluded that:

1. The aims of the organisation continue to be charitable;
2. The aims and the work done give identifiable benefits to the charitable sector and both indirectly and directly to individuals in need;
3. The benefits are for the public, are not unreasonably restricted in any way and not by ability to pay; and
4. There is no detriment or harm arising from the aims or activities.

Review of financial position

In 2010-11 we had an accounting surplus of £45,061 compared with a surplus of £33,042 in 2009-10.

Reserves policy

Mind in Barnet needs reserves to:

- Cover gaps between incurring expenditure and receiving the corresponding grants, particularly at certain times of the year.
- Retain the balance of funding that is not spent in the year of receipt.
- Maintain services if funding is suddenly reduced or withdrawn until new funding can be found.
- Avoid reliance on bank overdrafts, which may be recalled at any time.
- Provide for unforeseen expenditure such as building repairs.
- Pay redundancy costs if services are reduced.

MIND IN BARNET

REPORT OF THE BOARD OF TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2011

Mind in Barnet's reserves mainly consist of the value of properties at School Way and Dove House, which have been revalued this year. This cannot be used to fund current services.

A better measure of our short term reserves is the net current assets. Mind in Barnet aims to increase net current assets gradually until they reach three months' expenditure (currently £148,000).

Our reserves

At 31 March 2010 our net current assets were £27,437. This figure was increased to £35,078 as at 31 March 2011.

Risk Management

The major risks, to which Mind in Barnet is exposed, as identified by the trustees, are reviewed regularly and systems have been established to mitigate risks. These include: clinical, professional liability, health and safety, financial, premises, personnel and IT risks. We have developed a risk register and which identifies the major risks and steps taken to mitigate this, and will be reviewing this regularly in future.

Investment policy

Our cash balance is kept in the bank as working capital to provide for delays in grant payments and unexpected expenditure, and we do not have spare funds to invest.

Asset cover for funds

Our restricted funds are mainly grant payments which have been received and not yet spent. They are managed as part of an overall financial strategy and are covered by the fixed assets.

Related parties

There are no related party transactions.

Disclosure of information to auditors

Each of the trustees 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.

Auditors

In accordance with section 385 of the Companies Act 1985, a resolution proposing that HW Fisher & Company be reappointed as auditors of the company will be put to the Annual General Meeting.

On behalf of the board of Trustees

Dr H Hunter

Trustee

Dated:

MIND IN BARNET

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees, who are also the directors of Mind in Barnet for the purpose of company law, 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 for 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 in 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 proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable it 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.

MIND IN BARNET

INDEPENDENT AUDITORS' REPORT

TO THE TRUSTEES OF MIND IN BARNET

We have audited the accounts of Mind in Barnet for the year ended 31 March 2011 set out on pages 8 to 17. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' 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 its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As described on page 6, the trustees, who are also the directors of Mind in Barnet for the purposes of company law, 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) and for satisfying themselves that the charity's accounts give a true and fair view. The trustees have elected for the accounts not to be audited in accordance with the Companies Act 2006. Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, have been prepared in accordance with the Companies Act 2006, and give a true and fair view. We also report to you if, in our opinion, the information given in the Trustees' Report is not consistent with those accounts, if the charity has not kept proper accounting records, if the charity's accounts are not in agreement with those accounting records, or if we have not received all the information and explanations we require for our audit.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2011, and of its incoming resources and application of resources, including its 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 Companies Act 2006.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 1993 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the accounts; or
- the charitable company has not kept adequate accounting records; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

A G Rich (Senior Statutory Auditor)

for and on behalf of H W Fisher & Company

Chartered Accountants

Statutory Auditor

Acre House
11-15 William Road
London
NW1 3ER
United Kingdom
Dated:

MIND IN BARNET

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2011

| | Notes | Unrestricted funds £ | Restricted funds £ | Total 2011 £ | Total 2010 £ |
|---|-------|----------------------------|--------------------------|--------------------|--------------------|
| <u>Incoming resources from generated funds</u> | | | | | |
| Donations and legacies | 2 | 512,084 | 71,249 | 583,333 | 542,593 |
| Investment income | 3 | 28,333 | - | 28,333 | 30,470 |
| | | 540,417 | 71,249 | 611,666 | 573,063 |
| Incoming resources from charitable activities | 4 | 27,276 | - | 27,276 | 24,926 |
| Total incoming resources | | 567,693 | 71,249 | 638,942 | 597,989 |
| <u>Resources expended</u> | | | | | |
| Costs of generating funds | | | | | |
| Fundraising costs | 5 | - | - | - | 1,900 |
| Charitable activities | | | | | |
| Day service | | 211,170 | 19,179 | 230,349 | 217,908 |
| Befriending | | 60,751 | 3,836 | 64,587 | 61,344 |
| Counselling | | 94,452 | 9,589 | 104,041 | 97,027 |
| Information and advice | | 17,284 | 959 | 18,243 | 27,863 |
| Advocacy | | 113,235 | 1,918 | 115,153 | 108,856 |
| Book to cook | | 17,195 | 4,999 | 22,194 | 10,191 |
| Total charitable expenditure | | 514,087 | 40,480 | 554,567 | 523,361 |
| Governance costs | | 38,355 | 959 | 39,314 | 39,686 |
| Total resources expended | | 552,442 | 41,439 | 593,881 | 564,947 |
| Net incoming resources before transfers | | 15,251 | 29,810 | 45,061 | 33,042 |
| Gross transfers between funds | | 35,927 | (35,927) | - | - |
| Net incoming/(outgoing) resources | | 51,178 | (6,117) | 45,061 | 33,042 |
| Other recognised gains and losses | | | | | |
| Revaluation of tangible fixed assets | | 451,302 | - | 451,302 | - |
| Net movement in funds | | 502,480 | (6,117) | 496,363 | 33,042 |
| Fund balances at 1 April 2010 | | 765,881 | 13,977 | 779,858 | 746,818 |
| Fund balances at 31 March 2011 | | 1,268,361 | 7,860 | 1,276,221 | 779,860 |

MIND IN BARNET

SUMMARY INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2011

| | 2011 | 2010 |
|-------------------------------------|---------------|---------------|
| | £ | £ |
| Total income | 638,942 | 597,989 |
| Total expenditure from income funds | 593,881 | 564,947 |
| Net income for the year | <u>45,061</u> | <u>33,042</u> |

The summary income and expenditure account is derived from the statement of financial activities on page 8 which, together with the notes on pages 11 to 17, provides full information on the movements during the year on all funds of the charity.

STATEMENT OF RECOGNISED GAINS AND LOSSES

| | | |
|---|----------------|---------------|
| Net income for the year | 45,061 | 33,042 |
| Revaluation of tangible fixed assets held by income funds | 451,302 | - |
| | <u>496,363</u> | <u>33,042</u> |

MIND IN BARNET**BALANCE SHEET****AS AT 31 MARCH 2011**

| | Notes | 2011 £ | £ | 2010 £ | £ |
|--|-------|-----------|-----------|-----------|----------|
| Fixed assets | | | | | |
| Tangible assets | 9 | | 1,277,909 | | 809,989 |
| Current assets | | | | | |
| Debtors | 10 | 18,636 | | 18,752 | |
| Cash at bank and in hand | | 89,753 | | 71,952 | |
| | | | 108,389 | | 90,704 |
| Creditors: amounts falling due within one year | 11 | (73,311) | | (63,267) | |
| Net current assets | | | 35,078 | | 27,437 |
| Total assets less current liabilities | | | 1,312,987 | | 837,426 |
| Creditors: amounts falling due after more than one year | 12 | | (36,766) | | (57,566) |
| Net assets | | | 1,276,221 | | 779,860 |
| Income funds | | | | | |
| Restricted funds | 14 | | 7,860 | | 13,977 |
| Unrestricted funds | | | | | |
| Unrestricted income funds | | 662,059 | | 610,883 | |
| Revaluation reserve | | 606,302 | | 155,000 | |
| | | | 1,268,361 | | 765,883 |
| | | | 1,276,221 | | 779,860 |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2011, although an audit has been carried out under section 43 of the Charities Act 1993. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and if its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on

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Dr H Hunter

Trustee

MIND IN BARNET

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2011

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention modified to include the revaluation of certain fixed assets.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

Voluntary income, income from charitable activities and investment income are recognised in the Statement of Financial Activities upon receipt.

The charity entered into a lease contract with the London Borough of Barnet, providing the charity with receipt of a lease premium of £90,000. This is being released to the Statement of Financial Activities on a straight line basis over the period of the lease.

The charity has been receiving rental income on freehold property in excess of market value, to provide security on a mortgage over the property. The premium is being treated as deferred income and will be released to the Statement of Financial Activities over the remaining period of the lease once the mortgage is fully repaid and rental income reduces.

1.3 Resources expended

Charitable expenditure comprises all expenditure directly relating to the objectives of the charity.

Governance costs include audit costs, legal costs and any other costs associated with the constitutional and statutory requirements of the charity.

The amounts disclosed under each charitable activity comprise those costs which are directly attributable to that category together with an apportionment of support costs. Support costs are those costs that are not directly attributable to a single activity but provide the necessary organisational support for all of the charity's activities.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life, as follows:

Freehold land is not depreciated

Freehold buildings 2% straight line (buildings only)

Computer equipment 25% reducing balance

Fixtures and fittings 10% reducing balance

Land and buildings include a upwards revaluation of £606,302. The charity has adopted a policy of depreciation on the building element of freehold properties and the revalued amount has been depreciated accordingly.

1.5 Accumulated funds

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

MIND IN BARNET

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2011

2 Donations and legacies

| | Unrestricted funds £ | Restricted funds £ | Total 2011 £ | Total 2010 £ |
|---------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Donations and gifts | 18,697 | - | 18,697 | 7,329 |
| Grants receivable for core activities | 493,387 | 71,249 | 564,636 | 535,264 |
| | <u>512,084</u> | <u>71,249</u> | <u>583,333</u> | <u>542,593</u> |

Grants receivable for core activities

Unrestricted funds:

London Borough of Barnet

Barnet PCT

Awards for All

211,682

218,228

279,445

297,036

2,260

20,000

564,636

535,264

3 Investment income

| | 2011 £ | 2010 £ |
|---------------|---------------|---------------|
| Rental income | 28,333 | 30,470 |
| | <u>28,333</u> | <u>30,470</u> |

4 Incoming resources from charitable activities

| | 2011 £ | 2010 £ |
|------------------|---------------|---------------|
| Day service | 2,827 | 2,465 |
| Counselling fees | 24,449 | 22,461 |
| | <u>27,276</u> | <u>24,926</u> |

MIND IN BARNET

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2011

5 Total resources expended

| | Staff costs £ | Depreciation £ | Other premises £ | Other costs £ | Total 2011 £ | Total 2010 £ |
|----------------------------------|---------------------|-------------------|------------------------|---------------------|--------------------|--------------------|
| Costs of generating funds | | | | | | |
| Fundraising costs | - | - | - | - | - | 1,900 |
| Charitable activities | | | | | | |
| <u>Day service</u> | | | | | | |
| Activities undertaken directly | 120,729 | - | - | 8,375 | 129,104 | 134,538 |
| Support costs | 29,031 | 13,288 | 33,921 | 25,005 | 101,245 | 83,370 |
| Total | 149,760 | 13,288 | 33,921 | 33,380 | 230,349 | 217,908 |
| <u>Befriending</u> | | | | | | |
| Activities undertaken directly | 29,893 | - | - | 592 | 30,485 | 30,749 |
| Support costs | 17,159 | 2,658 | 6,784 | 7,501 | 34,102 | 30,595 |
| Total | 47,052 | 2,658 | 6,784 | 8,093 | 64,587 | 61,344 |
| <u>Counselling</u> | | | | | | |
| Activities undertaken directly | 36,193 | - | - | 10,398 | 46,591 | 47,531 |
| Support costs | 27,595 | 6,644 | 16,960 | 6,251 | 57,450 | 49,496 |
| Total | 63,788 | 6,644 | 16,960 | 16,649 | 104,041 | 97,027 |
| <u>Information and advice</u> | | | | | | |
| Support costs | 13,382 | 665 | 1,696 | 2,500 | 18,243 | 17,486 |
| Total | 13,382 | 665 | 1,696 | 2,500 | 18,243 | 17,486 |
| <u>Advocacy</u> | | | | | | |
| Activities undertaken directly | 80,736 | - | - | 4,429 | 85,165 | 80,038 |
| Support costs | 12,808 | 1,328 | 1,474 | 14,378 | 29,988 | 28,990 |
| Total | 93,544 | 1,328 | 1,474 | 18,807 | 115,153 | 109,028 |
| <u>Book to cook</u> | | | | | | |
| Activities undertaken directly | - | - | - | 581 | 581 | 12,074 |
| Support costs | - | - | 19,113 | 2,500 | 21,613 | 8,494 |
| Total | - | - | 19,113 | 3,081 | 22,194 | 20,568 |
| | 378,826 | 25,911 | 79,948 | 69,882 | 554,567 | 523,361 |
| Governance costs | 7,583 | 1,137 | - | 30,594 | 39,314 | 39,686 |
| | 386,409 | 27,048 | 79,948 | 100,476 | 593,881 | 564,947 |

MIND IN BARNET

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2011

6 Governance costs

| | 2011 | 2010 |
|-----------------------------|---------------|---------------|
| | £ | £ |
| Legal and professional fees | 5,321 | 7,287 |
| Audit and accountancy fees | 19,191 | 19,127 |
| Other costs | 14,802 | 13,272 |
| | <u>39,314</u> | <u>39,686</u> |

Audit accountancy fees include payments to the auditors of £4,960 (2010: £4,725) for audit fees and £14,231 (2010: £14,402) for non-audit services.

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

8 Employees

Number of employees

The average monthly number of employees during the year was:

| | 2011 | 2010 |
|-----------------|-----------|-----------|
| | Number | Number |
| Direct services | 24 | 25 |
| Administration | 2 | 2 |
| | <u>26</u> | <u>27</u> |

Employment costs

| | 2011 | 2010 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Wages and salaries | 359,303 | 362,067 |
| Social security costs | 25,274 | 27,715 |
| Other pension costs | 1,832 | 1,653 |
| | <u>386,409</u> | <u>391,435</u> |

There were no employees whose annual emoluments were £60,000 or more.

MIND IN BARNET

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2011

9 Tangible fixed assets

| | Land and buildings | Computer equipment | Fixtures and fittings | Total |
|--------------------------|-----------------------|-----------------------|--------------------------|------------------|
| | £ | £ | £ | £ |
| Cost or valuation | | | | |
| At 1 April 2010 | 798,992 | 20,201 | 125,937 | 945,130 |
| Additions | - | 33,067 | 10,599 | 43,666 |
| Revaluation | 426,008 | - | - | 426,008 |
| At 31 March 2011 | 1,225,000 | 53,268 | 136,536 | 1,414,804 |
| Depreciation | | | | |
| At 1 April 2010 | 25,294 | 18,368 | 91,479 | 135,141 |
| Revaluation | (25,294) | - | - | (25,294) |
| Charge for the year | 18,327 | 3,872 | 4,849 | 27,048 |
| At 31 March 2011 | 18,327 | 22,240 | 96,328 | 136,895 |
| Net book value | | | | |
| At 31 March 2011 | 1,206,673 | 31,028 | 40,208 | 1,277,909 |
| At 31 March 2010 | 773,698 | 1,833 | 34,458 | 809,989 |

The freehold properties were revalued in July 2010 by Jeremy Leaf & Co, Chartered Surveyors. Their valuation was prepared with regard to the requirements of s36 of the Charities Act and as laid down by Statutory Instrument 1992 No 2980 of The Charities (Qualified Surveyors' Report) Regulations 1992.

10 Debtors

| | 2011 | 2010 |
|--------------------------------|---------------|---------------|
| | £ | £ |
| Other debtors | 14,950 | 12,709 |
| Prepayments and accrued income | 3,686 | 6,043 |
| | 18,636 | 18,752 |

MIND IN BARNET

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2011

| | | | |
|-----------|--|----------------------|----------------------|
| 11 | Creditors: amounts falling due within one year | 2011 | 2010 |
| | | £ | £ |
| | Taxes and social security costs | 8,282 | 8,056 |
| | Other creditors | 37,071 | 19,038 |
| | Accruals | 27,958 | 36,173 |
| | | <u>73,311</u> | <u>63,267</u> |
| | | <u><u>73,311</u></u> | <u><u>63,267</u></u> |
| | | | |
| 12 | Creditors: amounts falling due after more than one year | 2011 | 2010 |
| | | £ | £ |
| | Deferred income | 36,766 | 57,566 |
| | | <u>36,766</u> | <u>57,566</u> |
| | | <u><u>36,766</u></u> | <u><u>57,566</u></u> |
| | | | |
| 13 | Pension and other post-retirement benefit commitments | | |
| | Defined contribution | | |
| | | 2011 | 2010 |
| | | £ | £ |
| | Contributions payable by the company for the year | 1,832 | 1,653 |
| | | <u>1,832</u> | <u>1,653</u> |
| | | <u><u>1,832</u></u> | <u><u>1,653</u></u> |

MIND IN BARNET

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2011

14 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:

| | Movement in funds | | | | |
|-----------------------------------|----------------------------|-----------------------|-----------------------|-----------------|-----------------------------|
| | Balance at 1 April 2010 | Incoming resources | Resources expended | Transfers | Balance at 31 March 2011 |
| | £ | £ | £ | £ | £ |
| Social Enterprise Investment Fund | - | 68,168 | (27,668) | (32,640) | 7,860 |
| The Clothworkers' Foundation | 13,977 | - | (10,690) | (3,287) | - |
| Book to Cook | - | 3,081 | (3,081) | - | - |
| | <u>13,977</u> | <u>71,249</u> | <u>(41,439)</u> | <u>(35,927)</u> | <u>7,860</u> |

The monies received from the Clockworkers' Foundation and the Social Enterprise Investment Fund relate to the refurbishment of the day centre and was distributed amongst the charitable activities within the Charity. Monies transferred to the Unrestricted Fund relate to capital expenditure.

The Book to Cook Restricted Fund was previously held in a restricted fund from the Mayor of Barnet's Appeal this was expensed during the year.

15 Analysis of net assets between funds

| | Unrestricted funds | Restricted funds | Total |
|---|-----------------------|------------------|-------------------------|
| | £ | £ | £ |
| Fund balances at 31 March 2011 are represented by: | | | |
| Tangible fixed assets | 1,277,909 | - | 1,277,909 |
| Current assets | 100,529 | 7,860 | 108,389 |
| Creditors: amounts falling due within one year | (73,311) | - | (73,311) |
| Creditors: amounts falling due after more than one year | (36,766) | - | (36,766) |
| | <u>1,268,361</u> | <u>7,860</u> | <u>1,276,221</u> |
| Unrealised gains included above: | | | |
| On tangible fixed assets | 606,302 | - | 606,302 |
| | <u>606,302</u> | <u>-</u> | <u>606,302</u> |
| Reconciliation of movements in unrealised gains | | | |
| Unrealised gains at 1 April 2010 | 155,000 | - | 155,000 |
| Net gains on revaluations in year | 451,302 | - | 451,302 |
| | <u>606,302</u> | <u>-</u> | <u>606,302</u> |