**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 2012

# MIND IN BARNET

## LEGAL AND ADMINISTRATIVE INFORMATION

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

# MIND IN BARNET

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# MIND IN BARNET

## REPORT OF THE BOARD OF TRUSTEES

## FOR THE YEAR ENDED 31 MARCH 2012

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The Board of Trustees present their report and accounts for the year ended 31 March 2012.

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 Mashfiqul Alam (until 3/1/12)
Mr William Blass
Mr Greg Coates (from 19/7/11)
Mr Brendan Darrer BSc MSc
Mrs Ann Elliott BSc Dip SW
Ms Ngozi Sarah Fofah UKCP Psychotherapist
Cllr Joanna Tambourides

Mrs Jenny Manson MA was appointed a trustee on 27/4/12.

**Company Secretary**

Mrs Christina Meacham BA MSc MBA

**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:

- 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.
- 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:

- Met the service targets agreed with our commissioners.
- Maintained accreditation of the counselling service by the British Association for Counselling and Psychotherapy.
- Achieved Quality Management in Mind accreditation level 2.
- Started a new Advocacy contract under a borough wide contract awarded to Barnet Centre for Independent Living
- Worked with partners to help tackle stigma and discrimination experienced by people experiencing mental health problems.
- Developed our plan to relocate to one more central location.

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

Last year we said we would

- *Be involved in submitting tenders for Day Services, and for the Independent Mental Health Advocacy service when this is re-tendered.*
  Barnet delayed their tendering of the Day Services contract, so this submission will fall into the 2012-13 financial year. They have also maintained the current IMHA service.
- *Work with the Barnet Primary Care Trust and the London Borough of Barnet to ensure that our services continually develop to meet their requirements.*
  All of our services have developed significantly over the past year. We have introduced a range of new community and in-house activities in our day services, have developed DIT and IPT provision in Counselling, and successfully obtained new funding for our generic Advocacy.
- *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.*
  Our staff are now qualified MHFA trainers, and we have successfully marketed this course to a number of organisations.
- *Launch a new website for the organisation.*
  Work on the organisation's relocation has delayed this launch, However, at the time of writing this report, the website has been developed and is ready to be launched!
- *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*
  There is still a shortage of people who have been approved for Direct Payments, and we are working with Barnet to try to establish how they are rolling out this system.
- *Develop the Counselling service to work with clients who have Borderline Personality Disorder, low needs.*
  We are continuing to assess and provide counselling for clients who present with a diagnosis of Borderline Personality Disorder.
- *Agree the operation of the Growing Food, Growing People partnership project.*
  Unfortunately our partner organisation decided to withdraw from this project.
- *Develop our counselling service further, to include Dynamic Interpersonal Therapy.*
  We are providing a limited Dynamic Interpersonal Therapy service.
- *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.*
  The LDN continues to be an invaluable resource for developing projects across the capital, and across more than one borough.
- *Explore options for relocating into a single central location.*
  We have purchased a large property (Harwood, 55 Christchurch Avenue, London N12 0DG) from the London Borough of Barnet, and have sold Dove House and School Way. We are renting School Way back from the purchaser until the builders have finished an exciting redevelopment of our new property.

**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. Mind in Barnet will be involved in submitting a tender for this contract. 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.
- Continue to market Mental Health First Aid courses, which we have already sold successfully to some external organisations.
- Launch our new website.
- Continue to work with Barnet to facilitate the introduction of Direct Payments for people with mental health needs
- Raise new income streams to help with our relocation
- Relocate into our new premises
- Develop a new residential project at the rear of the new premises, when finances allow.

**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 2011-12 we had an accounting surplus of £177,457 compared with a surplus of £45,061 in 2010-11. The majority of this reflects the realisation of the surplus and deferred income on the sales of Dove House and School Way. It has been earmarked for the major refurbishment and extension of Harwood.

**Post balance sheet events**

On 15/5/12 Mind in Barnet entered into a contract with Bendev Construction Company for £429,974 plus VAT to refurbish and extend Harwood.

**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.

A 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 £130,000).

**Our reserves**

At 31 March 2012 our net current assets were £513,481. This figure includes the net capital receipts of some £432,000 from the sales of Dove House and School Way less the purchase of Harwood. This will be used to finance a major refurbishment and extension of Harwood, and cannot be used to fund current services.

**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 normally 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: 2 July 2012

# 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 2012 set out on pages 8 to 18. 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 144 of the Charities Act 2011 and regulations made under section 154 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 explained more fully in the Trustees' Responsibilities Statement on page 6, the members ofthe trustees, who are also the directors of the charitable company for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

The trustees have elected for the accounts to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**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 2012, 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 2011 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.

**Andrew 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: 9 July 2012

H W Fisher & Company is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

# MIND IN BARNET

## STATEMENT OF FINANCIAL ACTIVITIES

## *FOR THE YEAR ENDED 31 MARCH 2012*

| | Notes | Unrestricted funds £ | Restricted funds £ | Total 2012 £ | Total 2011 £ |
|---|---|---|---|---|---|
| **Incoming resources from generated funds** | | | | | |
| Donations and legacies | 2 | **505,089** | **-** | **505,089** | 569,306 |
| Investment income | 3 | **64,453** | **-** | **64,453** | 28,333 |
| | | **569,542** | **-** | **569,542** | 597,639 |
| Incoming resources from charitable activities | 4 | **46,634** | **-** | **46,634** | 41,303 |
| Other incoming resources | 5 | **82,493** | **-** | **82,493** | - |
| **Total incoming resources** | | **698,669** | **-** | **698,669** | 638,942 |
| **Resources expended** | 6 | | | | |
| **Costs of generating funds** | | | | | |
| Fundraising costs | | **1,500** | **-** | **1,500** | - |
| **Charitable activities** | | | | | |
| Day service | | **183,842** | **-** | **183,842** | 230,349 |
| Befriending | | **57,745** | **-** | **57,745** | 64,587 |
| Counselling | | **92,578** | **-** | **92,578** | 104,041 |
| Information and advice | | **16,313** | **-** | **16,313** | 18,243 |
| Advocacy | | **110,119** | **-** | **110,119** | 115,153 |
| Book to cook | | **15,204** | **-** | **15,204** | 22,194 |
| **Total charitable expenditure** | | **475,801** | **-** | **475,801** | 554,567 |
| Governance costs | | **43,911** | **-** | **43,911** | 39,314 |
| **Total resources expended** | | **521,212** | **-** | **521,212** | 593,881 |
| **Net incoming resources** | | **177,457** | **-** | **177,457** | 45,061 |
| **Other recognised gains and losses** | | | | | |
| Revaluation of tangible fixed assets | | **-** | **-** | **-** | 451,302 |
| **Net movement in funds** | | **177,457** | **-** | **177,457** | 496,363 |
| Fund balances at 1 April 2011 | | **1,268,361** | **7,860** | **1,276,221** | 779,858 |
| **Fund balances at 31 March 2012** | | **1,445,818** | **7,860** | **1,453,678** | 1,276,221 |

# MIND IN BARNET

## SUMMARY INCOME AND EXPENDITURE ACCOUNT

## *FOR THE YEAR ENDED 31 MARCH 2012*

| | **2012** | 2011 |
|---|---|---|
| | **£** | £ |
| Total income | **698,669** | 638,942 |
| Total expenditure from income funds | **521,212** | 593,881 |
| **Net income for the year** | **177,457** | 45,061 |

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 18, 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** | **177,457** | 45,061 |
| Revaluation of tangible fixed assets held by income funds | **-** | 451,302 |
| | **177,457** | 496,363 |

# MIND IN BARNET

## BALANCE SHEET

## *AS AT 31 MARCH 2012*

| | Notes | 2012 £ | 2012 £ | 2011 £ | 2011 £ |
|---|---|---|---|---|---|
| **Fixed assets** | | | | | |
| Tangible assets | **10** | | **940,197** | | 1,277,909 |
| **Current assets** | | | | | |
| Debtors | **11** | **456,603** | | 18,636 | |
| Cash at bank and in hand | | **86,259** | | 89,753 | |
| | | **542,862** | | 108,389 | |
| **Creditors: amounts falling due within one year** | **12** | **(29,381)** | | (73,311) | |
| **Net current assets** | | | **513,481** | | 35,078 |
| **Total assets less current liabilities** | | | **1,453,678** | | 1,312,987 |
| **Creditors: amounts falling due after more than one year** | **13** | | **-** | | (36,766) |
| **Net assets** | | | **1,453,678** | | 1,276,221 |
| **Income funds** | | | | | |
| Restricted funds | **15** | | **7,860** | | 7,860 |
| Unrestricted funds | | | | | |
| Unrestricted income funds | | **1,445,818** | | 662,059 | |
| Revaluation reserve | | **-** | | 606,302 | |
| | | | **1,445,818** | | 1,268,361 |
| | | | **1,453,678** | | 1,276,221 |

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 2012, 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 2 July 2012

Dr H Hunter
**Trustee**

## 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 was being released to the Statement of Finanial Activities on a straight line basis over the period of the lease, following the disposal of the property during the year, the lease has been terminated and the remaining amount has been fully released to Statement of Financial Activities.

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 had been treated as deferred income and released to the Statement of Financial Activities over the term of the lease, but following the disposal of the property during the year, the lease premium has been released in full to the Statement of Financial Activities.

### 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 |

### 1.5 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

### 1.6 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.

## 2 Donations and legacies

| | 2012 £ | 2011 £ |
|---|---|---|
| Donations and gifts | **56,072** | 18,697 |
| Grants receivable for core activities | **449,017** | 550,609 |
| | **505,089** | 569,306 |

| | | |
|---|---|---|
| **Grants receivable for core activities** | | |
| Unrestricted funds: | | |
| London Borough of Barnet | **184,163** | 211,682 |
| Barnet PCT | **264,854** | 265,418 |
| Awards for All | **-** | 2,260 |
| | **449,017** | 493,387 |

## 3 Investment income

| | 2012 £ | 2011 £ |
|---|---|---|
| Rental income | **64,453** | 28,333 |

## 4 Incoming resources from charitable activities

| | 2012 £ | 2011 £ |
|---|---|---|
| Day service | **5,935** | 5,223 |
| Book to cook | **4,299** | 3,081 |
| Counselling fees | **23,500** | 24,449 |
| In work support | **11,400** | 8,550 |
| Training | **1,500** | - |
| | **46,634** | 41,303 |

**5 Other incoming resources**

| | **2012** | 2011 |
|---|---|---|
| | **£** | £ |
| Net gain on disposal of fixed assets | **82,493** | - |

**6 Total resources expended**

| | Staff costs | Depreciation | Other premises | Other costs | Total 2012 | Total 2011 |
|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ |
| **Costs of generating funds** | | | | | | |
| Fundraising costs | **1,500** | **-** | **-** | **-** | **1,500** | - |
| **Charitable activities** | | | | | | |
| Day service | | | | | | |
| Activities undertaken directly | 105,264 | - | - | 2,697 | 107,961 | 129,104 |
| Support costs | 29,357 | 6,034 | 21,149 | 19,341 | 75,881 | 101,245 |
| Total | 134,621 | 6,034 | 21,149 | 22,038 | 183,842 | 230,349 |
| Befriending | | | | | | |
| Activities undertaken directly | 28,935 | - | - | 437 | 29,372 | 30,485 |
| Support costs | 17,134 | 1,207 | 4,230 | 5,802 | 28,373 | 34,102 |
| Total | 46,069 | 1,207 | 4,230 | 6,239 | 57,745 | 64,587 |
| Counselling | | | | | | |
| Activities undertaken directly | 36,754 | - | - | 10,393 | 47,147 | 46,591 |
| Support costs | 27,003 | 3,017 | 10,575 | 4,836 | 45,431 | 57,450 |
| Total | 63,757 | 3,017 | 10,575 | 15,229 | 92,578 | 104,041 |
| Information and advice | | | | | | |
| Support costs | 13,019 | 302 | 1,058 | 1,934 | 16,313 | 18,243 |
| Total | 13,019 | 302 | 1,058 | 1,934 | 16,313 | 18,243 |
| Advocacy | | | | | | |
| Activities undertaken directly | 80,690 | - | - | 2,731 | 83,421 | 85,165 |
| Support costs | 12,859 | 603 | 2,115 | 11,121 | 26,698 | 29,988 |
| Total | 93,549 | 603 | 2,115 | 13,852 | 110,119 | 115,153 |
| Book to cook | | | | | | |
| Activities undertaken directly | 4,742 | - | - | 2,755 | 7,497 | 581 |
| Support costs | 3,055 | 603 | 2,115 | 1,934 | 7,707 | 21,613 |
| Total | 7,797 | 603 | 2,115 | 4,689 | 15,204 | 22,194 |
| | **358,812** | **11,766** | **41,242** | **63,981** | **475,801** | 554,567 |
| **Governance costs** | **7,657** | **302** | **1,057** | **34,895** | **43,911** | 39,314 |
| | **367,969** | **12,068** | **42,299** | **98,876** | **521,212** | 593,881 |

## 7 Governance costs

| | **2012** | 2011 |
|---|---|---|
| | **£** | £ |
| Legal and professional fees | 3,438 | 5,321 |
| Audit and accountancy fees | 17,986 | 19,191 |
| Other costs | 22,487 | 14,802 |
| | **43,911** | 39,314 |

Audit and accountancy fees include payments to the auditors of £4,960 (2011: £4,960) for audit fees and £13,026 (2011: £14,231) for non-audit services.

## 8 Trustees

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

## 9 Employees

**Number of employees**

The average monthly number of employees during the year was:

| | **2012** | 2011 |
|---|---|---|
| | **Number** | Number |
| Direct services | **24** | 24 |
| Administration | **2** | 2 |
| | **26** | 26 |

| **Employment costs** | **2012** | 2011 |
|---|---|---|
| | **£** | £ |
| Wages and salaries | **337,862** | 359,303 |
| Social security costs | **25,409** | 25,274 |
| Other pension costs | **4,698** | 1,832 |
| | **367,969** | 386,409 |

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

## 10 Tangible fixed assets

| | Land and buildings | Computer equipment | Fixtures and fittings | Total |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Cost or valuation** | | | | |
| At 1 April 2011 | 1,225,000 | 53,268 | 136,536 | 1,414,804 |
| Additions | 881,029 | - | - | 881,029 |
| Disposals | (1,225,000) | - | - | (1,225,000) |
| **At 31 March 2012** | **881,029** | **53,268** | **136,536** | **1,070,833** |
| **Depreciation** | | | | |
| At 1 April 2011 | 18,327 | 22,240 | 96,328 | 136,895 |
| On disposals | (18,327) | - | - | (18,327) |
| Charge for the year | - | 7,761 | 4,307 | 12,068 |
| **At 31 March 2012** | **-** | **30,001** | **100,635** | **130,636** |
| **Net book value** | | | | |
| **At 31 March 2012** | **881,029** | **23,267** | **35,901** | **940,197** |
| At 31 March 2011 | 1,206,673 | 31,028 | 40,208 | 1,277,909 |

## 11 Debtors

| | 2012 | 2011 |
|---|---|---|
| | £ | £ |
| Other debtors | **443,392** | 14,950 |
| Prepayments and accrued income | **13,211** | 3,686 |
| | **456,603** | 18,636 |

## 12 Creditors: amounts falling due within one year

| | 2012 | 2011 |
|---|---|---|
| | £ | £ |
| Taxes and social security costs | **7,278** | 8,282 |
| Other creditors | **8,190** | 37,071 |
| Accruals | **13,913** | 27,958 |
| | **29,381** | 73,311 |

**13 Creditors: amounts falling due after more than one year**

| | 2012 | 2011 |
|---|---|---|
| | £ | £ |
| Deferred income | - | 36,766 |

**14 Pension and other post-retirement benefit commitments**

**Defined contribution**

| | 2012 | 2011 |
|---|---|---|
| | £ | £ |
| Contributions payable by the company for the year | 4,698 | 1,832 |

**15 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 2011 | Incoming resources | Resources expended | Balance at 31 March 2012 |
| | £ | £ | £ | £ |
| Social Enterprise Investment Fund | 7,860 | - | - | **7,860** |
| | 7,860 | - | - | **7,860** |

The monies received from the Social Enterprise Investment Fund relate to the refurbishment of the day centre.

## 16 Analysis of net assets between funds

| | Unrestricted funds | Restricted funds | Total |
|---|---|---|---|
| | £ | £ | £ |
| Fund balances at 31 March 2012 are represented by: | | | |
| Tangible fixed assets | 940,197 | - | **940,197** |
| Current assets | 535,002 | 7,860 | **542,862** |
| Creditors: amounts falling due within one year | (29,381) | - | **(29,381)** |
| | 1,445,818 | 7,860 | **1,453,678** |

| | | | |
|---|---|---|---|
| Reconciliation of movements in unrealised gains | | | |
| Unrealised gains at 1 April 2011 | 606,302 | - | 606,302 |
| In respect of disposals in year | (606,302) | - | (606,302) |
| Unrealised gains at 31 March 2012 | - | - | - |

## 17 Commitments under operating leases

At 31 March 2012 the company had annual commitments under non-cancellable operating leases as follows:

| | Land and buildings | | Other | |
|---|---|---|---|---|
| | **2012** | 2011 | **2012** | 2011 |
| | £ | £ | £ | £ |
| Expiry date: | | | | |
| Within one year | **12,000** | - | **-** | - |
| Between two and five years | **-** | - | **4,060** | - |
| | **12,000** | - | **4,060** | - |

## 18 Post balance sheet events

On 15/5/12 Mind in Barnet entered into a contract with Bendev Construction Company for £429,974 plus VAT to refurbish and extend Harwood.