

REGISTERED COMPANY NUMBER: 03719792 (England and Wales)
REGISTERED CHARITY NUMBER: 1076791

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2015
for
MIND in Kingston

Mary Ryan t/a Ark Accountancy
Chartered Certified Accountant &
Statutory Auditor
31 Cheam Road
Ewell
Epsom
Surrey
KT17 1QX

MIND in Kingston

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for the Year Ended 31 March 2015

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MIND in Kingston

Report of the Trustees
for the Year Ended 31 March 2015

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03719792 (England and Wales)

Registered Charity number
1076791

Registered office
Siddeley House
50 Canbury Park Road
Kingston upon Thames
Surrey
KT2 6LX

Trustees

| | |
|--------------------|--|
| Mrs J Butterworth | Retired |
| Mrs W Hamilton | Accountant - resigned 1.10.15 |
| Mr W N Ritchie | Project & consultancy - resigned 10.9.14 |
| Mr S R Dannreuther | adviser |
| Mrs M F Corry | Retired |
| Miss S A Forse | Psychotherapist |
| Miss S A Bellino | Student - Chair of Trustees |
| | PA to the Treasury |

Senior Statutory Auditor
Mary E Ryan FCCA

Auditors

Mary Ryan t/a Ark Accountancy
Chartered Certified Accountant &
Statutory Auditor
31 Cheam Road
Ewell
Epsom
Surrey
KT17 1QX

General Manager
Miss Joanne Chinnery (resigned 31.3.15)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a registered charity and company limited by guarantee established under a Memorandum of Association and operating under its Articles of Association. It was incorporated on 25 February 1999.

MIND in Kingston

Report of the Trustees for the Year Ended 31 March 2015

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purpose of charity law. At every AGM one third of the directors retire by rotation and may offer themselves up for re-election.

The directors are continually looking to recruit new Trustees to broaden the range of skills, cultures and life experiences represented on the board and to this end have a permanent advertisement on the Mind in Kingston website. In order to address any imbalances in diversity and ensure a comprehensive range of skills and experience amongst our Trustees, we will on occasion approach specific individuals. There are no provisions for any outside agency to appoint trustees to the board.

Induction and training of new trustees

All potential new trustees are invited to meet the Board where an informal interview is conducted focussing on the individual's special interests and expertise. They then have a personal interview with the general manager. Then visits to the Charity's services are arranged.

Organisational structure

The Charity is managed by a full time, paid General Manager who is responsible for 16 staff, two of whom are full time with the remainder being part time. This includes the Deputy Manager who is the line manager for 3 staff. Staff in the Drop-in Cafés, are supervised by the Café manager at the Star and three supervisors for the Bridge. The Board meets at least every six weeks to consider reports by the General Manager, who is supervised by the Chair between Board meetings. There are two Sub-committees which support the work of the Board. The Finance Sub-committee meets a minimum of twice a year to monitor the financial activities of the charity and to provide specific advice to the Board when required. Its membership consists of the Treasurer, Chair and General Manager. The Staffing and Projects Sub-committee meets on a six-weekly basis. The Sub-committee comprises three members of the Board, one of whom acts as Chair and the General Manager with the Deputy Manager and the Service User Involvement Officer. There are clear terms of reference that includes monitoring staffing and projects, quality assurance, employment policies and procedures and recruitment, and requests for small grants.

Wider network

This includes the Royal Borough of Kingston, NHS Kingston, South West London & St George's Mental Health NHS Trust, Tolworth Hospital, Balance Community Interest Company (C.I.C.), Kingston Voluntary Action, Kingston Advocacy Group, the Fircroft Trust, other local mental health groups, the CCG (Clinical Commissioning Group), local community groups (e.g. Kingston University, heritage2health, churches and faith groups), schools and local libraries and GP's.

Related parties

MIND in Kingston is a registered charity affiliated to National MIND.

Risk management

Risk assessment is carried out by the Board of Trustees in relation to the scale and likelihood of risks to which the charity is exposed, both in the short term within its annual budgetary review and longer term by the monitoring and revision of its strategy. These include:

Risks to funding

Risks arising from employment of staff and volunteers

Operational risks

Internal risks are minimised by procedures for authorising expenditure against approved budgets and regular financial monitoring by the Board, which receives reports on individual incidents, together with management reviews of operational policies and procedures and proposals for improvements in operational practices and services.

External insurance is sought against insurable risks, and financial reserves maintained against contingencies in addition to reserves maintained for designated projects.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objects are to promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental disorder or conditions of emotional or mental distress requiring advice or treatment within an area centred on the Royal Borough of Kingston Upon Thames in association with the charity MIND and in accordance with the aims and objects of the charity MIND.

OBJECTIVES AND ACTIVITIES

Significant activities

In more detail, the core objectives of the charity are: to provide advice and information regarding mental health and mental distress to enable people experiencing, or who have experienced, mental distress to reach their potential within the community; to enable people with mental health problems to achieve accommodation according to their needs and to live as independently as possible in the community; to contribute and collaborate with statutory and voluntary agencies to improve and develop services for those experiencing mental distress and respond to identified needs. These are underpinned by MIND in Kingston's core values and principles; to ensure the involvement of service users in the development and improvement of services, ensure their views and those of their carers are taken into account and to ensure that service users are treated with respect and dignity at all times. These objectives are achieved through a variety of activities, centred in Kingston as follows:

User Involvement Service:

This service encompasses several different aspects of service users' inclusion in the decision making process, e.g. regular forums for discussion that include Patients' and Residents' Councils, Public Meetings and other service user forums assisting service users and establishing new services developed and led by service users such as 'The Art and Music for the Mind festival'. The service User involvement officers offer support to those employed in the drop in cafés who have a mental health diagnosis, discussing professional boundaries and training needs.. A quarterly newsletter is distributed to all interested parties and is available at a range of different and accessible locations in the borough. This service is coordinated through the User Involvement Service Worker.

Floating Support:

This service enables people to live independently in the community in a range of different accommodation options that include shared homes and individual accommodation. MIND in Kingston also provides an outreach service to people living in their own accommodation (Floating Support). Practical and emotional support is given to enable individuals to maintain and improve their quality of life. Our partners are registered social landlords and we work closely with the Supporting People Team in the Borough.

Drop in Cafés:

The aim of the two drop-in cafés is to support people out of hours and promote social inclusion by the provision of low cost nutritious meals, non intrusive and non stigmatising support. The cafés are open in the evening and weekends when other non crisis services are closed. There are themed evenings (e.g. bingo, LGBT, film nights) as well as regular groups such as Art and Drama workshops. The well being Wednesdays are a permanent fixture to the café service, offering a rolling programme of courses and workshops which are offered on bookable terms.

Mental Health Awareness: The aim is to combat stigma by providing, through education, an understanding of the issues faced by those experiencing mental distress, and for participants to take this information and understanding back into their lives. This service for schools and local groups is free of charge.

Acute Recreation Service: This service provides arts and crafts groups in an acute psychiatric ward. Sessions are held in the evenings, twice a week.

Small Grants for Service Users: This service provides for small grants up to a maximum of £100 for individuals where statutory assistance is not available. We have supported people to purchase essential items such as fridges and cookers as well as financial assistance for various training courses.

Outreach Information Stall: This stall is set up at various locations in the Borough and provides information to the general public on Mental Health and Support Available.

Telephone Service: We provide telephone advice that signposts individuals to organisations which may be suitable to their needs, as well as offering a listening ear to those in distress, or who may want more information about mental health needs.

MIND United FC: This team is a member of Surrey Community Mental Health football league and again offers a non stigmatising sporting environment to develop a healthier lifestyle, social skills and networks and develop football skills through participation and, via our links with Woking FC and Chelsea FC, access to training as a referee, coach or manager.

MIND in Kingston

Report of the Trustees
for the Year Ended 31 March 2015

OBJECTIVES AND ACTIVITIES

Significant activities

Kingston Eco-op: We provide ad hoc support to the two departments of the social enterprise Community Furniture Project and the packaging and recycling centre. We also facilitate service user groups and outings for those using the service.

Links with Kingston University

We are able to offer a 20 or 100 day placement to a Social Worker student from Kingston University

Volunteers

We have been successful in recruiting a number of volunteers. Currently we have 12 and are able to offer experience to assist them in pursuing careers or education: in other cases, they remain committed to their role. The services which we provide are enriched by the individual personalities and skills of our volunteers to whom we are very grateful.

Counselling Service

This is an out of hours service set up for those who cannot access day time counselling and in some cases for those who do not meet the criteria for counselling through the local IAPT service. The sessions are provided by volunteer counsellors and the initial assessments and management are professionally carried out by the Deputy Manager.

Public benefit

The trustees confirm that they have complied with the duty set out in Section 4 of the Charities Act 2006 to have due regard to the guidance published by the Charity Commission regarding public benefit reporting. The Trustees believe that the activities undertaken by the charity as detailed above constitute the proper provision of public benefit to those people suffering from mental disorder or distress who avail themselves of the opportunities which are offered. With the exception of rental charges to the residents of Carisbrooke and modest and appropriate fees for the counselling service, charges are not made in respect of the services provided and, consequently, there is no financial burden to the users of those services. Rentals charged to the residents of Carisbrooke are largely defrayed by residents' Housing Benefit, which is paid directly to the charity under the terms of the tenancy agreements with the residents.

MIND in Kingston

Report of the Trustees for the Year Ended 31 March 2015

ACHIEVEMENT AND PERFORMANCE

Charitable activities

This is the sixteenth year of operation of the company established on 25th February 1999 to carry out the work of of the charity which has been active in Kingston since 1972.

During this financial year Mind in Kingston celebrated 42 years of providing services and supporting those affected by mental health problems in the Royal Borough of Kingston. The celebrations took place during the annual Art and Music for Mind Festival, which was offered more people the opportunity to perform and display their Art work who otherwise would not have the chance to. We are pleased to say that we have achieved the future development plans noted in last years Report of Trustees.

The drop in cafés played an important part in enabling individuals access to Art workshops and the drama group. Both cafés still provide the much needed support out of hours, and in a safe, sociable and welcoming environment. The cafés also provide supported paid employment for two service users from Balance C.I.C.

The Well Being Wednesdays have grown both in the amount of people benefiting from the service and the different types of workshops available such as anger management, mindfulness and even a comedy workshop.

The Counselling Service, after a successful pilot continues to support those who cannot access daytime counselling services. We are currently working on raising funds to continue with this much needed service. Feedback from service users and the volunteer counsellors have reported that the professionalism of the management of the service is a clear contribution in helping individuals in their recovery.

The football team, Mind United FC continues to attract more players and offer great peer support and acceptance. The team has been running for over 5 years and some of our current players were the founders of the A3 Milan FC which was established in 2002. There is a strong ethos for inclusivity, ensuring that everyone has an equal say, and can participate - no matter what their footballing skills.

We continue to manage a group home Carisbrooke and also support a further eight individuals to live in their own accommodation through a Supporting People contract with the Royal Borough of Kingston upon Thames. Mind in Kingston are working towards level B in the Quality Assessment Framework.

We provide telephone advice that signposts individuals to organisations which may be suitable to their needs. Our Outreach Information Service and the whole team are working more with the general public offering support in Schools such as Hollyfield secondary school and their 6th form.

Service user involvement has grown and acting more in a participation focus rather than advocacy. This has included supporting service users to sit on the Service User Reference Group (SURG) developing a steering group of service users to establish a mental health Parliament as well as the long running service user steering group of the Art and Music Festival. Two service users have been trained to deliver Mental Health First aid courses and have carried out training in partnership with the PCT and RBK.

Internal and external factors

Internal factors that impact on the organisation are mainly due to the increase of demand from service users and family members who are looking for support, as services offered by statutory organisations may have been limited by the economic and political climate. There is also growing demand from external agencies for consultations, presentations and joint working. With the increase in services and opportunities we need to ensure that those on the front line have enough support to continue their roles with confidence and enthusiasm.

With more demand for independent accommodation, finding suitable tenants for our shared home is becoming more of a challenge and has resulted in reduced income.

As mental well being is more and more recognised as an increased value on society, other organisations are now offering services which previously would be the work of mental health services/charities specifically.

Changes in technology, both financial and communications systems require greater expertise than is available to the charity, and increasing legislative and human resources demands are likewise a heavy burden on a small charity with limited resources.

MIND in Kingston

Report of the Trustees for the Year Ended 31 March 2015

FINANCIAL REVIEW

Reserves policy

The Trustees have reviewed the level of reserves, excluding restricted reserves, which they wish to retain, bearing in mind the guidance given in the Charity Commission publication CC19, Charities' Reserves.

The Trustees are conscious that, particularly in the present uncertain economic climate, there is no assurance that the level of funding, which has declined in the year under review, will not decline further in the future.

Furthermore, expenditure is required to fund the continuous rolling programme of training for staff, board members and volunteers. In addition, the Trustees recognise the need for sufficient funds to be available for uninsurable contingencies such as litigation, compensation and the cost of statutory tribunals.

For all the above reasons, the Trustees believe that the level of unrestricted reserves held at the balance sheet date is not excessive but necessary to maintain and expand the activities of the charity and to guard against uninsurable risks including the risk of decreases in future funding.

Principal funding sources

Grants and contracts from the Royal Borough of Kingston together with the residential rents from Carisbrooke.

Financial Review

The income of the charity decreased by £5,833 from £257,053 to £251,220 as a result of a decrease in donations of £6,900, an increase in grants from Kingston Carers Network of £500, increased rental income of £3604, the loss this year of the grant £4,800 from Mind to Mind, a decrease of £67 in counselling fees but offset by small increases in income from activities for generating funds, bank interest, housing benefit and small grants totalling £1,809. There was an increase of £13,815 in resources expended, representing an increase in staff and social security costs of £10,420, fundraising costs of £6,840, an increase in rents of £4,392 due to an earlier year underprovision, a decrease in costs of rates, gardening, repairs and cleaning of £12,112, a provision of £4,248 for legal costs and a net increase in other costs of £27. There was an excess of expenditure over income of £58,746 for the year compared with an excess of expenditure over income of £39,098 in the previous year.

The transfer from unrestricted funds to restricted funds is to reimburse the restricted funds with costs paid by the restricted funds in excess of the balances of restricted funds available.

The total funds held at the end of the year amounted to £60,706 (2013 £119,452) and bank balances amounted to £66,766 (2013 £158,829). Of the total reserves of £60,706, unrestricted reserves amounted to £5,742.

The Trustees are aware that losses incurred by the charity cannot be allowed to continue. Additional sources of funds are required and expenditure must continue to be kept under close control. With this in mind, the Trustees have engaged the services of an outside professional funder who has submitted a number of funding applications in the current financial year. We hope that the applications will be successful and will raise the funds needed to enable the charity to continue to provide its valuable services.

In addition, an existing member of staff is devoting several hours per week to local fundraising initiatives and her efforts have already achieved success.

FUTURE DEVELOPMENTS

In the coming year we intend to:

Review and reduce expenditure while continuing to maintain the quality of our current services and ensure they meet the need of local people with mental health issues

Prepare to move from grants based funding to commissioning, and ensure Mind in Kingston is in the optimum position to bid for contracts when opportunities arise

Carry out a skills audit of the trustee board, and recruit to fill gaps identified.

MIND in Kingston

Report of the Trustees
for the Year Ended 31 March 2015

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of MIND in Kingston for the purposes of company law) are responsible for preparing the Report of the Trustees 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 which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 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.

In so far as the trustees are aware:


- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Mary Ryan t/a Ark Accountancy, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 29 December 2015 and signed on its behalf by:

Miss S A Forse - Trustee

 . 29/12/15

Report of the Independent Auditors to the Members of
MIND in Kingston

We have audited the financial statements of MIND in Kingston for the year ended 31 March 2015 on pages ten to seventeen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an 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 the charitable company's members 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 Statement of Trustees Responsibilities set out on page seven, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements 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 financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements 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 financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2015 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 applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

Report of the Independent Auditors to the Members of
MIND in Kingston

Matters on which we are required to report by exception

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Mary E Ryan FCCA (Senior Statutory Auditor)
for and on behalf of Mary Ryan t/a Ark Accountancy
Chartered Certified Accountant &
Statutory Auditor
31 Cheam Road
Ewell
Epsom
Surrey
KT17 1QX

29 December 2015

MIND in Kingston

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2015

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.15 Total funds £ | 31.3.14 Total funds £ |
|---|-------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| INCOMING RESOURCES | | | | | |
| Incoming resources from generated funds | | | | | |
| Voluntary income | 2 | 565 | 25 | 590 | 7,469 |
| Activities for generating funds | 3 | 2,336 | 4,794 | 7,130 | 5,204 |
| Investment income | 4 | 25 | - | 25 | 143 |
| Incoming resources from charitable activities | | | | | |
| Promote recovery from mental distress | 5 | 119,455 | 124,020 | 243,475 | 244,237 |
| Total incoming resources | | 122,381 | 128,839 | 251,220 | 257,053 |
| RESOURCES EXPENDED | | | | | |
| Charitable activities | | | | | |
| Promote recovery from mental distress | 6 | 141,634 | 164,863 | 306,497 | 292,058 |
| Governance costs | 9 | 3,469 | - | 3,469 | 4,093 |
| Total resources expended | | 145,103 | 164,863 | 309,966 | 296,151 |
| NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS | | | | | |
| | | (22,722) | (36,024) | (58,746) | (39,098) |
| Gross transfers between funds | 16 | (37,964) | 37,964 | - | - |
| Net incoming/(outgoing) resources | | (60,686) | 1,940 | (58,746) | (39,098) |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | 66,428 | 53,024 | 119,452 | 158,550 |
| TOTAL FUNDS CARRIED FORWARD | | 5,742 | 54,964 | 60,706 | 119,452 |

The notes form part of these financial statements

MIND in Kingston


Balance Sheet
At 31 March 2015

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.15 Total funds £ | 31.3.14 Total funds £ |
|--|-------|-------------------------|-----------------------|-----------------------------|-----------------------------|
| CURRENT ASSETS | | | | | |
| Debtors | 13 | 16,928 | - | 16,928 | 7,604 |
| Cash at bank and in hand | | 11,802 | 54,964 | 66,766 | 158,829 |
| | | <u>28,730</u> | <u>54,964</u> | <u>83,694</u> | <u>166,433</u> |
| CREDITORS | | | | | |
| Amounts falling due within one year | 14 | (22,988) | - | (22,988) | (46,981) |
| | | <u>5,742</u> | <u>54,964</u> | <u>60,706</u> | <u>119,452</u> |
| NET CURRENT ASSETS | | | | | |
| | | <u>5,742</u> | <u>54,964</u> | <u>60,706</u> | <u>119,452</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | | | |
| | | <u>5,742</u> | <u>54,964</u> | <u>60,706</u> | <u>119,452</u> |
| NET ASSETS | | | | | |
| | | <u><u>5,742</u></u> | <u><u>54,964</u></u> | <u><u>60,706</u></u> | <u><u>119,452</u></u> |
| FUNDS | | | | | |
| Unrestricted funds | 16 | | | 5,742 | 66,428 |
| Restricted funds | | | | 54,964 | 53,024 |
| TOTAL FUNDS | | | | <u><u>60,706</u></u> | <u><u>119,452</u></u> |

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 29 December 2015 and were signed on its behalf by:

Miss S A Forse -Trustee

 - 29/12/15

Mrs W Hamilton -Trustee

 29/12/15

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 March 2015

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Allocation and apportionment of costs

As explained above, expenditure on charitable activities is allocated to the activities which use those resources. Direct staff costs, other direct charges and the appropriate proportion of central support costs are charged against the activities in which those staff are engaged. Central support costs are allocated to each activity on the basis of time spent by indirect personnel in the supporting of each activity. If costs are incurred from restricted funds, and those costs exceed the available balance of those restricted funds, then the resulting shortfall of restricted funds will be made good, wherever possible, from the balance of unrestricted funds.

Governance costs are those relating specifically to the charity, as distinct from the services provided by the charity, and include the costs associated with constitutional and statutory requirements.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

The charity does not hold any assets under hire-purchase agreements. Rentals paid under operating leases are charged on a straight-line basis.

2. VOLUNTARY INCOME

| | 31.3.15 | 31.3.14 |
|-----------|-------------------|-------------------|
| | £ | £ |
| Donations | 590 | 7,469 |
| | <u> </u> | <u> </u> |

3. ACTIVITIES FOR GENERATING FUNDS

| | 31.3.15 | 31.3.14 |
|--------------------|-------------------|-------------------|
| | £ | £ |
| Fundraising events | 3,732 | 1,100 |
| Sale of food | 3,398 | 4,104 |
| | <u> </u> | <u> </u> |
| | 7,130 | 5,204 |
| | <u> </u> | <u> </u> |

MIND in Kingston

Notes to the Financial Statements - continued
for the Year Ended 31 March 2015

4. INVESTMENT INCOME

| | | |
|--------------------------|-------------------|-------------------|
| | 31.3.15 | 31.3.14 |
| | £ | £ |
| Deposit account interest | 25 | 143 |
| | <u> </u> | <u> </u> |

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

| | | |
|------------------------------------|-------------------|-------------------|
| | 31.3.15 | 31.3.14 |
| | £ | £ |
| Counselling fees | 2,898 | 2,965 |
| Grants | 121,122 | 125,422 |
| RBK Supporting People Contract | 59,305 | 59,305 |
| Housing benefits & residents rents | 60,150 | 56,545 |
| | <u> </u> | <u> </u> |
| | <u>243,475</u> | <u>244,237</u> |

Grants received, included in the above, are as follows:

| | | |
|---------------------------|-------------------|-------------------|
| | 31.3.15 | 31.3.14 |
| | £ | £ |
| Royal Borough of Kingston | 117,029 | 117,029 |
| Balance CIC | 3,593 | 3,593 |
| Mind to Mind | - | 4,800 |
| Kingston Carers Network | 500 | - |
| | <u> </u> | <u> </u> |
| | <u>121,122</u> | <u>125,422</u> |

6. CHARITABLE ACTIVITIES COSTS

| | Direct costs | Grant funding of activities (See note 7) | Support costs (See note 8) | Totals |
|---------------------------------------|----------------|--|-------------------------------|----------------|
| | £ | £ | £ | £ |
| Promote recovery from mental distress | <u>236,657</u> | <u>900</u> | <u>68,940</u> | <u>306,497</u> |

7. GRANTS PAYABLE

| | | |
|---------------------------------------|-------------------|-------------------|
| | 31.3.15 | 31.3.14 |
| | £ | £ |
| Promote recovery from mental distress | 900 | 800 |
| | <u> </u> | <u> </u> |

Grants paid represent grants to eleven (2014 seven) individuals. Grant applications are reviewed and considered by the Staffing and Projects Committee who decide to whom the grants should be awarded.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2015

8. SUPPORT COSTS

| | Management £ | Finance £ | Information technology £ |
|---------------------------------------|-------------------------|--------------|--------------------------------|
| Promote recovery from mental distress | <u>54,255</u> | <u>321</u> | <u>4,394</u> |
| | Human resources £ | Other £ | Totals £ |
| Promote recovery from mental distress | <u>3,130</u> | <u>6,840</u> | <u>68,940</u> |

9. GOVERNANCE COSTS

| | 31.3.15 £ | 31.3.14 £ |
|------------------------|--------------|--------------|
| AGM and Board expenses | 169 | 793 |
| Auditors' remuneration | <u>3,300</u> | <u>3,300</u> |
| | <u>3,469</u> | <u>4,093</u> |

10. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

| | 31.3.15 £ | 31.3.14 £ |
|------------------------|---------------|---------------|
| Auditors' remuneration | 3,300 | 3,300 |
| Other operating leases | <u>50,053</u> | <u>45,661</u> |

11. TRUSTEES' REMUNERATION AND BENEFITS

No salaries were paid to Trustees in 2014/15. As permitted by the Memorandum of Association of the company, Mr W N Ritchie, a Trustee and the Treasurer, received fees for accountancy services of £1,848 in 2014/15 (2013/14 £1,848).

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2015 nor for the year ended 31 March 2014 .

Notes to the Financial Statements - continued
for the Year Ended 31 March 2015

12. STAFF COSTS

| | 31.3.15 | 31.3.14 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Wages and salaries | 182,071 | 169,519 |
| Social security costs | 7,569 | 9,701 |
| | <u>189,640</u> | <u>179,220</u> |

The average monthly number of employees during the year was as follows:

| | 31.3.15 | 31.3.14 |
|------------------------|----------|----------|
| Direct charitable work | 6 | 5 |
| Administration | 1 | 1 |
| | <u>7</u> | <u>6</u> |

No employees received emoluments in excess of £60,000.

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.15 | 31.3.14 |
|---------------|---------------|--------------|
| | £ | £ |
| Trade debtors | 3,156 | 1,511 |
| Other debtors | 13,772 | 6,093 |
| | <u>16,928</u> | <u>7,604</u> |

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.15 | 31.3.14 |
|-----------------|---------------|---------------|
| | £ | £ |
| Trade creditors | 13,475 | 11,744 |
| Other creditors | 9,513 | 35,237 |
| | <u>22,988</u> | <u>46,981</u> |

Other creditors includes rental income in advance of £1754 (2013 £2059).

15. OPERATING LEASE COMMITMENTS

| | 31.3.15 | 31.3.14 |
|---|---------------|---------------|
| Annual commitment on unrestricted funds expiring in 1-5 years | | |
| Rents - office | 9,871 | 9,871 |
| Rents - client housing | 40,100 | 38,200 |
| Hire of photocopier | 2,606 | 2,606 |
| | <u>52,577</u> | <u>50,677</u> |

Notes to the Financial Statements - continued
for the Year Ended 31 March 2015

16. MOVEMENT IN FUNDS

| | At 1.4.14 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.15 £ |
|-------------------------------------|-----------------------|-------------------------------|---------------------------------|----------------------|
| Unrestricted funds | | | | |
| General Fund | 93,421 | 5,008 | (92,681) | 5,748 |
| Carisbrooke | (26,648) | 4,297 | 22,345 | (6) |
| Housing Support Worker | (345) | (32,027) | 32,372 | - |
| | <u>66,428</u> | <u>(22,722)</u> | <u>(37,964)</u> | <u>5,742</u> |
| Restricted funds | | | | |
| User-Involvement Service | 21,529 | 3,810 | - | 25,339 |
| Acute Recreation service | - | (3,739) | 3,739 | - |
| General Manager | - | (28,400) | 28,400 | - |
| Music | - | (698) | 698 | - |
| Football | 162 | (2,366) | 2,204 | - |
| Drop-In | 20,389 | 223 | - | 20,612 |
| Counselling | 8,046 | 524 | - | 8,570 |
| Well-being Courses | 525 | (2,070) | 1,545 | - |
| Mental Health Parliament | 965 | (1,614) | 649 | - |
| Mind to Mind Arts & Crafts Festival | 1,408 | (2,137) | 729 | - |
| Drop-In Peer Group Activity | - | 443 | - | 443 |
| | <u>53,024</u> | <u>(36,024)</u> | <u>37,964</u> | <u>54,964</u> |
| TOTAL FUNDS | <u><u>119,452</u></u> | <u><u>(58,746)</u></u> | <u><u>-</u></u> | <u><u>60,706</u></u> |

Notes to the Financial Statements - continued
for the Year Ended 31 March 2015

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|-------------------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General Fund | 62,231 | (57,223) | 5,008 |
| Carisbrooke | 60,150 | (55,853) | 4,297 |
| Housing Support Worker | - | (32,027) | (32,027) |
| | <u>122,381</u> | <u>(145,103)</u> | <u>(22,722)</u> |
| Restricted funds | | | |
| User-Involvement Service | 32,553 | (28,743) | 3,810 |
| Acute Recreation service | 320 | (4,059) | (3,739) |
| General Manager | 36,014 | (64,414) | (28,400) |
| Music | 262 | (960) | (698) |
| Football | 5,000 | (7,366) | (2,366) |
| Drop-In | 46,873 | (46,650) | 223 |
| Counselling | 3,724 | (3,200) | 524 |
| Well-being Courses | 3,593 | (5,663) | (2,070) |
| Mental Health Parliament | - | (1,614) | (1,614) |
| Mind to Mind Arts & Crafts Festival | - | (2,137) | (2,137) |
| Drop-In Peer Group Activity | 500 | (57) | 443 |
| | <u>128,839</u> | <u>(164,863)</u> | <u>(36,024)</u> |
| TOTAL FUNDS | <u><u>251,220</u></u> | <u><u>(309,966)</u></u> | <u><u>(58,746)</u></u> |

The nature and purpose of the restricted funds mentioned above are described in detail in the Report of the Trustees in the section "Objectives and Activities". In the unrestricted funds, the fund Carisbrooke is in respect of the house which provides accommodation for residents who are recovering from mental distress. The residents pay rent to the charity to cover the running costs of the house.

17. RELATED PARTY DISCLOSURES

MIND in Kingston is affiliated to National MIND. Affiliation fees for 2014/15 of £516 were paid to National MIND (2013/14 £516).