

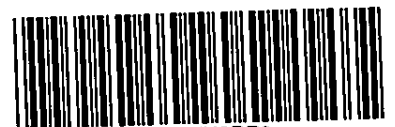
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Charity Registration No. 1045701

Company Registration No. 3009554 (England and Wales)

HILLINGDON MIND
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2008

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HILLINGDON MIND

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	S J Coventry (Chairman) B Murrell (Vice Chairman) R J Pike (Treasurer) D P Balsdon M S Chahal S C Confavreux J L Coote C R Dean D Mackinder E Matthews
Charity Director	J Patel
Secretary	P J Laszlo
Charity number	1045701
Company number	3009554
Principal address	Aston House Redford Way Uxbridge Middlesex UB8 1SZ
Registered office	6 High Street Northwood Middlesex HA6 1BN
Auditors	Gittins Muldering 6 High Street Northwood Middlesex HA6 1BN
Bankers	The Royal Bank of Scotland 1 - 4 High Street Uxbridge Middlesex UB8 1BP

HILLINGDON MIND

CONTENTS

	Page
Trustees' report	1 - 3
Statement of trustees' responsibilities	4
Independent auditors' report	5 - 6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 - 16

HILLINGDON MIND

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2008

The trustees present their report and accounts for the year ended 31 March 2008

This report has been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005, and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities

Structure, governance and management

Hillingdon Mind is a charitable company limited by guarantee and its governing document is its Memorandum and Articles of Association. Hillingdon Mind is an independent charity affiliated to the National Association for Mental Health (MIND), and its objects are in accordance with the aims and objectives of MIND. Specifically the charity seeks to promote good mental health well being and to support and maintain persons residing in the London Borough of Hillingdon who experience various mental health conditions.

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

S J Coventry (Chairman)

B Murrell (Vice Chairman)

R J Pike (Treasurer)

D P Balsdon

M S Chahal

S C Confavreux

(Appointed 13 September 2007)

J L Coote

C R Dean

(Appointed 13 September 2007)

D Mackinder

E Matthews

B Seward

(Resigned 5 July 2007)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up. Under the requirements of the Memorandum and Articles of Association of the charitable company the trustees are elected to serve for a period of three years at the Annual General Meeting.

The trustees form a diverse and committed body with an interest in mental health issues and the charitable company has sought to enhance the potential pool of suitable trustees through selective advertising and networking with local governmental and council departments and like minded organisations.

Most trustees are already familiar with the practical work undertaken by the charity and are encouraged to take an active role in committee and project matters in which they have expressed an interest. Potential trustees are invited to attend a series of trustee and committee meetings to familiarise themselves with the charity and the context within which it operates. The induction process covers the obligations of trustees, an introduction to the main documents which set out the operational framework including the Memorandum and Articles, resourcing and the current financial position as set out within the latest published accounts and future plans and objectives of the charity. A handbook is also provided as a guide for new trustees.

The detailed organisational structure of Hillingdon Mind is subject to change, dependent upon the projects undertaken in the furtherance of the charity's objects, however, the overall organisational structure adopted provides for a board of trustees (appointed in accordance with the Articles of Association), a 'charity director', management and administration personnel, a finance and personnel committee, various project workers and co-ordinators and related project sub-committees. The charity also makes use of, and is grateful to, its many volunteer workers.

HILLINGDON MIND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

Under the stewardship of the Chairman the trustees have considered the major risks to which the charity is exposed and have established a risk register which is regularly reviewed and updated. Where appropriate systems or procedures have been established to mitigate material risks. External risks to funding, identified in earlier years, have been addressed and there has been some diversification in activity within the charity following the closure of the subsidiary trading company. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety and insurance issues relating to staff, volunteers and users and the charity has met the quality assurance standards as laid down by the National Association for Mental Health (MIND) to ensure a consistent quality of delivery for all operational aspects of the charity. All procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Objectives and activities

Hillingdon Mind believes that life experiences, and the environment in which we live, play a major part in influencing our mental health. The charity considers that people have a right to be treated in an holistic manner and this is reflected in the wide range of services offered.

Hillingdon Mind remains the largest independent provider of mental health services in the London Borough of Hillingdon. The main services provided, for the period under review, included the provision of social club facilities, out of hours drop-in centres, a counselling project, a befriending scheme, an appropriate adult project, weekend and out & about schemes, a range of projects for the local Asian community, capital volunteering projects, a leisure & learning project and supported housing places in line with the 'Supporting People' initiative. A development worker was also taken on to source additional funding opportunities in the promotion of the objectives of the charity. The charity was further responsible for providing mental health information, for arranging a number of outings and holidays, a subsidised leisure scheme, a regular newsletter and a calendar of events. Staff will continue to incorporate the National Mind quality standards into their work and the charity intends to continue with the provision of projects of service to the local community.

Achievements and performance

The main areas of charitable activity are as described within the section on Objectives and Activities above. The achievements and performance of the charity within each of these main areas is more fully described within detailed reports separate from these financial statements but which form part of the Annual Report of Hillingdon Mind for the year to 31st March 2008.

Financial review

Although there is always some difficulty in the planning, utilisation and development of services, due to funding constraints and the processes of application, the charity had a generally successful year and has returned a modest surplus, which will be added to reserves. Jill Patel settled in to her role as charity director, following a period of consultancy, and with an invigorated and committed board of trustees it is considered that the charity will further consolidate and enhance its position in the forthcoming years. The transactions undertaken by the charity are detailed in the statement of financial activities within the accounts and in the related notes.

The principal funding sources for the charity are currently by way of project related grants and core funding from the London Borough of Hillingdon and Hillingdon Primary Care Trust, by lottery funding and by housing grants and benefits.

The trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. They have established a policy whereby a level of uncommitted reserves approximating to a third of the charity's current annual level of income should be maintained. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The total reserves held by the charity at the balance sheet date amounted to £112,358. Whilst this is below the target level the trustees consider that they will be able to build reserves through planned operating surpluses over the ensuing years.

HILLINGDON MIND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

Due to uncertainty surrounding continuation funding and the ongoing operational requirements of the charity, few funds were available for long term investment. Having considered the options available the trustees have taken a prudent approach and have kept investment funds on short term bank deposit. The charity's investment policies will be kept under review in the new financial year.

Asset cover for funds

Note 18 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

Plans for the future

The charity plans to continue the activities outlined herein in the forthcoming years subject to satisfactory funding arrangements. The charity will continue to provide mental health services in the London Borough of Hillingdon and it is active in examining new projects to complement the existing services it provides. In this regard further plans are being implemented for the development of a number of additional projects for which funding will be sought. The charity will continue to operate from Aston House having negotiated an extension to its existing lease for a period of twelve years, effective from September 2006.

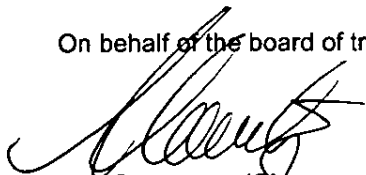
Disclosure of information to auditors

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditors are 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 Gittins Muldering be reappointed as auditors of the company will be put to the Annual General Meeting.

On behalf of the board of trustees



S.J. Coventry (Chairman)

Trustee

Dated 13 June 2008

HILLINGDON MIND

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the accounts in accordance with applicable law and 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 its incoming resources and application of resources, including its net income and expenditure for the year

In preparing these accounts, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- 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 which enable them to ensure that the accounts comply with the Companies Act 1985. 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

HILLINGDON MIND

INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF HILLINGDON MIND

We have audited the accounts of HILLINGDON MIND for the year ended 31 March 2008 set out on pages 7 to 16. These accounts have been prepared under the accounting policies set out on page 9.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the 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 described on page 4, the trustees, who are also the directors of HILLINGDON MIND 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). 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 give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Trustees' Report is consistent with the accounts, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charitable company is not disclosed.

We read other information contained in the Trustees' Report, and consider whether it is consistent with the audited accounts. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the accounts. Our responsibilities do not extend to any other information.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out in note 20 to the accounts.

HILLINGDON MIND

INDEPENDENT AUDITORS' REPORT (CONTINUED)

TO THE MEMBERS OF HILLINGDON MIND

Opinion

In our opinion

- the accounts give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice of the state of the charity's affairs as at 31 March 2008 and of its incoming resources and application of resources in the year then ended,
- the accounts have been properly prepared in accordance with the Companies Act 1985, and
- the information given in the Trustees' Report is consistent with the accounts



Gittins Mulderrig
Chartered Accountants
Registered Auditor
6 High Street
Northwood
Middlesex
HA6 1BN

Dated 13 June 2008

HILLINGDON MIND

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2008

	Notes	Unrestricted funds £	Restricted funds £	Total 2008 £	Total 2007 £
<u>Incoming resources from generated funds</u>					
Donations and Grants	2	71,518	-	71,518	70,478
Investment income	3	5,109	-	5,109	3,067
		76,627	-	76,627	73,545
Charitable Activities Grants and Contracts	4	7,185	427,197	434,382	390,608
Clubs, letting & fees	5	3,997	-	3,997	1,441
Total incoming resources		87,809	427,197	515,006	465,594
<u>Resources expended</u>					
	6				
<u>Costs of generating funds</u>					
Costs of generating donations and grants		-	-	-	200
Net incoming resources available		87,809	427,197	515,006	465,394
<u>Charitable activities</u>					
Charitable Activities		71,444	421,697	493,141	450,086
Governance costs		6,015	5,459	11,474	12,691
Total resources expended		77,459	427,156	504,615	462,977
Net income for the year/ Net movement in funds		10,350	41	10,391	2,617
Fund balances at 1 April 2007		51,413	50,554	101,967	99,350
Fund balances at 31 March 2008		61,763	50,595	112,358	101,967

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985

HILLINGDON MIND

BALANCE SHEET

AS AT 31 MARCH 2008

	Notes	2008 £	£	2007 £	£
Fixed assets					
Tangible assets	12		4,748		10,566
Current assets					
Debtors	13	7,563		9,324	
Cash at bank and in hand		169,681		137,626	
		177,244		146,950	
Creditors: amounts falling due within one year	14	(58,957)		(45,862)	
Net current assets			118,287		101,088
Total assets less current liabilities			123,035		111,654
Provisions for liabilities	15		(10,677)		(9,687)
Net assets			112,358		101,967
Income funds					
Restricted funds	17		50,595		50,554
Unrestricted funds			61,763		51,413
			112,358		101,967

The accounts were approved by the Board on 13 June 2008

Robert Pike
R J. Pike (Treasurer)
Trustee

HILLINGDON MIND

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2008

1 Accounting policies

1.1 Basis of preparation

The accounts are prepared under the historical cost convention and in accordance with the Companies Act 1985 and the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005

The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity

1.2 Incoming resources

Housing income comprises charges to residents for the provision of supported housing and is credited to incoming resources when receivable

Revenue grants are credited to incoming resources on the earlier of the date of receipt or when receivable, unless they relate to a future period in which case they are deferred

Capital grants for the purchase of fixed assets are credited to restricted incoming resources on the earlier of the date of receipt or when receivable. Depreciation on the related fixed assets is charged against the restricted fund

Investment income comprises interest recognised when receivable and all other income is dealt with on a receipts basis

1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred, and is inclusive of irrecoverable VAT

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading and operation of clubs

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them

Support costs comprise costs incurred in support of expenditure on the objects of the charity. They include, in part, staff costs and premises rental allied to core funding received, together with other overhead expenses allocated, where appropriate, to activities on the basis of staff time

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2008

1 Accounting Policies

(continued)

1.4 Tangible fixed assets and depreciation

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

Fixtures, fittings & equipment	25% Straight line
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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. There are no assets held under hire purchase contracts or finance leases.

1.6 Pensions

The pension costs charged in the accounts represent the contributions payable by the charitable company during the year.

1.7 Accumulated funds

Restricted funds are funds to be used for purposes as specified by the donor. Expenditure which meets these criteria is identified to the fund.

Unrestricted funds are non specific or general grant aid, donations, collections and other monies received, for the general purposes of the charity.

2 Donations and Grants

	2008 £	2007 £
Donations and gifts	4,316	4,914
Grants receivable for core activities	67,202	65,564
	<u>71,518</u>	<u>70,478</u>

3 Investment income

	2008 £	2007 £
Interest receivable	<u>5,109</u>	<u>3,067</u>

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

4 Charitable Activities Grants and Contracts

	Unrestricted funds £	Restricted funds £	Total 2008 £	Total 2007 £
Grants & Housing Income	<u>7,185</u>	<u>427,197</u>	<u>434,382</u>	<u>390,608</u>

Included within income relating to grants & housing income are the following

Asian Projects	44,458	33,981
Appropriate Adult Scheme	21,000	17,366
Befriending Scheme	27,000	41,339
Capital Volunteering	12,315	22,344
Clubs	22,500	21,725
Counselling Services	57,584	29,839
Housing Benefit	71,922	69,494
Housing Services	59,017	55,974
Supporting People Housing	38,546	38,356
W/End Scheme/Out & About	57,500	58,457
Diversity	434	948
Development Worker	14,921	-
	<u>427,197</u>	<u>389,823</u>

5 Clubs, letting & fees

	2008 £	2007 £
Other income	<u>3,997</u>	<u>1,441</u>

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2008 £	Total 2007 £
Costs of generating funds					
Costs of generating donations and grants	-	-	-	-	200
Charitable activities					
<u>Charitable Activities</u>					
Activities undertaken directly	267,508	-	117,883	385,391	336,696
Support costs	49,817	7,042	50,891	107,750	113,390
Total	317,325	7,042	168,774	493,141	450,086
Governance costs	5,459	-	6,015	11,474	12,691
	322,784	7,042	174,789	504,615	462,977

Governance costs includes auditors fees of £6,000 (2007 £5,905)

7 Costs of generating donations and grants

Advertising costs totalling £0 (2007 £200) were expended in the generation of donations

8 Activities undertaken directly

	2008 £	2007 £
Other costs relating to charitable activities comprise		
Leisure Subsidy	4,242	640
Insurance	1,291	1,060
Repairs & Maintenance	4,106	3,425
Rent & Rates	7,499	6,889
Training & Supervision	5,971	4,064
Staff Recruitment	2,740	6,239
Motor & Travel	3,049	2,150
NHH Direct Costs	35,890	32,198
Services to Housing	24,493	22,876
Volunteer Costs	4,146	4,159
Capital Volunteering	4,166	9,134
Other Direct Costs	7,270	7,101
Club Costs	4,782	2,056
Legal & Professional	441	-
Consultancy	7,797	-
	117,883	101,991

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

9 Support costs

	2008 £	2007 £
Other operating costs	50,891	71,427
Staff costs	49,817	34,477
Depreciation	7,042	7,486
	<u>107,750</u>	<u>113,390</u>

10 Trustees

None of the trustees or any persons connected with them received any remuneration during the year, nor were any expenses paid (2006 £0) One trustee, who is also a service user, received a benefit of supported housing facilities, made available on the same terms as to other service users

11 Employees

Number of employees

The average monthly number of employees during the year was

	2008 Number	2007 Number
Charity employees	14	11
Administrative employees	3	3
	<u>17</u>	<u>14</u>

Employment costs

	2008 £	2007 £
Wages and salaries	321,541	274,365
Other pension costs	1,243	1,523
	<u>322,784</u>	<u>275,888</u>

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

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

12 Tangible fixed assets

	Plant and machinery	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1 April 2007	10,089	59,084	69,173
Additions	-	1,224	1,224
Disposals	-	(18,521)	(18,521)
At 31 March 2008	10,089	41,787	51,876
Depreciation			
At 1 April 2007	10,088	48,519	58,607
On disposals	-	(18,521)	(18,521)
Charge for the year	-	7,042	7,042
At 31 March 2008	10,088	37,040	47,128
Net book value			
At 31 March 2008	1	4,747	4,748
At 31 March 2007	1	10,565	10,566

13 Debtors

	2008 £	2007 £
Trade debtors	5,958	7,143
Prepayments and accrued income	1,605	2,181
	7,563	9,324

14 Creditors: amounts falling due within one year

	2008 £	2007 £
Taxes and social security costs	8,040	-
Other creditors	40,886	38,888
Accruals	10,031	6,974
	58,957	45,862

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

15 Provisions for liabilities

Provision has been made in respect of a liability for dilapidations under the terms of the company's lease, in the sum of £10,677 (2007 £9,687)

16 Pension costs

The company contributes to personal pension schemes undertaken by eligible staff members. The assets of these schemes are held separately from those of the company. The pension cost charge represents contributions payable by the company to these schemes and amounted to £1,243 (2007-£1,523). There were no amounts outstanding at the year end and no contributions have been made in respect of the company's directors.

17 Restricted funds

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

	Balance at 1 April 2007	Movement in funds		Balance at 31 March 2008
	£	£	£	£
Mind Projects Fund	50,554	427,197	(427,156)	50,595
	<u>50,554</u>	<u>427,197</u>	<u>(427,156)</u>	<u>50,595</u>

The Mind Projects Fund represents the surplus of grants and other related income over expenditure incurred by the company on mental health issues within Hillingdon.

18 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2008 are represented by			
Tangible fixed assets	4,747	1	4,748
Current assets	75,087	102,157	177,244
Creditors amounts falling due within one year	(18,071)	(40,886)	(58,957)
Provisions for liabilities	-	(10,677)	(10,677)
	<u>61,763</u>	<u>50,595</u>	<u>112,358</u>

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

19 Commitments under operating leases

At 31 March 2008 the company had annual commitments under non-cancellable operating leases as follows

	Land and buildings	
	2008	2007
	£	£
Expiry date		
In over five years	33,000	33,000

20 Auditors' Ethical Standards

The relevant circumstances requiring disclosure in accordance with the requirements of APB Ethical Standard - Provisions Available for Small Entities are that, in common with many charities of our size and nature we use our auditors to assist with the preparation of the accounts