

Charity Registration No. 1045701

Company Registration No 3009554 (England and Wales)

HILLINGDON MIND
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2012



HILLINGDON MIND

LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|--------------------------|--|
| Trustees | M S Chahal R V Parsons G Francis (Treasurer) E Okwonga S Shah R Shippey N Benjamin S Gupta P Kemp H J Temmink |
| Charity Director | J Patel |
| Secretary | J Patel |
| 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 Mulderng 6 High Street Northwood Middlesex HA6 1BN |
| Bankers | CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ |

HILLINGDON MIND

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HILLINGDON MIND

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2012

The 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 the charity's governing document, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005

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, and who served during the year were

| | |
|-------------------------|------------------------------|
| S J Coventry (Chairman) | (Retired 15 May 2012) |
| B Murrell | (Retired 7 September 2011) |
| A G Confavreux | (Retired 18 January 2012) |
| M S Chahal | |
| J L Coote | (Retired 26 June 2012) |
| C R Dean | (Retired 27 February 2012) |
| J K Dhillon | (Retired 8 November 2011) |
| R V Parsons | |
| G Francis (Treasurer) | |
| E Okwonga | |
| S Shah | |
| R Shippey | (Appointed 7 September 2011) |

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 no trustee may hold the office of Chair, Vice-Chair or Treasurer for a period of more than six consecutive years. Following the end of a period of six consecutive years in office a period of at least one year must elapse before the trustee can be reappointed to that office. At every general meeting one third of the trustees, for the time being, or if their number is not a multiple of three then the number nearest to one third, shall retire from office. A retiring member shall be eligible for re-election.

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.

HILLINGDON MIND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

To enhance their knowledge of the practical work undertaken by the charity, trustees 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 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 provided as a guide for new trustees and procedures are being put in place to provide new trustees with additional training provided by MIND.

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, 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.

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 planned diversification in activity within the charity. 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 (NAMH) 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 holistically 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, counselling services, a befriending scheme, an appropriate adult project, weekend and out & about schemes, a range of projects for the local Asian community, mental health first aid training and a gardening project, a leisure & learning project, IT tuition, a therapeutic group, volunteering opportunities, a 'Get active, Stay active' project, a 'One Step Forward' outreach project, a day opportunities service and supported housing places in line with the 'Supporting People' initiative. Further work and training opportunities were made available during the period following the opening of the community cafe, 'Cafe Mind', a social enterprise initiative partly grant funded. Additional funding opportunities are continually being sought 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, 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 services to the local community.

HILLINGDON MIND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

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 are included in the Annual Report of Hillingdon Mind for the year to 31st March 2012. The charity has attained Level 2 of 'Quality Management in Mind' and achieved an 'Investing in Volunteers' Award from UKVF. The trustees are of the view that the charity achieved its prime aims and performed well during the period in furtherance of its objectives.

Financial review

Notwithstanding the practical difficulties that arise in the planning, utilisation and development of services in the continuing face of funding constraints and the rigorous processes of application, the charity had a successful financial year and has returned a surplus which will be added to reserves. Jill Patel, the charity director, has continued to move the charity forward and, with a mainly new and invigorated, 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 funding from the London Borough of Hillingdon and Hillingdon Primary Care Trust for many of the services undertaken, by Big Lottery funding for the One Step Forward Project, by City Bridge Trust funding to augment Asian projects, by Sport England grants, by Heathrow Community Fund and Awards for All funding for the Cafe initiative, by the Garfield Weston and Lloyds TSB foundations for volunteering opportunity services and by housing grants and benefits. The trustees are grateful to all providers of funds to enable the charity to meet its objectives.

The trustees have examined the charity's requirements for reserves in light of the main risks to the organisation and 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 level of uncommitted reserves held by the charity at the balance sheet date, as noted within the Statement of Financial Activities, has exceeded target and whilst the trustees are hopeful of maintaining a consistent level over forthcoming years they are aware of the difficulties facing the sector in securing adequate, sufficient and appropriate on-going funding.

The trustees have reviewed the charity's reserves at the balance sheet date and have concluded that no part of the reserves needs to be classified as restricted funds other than those funds representing the unamortised cost of kitchen equipment and related capital expenditure incurred in the period for the 'Cafe Mind' initiative. As a result of this a transfer has been made between funds to reflect this position.

With a prudent approach designed to enhance the level of reserves, and continuing low interest rates, few funds were deemed suitable or available for long term investment. The charitable company's funds are maintained in current and deposit accounts with the Charities Aid Foundation Bank (CAF) and investment policies are kept under review.

HILLINGDON MIND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

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, even where the attainment of funding is dependent upon contract and bidding processes. 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.

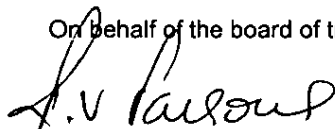
Disclosure of information to auditors

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

A resolution proposing that Gittins Muldering be reappointed as auditors of the company will be put to the members.

On behalf of the board of trustees



R V Parsons

Trustee

Dated 20 August 2012

HILLINGDON MIND

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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)

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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them 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

HILLINGDON MIND

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF HILLINGDON MIND

We have audited the accounts of HILLINGDON MIND for the year ended 31 March 2012 set out on pages 8 to 19 and comprising a Balance Sheet, a Statement of Financial Activities and related notes. The financial reporting framework that has been applied in their preparation is applicable law and 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 charity's trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As described on page 5, the trustees, who are also the directors of HILLINGDON MIND for the purpose of company law, are responsible for preparing 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 (APB'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 charity'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.

HILLINGDON MIND

INDEPENDENT AUDITORS' REPORT (CONTINUED) TO THE TRUSTEES OF HILLINGDON MIND

Opinion on accounts

In our opinion

- the accounts give a true and fair view of the state of the charity'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,
- the accounts have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities), and
- the accounts 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 charity 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



Gittins Muldering

**Chartered Accountants
Statutory Auditor**

Gittins Muldering is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

6 High Street
Northwood
Middlesex
HA6 1BN

Dated 20 August 2012

HILLINGDON MIND

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2012

| | Notes | Unrestricted funds £ | Restricted funds £ | Total 2012 £ | Total 2011 £ |
|---|-------|----------------------------|--------------------------|--------------------|--------------------|
| Incoming resources from generated funds | | | | | |
| Donations and Grants | 2 | 77,735 | - | 77,735 | 72,122 |
| Investment income | 3 | 506 | - | 506 | 399 |
| | | 78,241 | - | 78,241 | 72,521 |
| Charitable Activities Grants and Contracts | 4 | 495 | 558,242 | 558,737 | 572,824 |
| Clubs, letting & fees | 5 | 2,250 | - | 2,250 | 1,268 |
| | | 80,986 | 558,242 | 639,228 | 646,613 |
| Total incoming resources | | | | | |
| Resources expended | | | | | |
| Charitable activities | | | | | |
| Charitable Activities | 6 | 70,001 | 510,850 | 580,851 | 571,477 |
| Governance costs | | 7,404 | 10,068 | 17,472 | 17,897 |
| | | 77,405 | 520,918 | 598,323 | 589,374 |
| Total resources expended | | | | | |
| Net incoming resources before transfers | | 3,581 | 37,324 | 40,905 | 57,239 |
| Gross transfers between funds | | 31,191 | (31,191) | - | - |
| | | 34,772 | 6,133 | 40,905 | 57,239 |
| Net income for the year/ Net movement in funds | | | | | |
| Fund balances at 1 April 2011 | | 224,035 | - | 224,035 | 166,796 |
| Fund balances at 31 March 2012 | | 258,807 | 6,133 | 264,940 | 224,035 |

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

HILLINGDON MIND

BALANCE SHEET

AS AT 31 MARCH 2012

| | Notes | 2012 £ | £ | 2011 £ | £ |
|--|-------|-----------------|-----------------------|-----------------|-----------------------|
| Fixed assets | | | | | |
| Tangible assets | 12 | | 12,203 | | 4,286 |
| Current assets | | | | | |
| Debtors | 13 | 56,371 | | 16,448 | |
| Cash at bank and in hand | | 308,796 | | 284,445 | |
| | | <u>365,167</u> | | <u>300,893</u> | |
| Creditors amounts falling due within one year | 14 | <u>(97,793)</u> | | <u>(67,497)</u> | |
| Net current assets | | | <u>267,374</u> | | <u>233,396</u> |
| Total assets less current liabilities | | | <u>279,577</u> | | <u>237,682</u> |
| Provisions for liabilities | 15 | | <u>(14,637)</u> | | <u>(13,647)</u> |
| Net assets | | | <u><u>264,940</u></u> | | <u><u>224,035</u></u> |
| Income funds | | | | | |
| Restricted funds | 17 | | 6,133 | | - |
| Unrestricted funds | | | <u>258,807</u> | | <u>224,035</u> |
| | | | <u><u>264,940</u></u> | | <u><u>224,035</u></u> |

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 144 of the Charities Act 2011. 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 of 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.

HILLINGDON MIND

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2012

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006

The accounts were approved by the Board on 20 August 2012



G Francis (Treasurer)
Trustee

Company Registration No. 3009554

HILLINGDON MIND

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2012

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice, "Accounting and Reporting by Charities", published in 2005 and the Companies Act 2006

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

Where material, 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

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 |
|--------------------------------|-------------------|

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

1 Accounting Policies (continued)

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

| | 2012 | 2011 |
|---------------------------------------|---------------|---------------|
| | £ | £ |
| Donations and gifts | 7,735 | 1,518 |
| Grants receivable for core activities | 70,000 | 70,604 |
| | 77,735 | 72,122 |

3 Investment income

| | 2012 | 2011 |
|---------------------|-------------|-------------|
| | £ | £ |
| Interest receivable | 506 | 399 |

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

4 Charitable Activities. Grants and Contracts

| | Unrestricted funds £ | Restricted funds £ | Total 2012 £ | Total 2011 £ |
|--------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Grants, Housing & Other Income | 495 | 558,242 | 558,737 | 572,824 |

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

| | | |
|--------------------------------|----------------|----------------|
| Asian Projects | 63,683 | 58,589 |
| Appropriate Adult Scheme | 24,216 | 21,423 |
| Befriending Scheme | 25,875 | 27,822 |
| Clubs | 12,358 | 13,288 |
| Counselling Services | 59,011 | 59,910 |
| Housing Benefit | 87,121 | 85,123 |
| Housing Services | 53,507 | 56,066 |
| Supporting People Housing | 12,233 | 38,204 |
| W/End Scheme/Out & About | 43,724 | 45,440 |
| Big Lottery One Step Forward | 54,898 | 53,371 |
| Sport England | 10,500 | 12,500 |
| Mead House Clubs | 57,780 | 62,129 |
| Masons - Gardening | - | 2,880 |
| Opportunities for Volunteering | 35,789 | 24,619 |
| Clothworkers | - | 4,700 |
| First Aid Training | - | 730 |
| Faith in Action | - | 5,290 |
| Awards for All | 4,955 | - |
| Community Cafe | 9,956 | - |
| Work Club | 2,636 | - |
| | 558,242 | 572,084 |

The following organisations provided grant funding during the period to enable the charity to provide services to the community, as noted above

Big Lottery Fund Awards for All, Big Lottery Fund Reaching Communities, City Bridge Trust, Department of Health, Department of Work & Pensions, Garfield Weston Foundation, Heathrow Community Fund, Hillingdon Primary Care Trust, London Borough of Hillingdon, MIND, Sport England and the Lloyds TSB Foundation for England and Wales

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

5 Clubs, letting & fees

| | 2012 £ | 2011 £ |
|--------------|-----------|-----------|
| Other income | 2,250 | 1,268 |

6 Total resources expended

| | Staff costs £ | Depreciation £ | Other costs £ | Total 2012 £ | Total 2011 £ |
|--------------------------------|---------------------|-------------------|---------------------|--------------------|--------------------|
| Charitable activities | | | | | |
| <u>Charitable Activities</u> | | | | | |
| Activities undertaken directly | 290,810 | - | 143,194 | 434,004 | 430,507 |
| Support costs | 57,588 | 5,392 | 83,867 | 146,847 | 140,970 |
| Total | 348,398 | 5,392 | 227,061 | 580,851 | 571,477 |
| Governance costs | 10,068 | - | 7,404 | 17,472 | 17,897 |
| | 358,466 | 5,392 | 234,465 | 598,323 | 589,374 |

Governance costs includes auditors fees of £7,200, gross (2011 £7,000, gross)

7 Costs of generating donations and grants

No advertising costs were expended in the generation of donations

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

8 Activities undertaken directly

| | 2012 £ | 2011 £ |
|--|----------------|----------------|
| Other costs relating to charitable activities comprise | | |
| Insurance | 2,957 | 2,258 |
| Repairs & Maintenance | 4,245 | 5,414 |
| Rent & Rates | 7,009 | 7,482 |
| Training & Supervision | 12,268 | 12,571 |
| Staff Recruitment | - | 1,319 |
| Motor & Travel | 2,941 | 2,699 |
| NHH Direct Costs | 48,022 | 43,321 |
| Services to Housing | 23,413 | 25,251 |
| Volunteer Costs | 10,712 | 10,608 |
| Other Direct Costs | 2,412 | 23,139 |
| Special Projects | 21,280 | 13,381 |
| Club Costs | 4,206 | 3,195 |
| Consultancy | 3,729 | 4,951 |
| | 143,194 | 155,589 |

9 Support costs

| | 2012 £ | 2011 £ |
|-----------------------|----------------|----------------|
| Other operating costs | 83,867 | 82,735 |
| Staff costs | 57,588 | 55,832 |
| Depreciation | 5,392 | 2,403 |
| | 146,847 | 140,970 |

10 Trustees

During the year one trustee received salary payment in the gross sum of £2,771 for the provision of Club cover services (2011 £2,766) and was reimbursed £15 for expenses incurred (2011 £178). One other trustee who served during the year and who is also a service user, received a benefit of supported housing facilities, made available on the same terms as to other service users.

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

11 Employees

Number of employees

The average monthly number of employees during the year was

| | 2012 Number | 2011 Number |
|--------------------------|----------------|----------------|
| Charity employees | 15 | 14 |
| Administrative employees | 3 | 3 |
| | <u>18</u> | <u>17</u> |

Employment costs

| | 2012 £ | 2011 £ |
|---------------------|----------------|----------------|
| Wages and salaries | 355,485 | 337,376 |
| Other pension costs | 2,981 | 2,677 |
| | <u>358,466</u> | <u>340,053</u> |

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

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

12 Tangible fixed assets

| | Plant and machinery £ | Fixtures, fittings & equipment £ | Total £ |
|-------------------------|-----------------------------|---|---------------|
| Cost | | | |
| At 1 April 2011 | 10,089 | 49,408 | 59,497 |
| Additions | - | 13,309 | 13,309 |
| At 31 March 2012 | 10,089 | 62,717 | 72,806 |
| Depreciation | | | |
| At 1 April 2011 | 10,088 | 45,123 | 55,211 |
| Charge for the year | - | 5,392 | 5,392 |
| At 31 March 2012 | 10,088 | 50,515 | 60,603 |
| Net book value | | | |
| At 31 March 2012 | 1 | 12,202 | 12,203 |
| At 31 March 2011 | 1 | 4,285 | 4,286 |

Additions to fixed assets during the period includes £8,178 of kitchen equipment and related capital costs incurred for the commencement of the Community Cafe Project from grant funding provided by the Heathrow Community Fund

13 Debtors

| | 2012 £ | 2011 £ |
|--------------------------------|---------------|---------------|
| Trade debtors | 41,681 | 10,306 |
| Prepayments and accrued income | 14,690 | 6,142 |
| | 56,371 | 16,448 |

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

| | | |
|--|---------------|---------------|
| 14 Creditors, amounts falling due within one year | 2012 | 2011 |
| | £ | £ |
| Taxes and social security costs | 7,037 | 7,223 |
| Other creditors | 77,490 | 47,837 |
| Accruals | 13,266 | 12,437 |
| | <hr/> | <hr/> |
| | 97,793 | 67,497 |
| | <hr/> | <hr/> |

Other creditors includes grant funding carried forward in the sum of £57,149 (2011 £29,125)

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 £14,637 (2011 £13,647)

16 Pension and other post-retirement benefit commitments

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 the schemes and amounted to £2,981 (2011 £2,677). There were no amounts outstanding at the year end and no contributions have been made in respect of the charitable company's trustee directors.

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

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 2011 | Movement in funds | | Balance at 31 March 2012 |
|--------------------|----------------------------|-------------------|-----------|--------------------------------|
| | £ | £ | £ | £ |
| Mind Projects Fund | - | 558,242 | (552,109) | 6,133 |
| | - | 558,242 | (552,109) | 6,133 |

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 2012 are represented by | | | |
| Tangible fixed assets | 6,070 | 6,133 | 12,203 |
| Current assets | 365,167 | - | 365,167 |
| Creditors amounts falling due within one year | (97,793) | - | (97,793) |
| Provisions for liabilities | (14,637) | - | (14,637) |
| | 258,807 | 6,133 | 264,940 |

19 Commitments under operating leases

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

| | Land and buildings | |
|--------------------|--------------------|-----------|
| | 2012 £ | 2011 £ |
| Expiry date | | |
| In over five years | 33,000 | 33,000 |