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Charity Registration No 1045701

Company Registration No 03009554 (England and Wales)

**HILLINGDON MIND**  
**TRUSTEES' REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2013**

TUESDAY



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COMPANIES HOUSE

# HILLINGDON MIND

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	M O'Connor (Chairman) N Benjamin C Campbell J Clark M S Chahal G Francis S Gupta P Kemp E Okwonga R V Parsons P Rose (Treasurer)
<b>Charity Director</b>	C L Geake
<b>Secretary</b>	C L Geake
<b>Charity number</b>	1045701
<b>Company number</b>	03009554
<b>Principal address</b>	Aston House Redford Way Uxbridge Middlesex UB8 1SZ
<b>Registered office</b>	6 High Street Northwood Middlesex HA6 1BN
<b>Auditors</b>	Gittins Muldermg 6 High Street Northwood Middlesex HA6 1BN

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# HILLINGDON MIND

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Bankers

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

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# **HILLINGDON MIND**

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# HILLINGDON MIND

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 MARCH 2013

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The trustees present their report and accounts for the year ended 31 March 2013

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

M O'Connor (Chairman)	(Appointed 4 October 2012)
N Benjamin	
J Clark	(Appointed 4 October 2012)
M S Chahal	
G Francis	
S Gupta	
P Kemp	
E Okwonga	
R V Parsons	
P Rose (Treasurer)	(Appointed 4 October 2012)
S Shah	(Resigned 31 October 2012)
R Shippey	(Resigned 23 May 2013)
H J Temmink	(Resigned 20 March 2013)

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 2013**

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To enhance their knowledge of the practical work undertaken by the charity, trustees are encouraged to take an active role in project matters in which they have expressed an interest. 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.

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, project workers and co-ordinators. The charity also makes use of, and is grateful to, its many volunteer workers.

Jill Patel, the Charity Director, retired from her post at the end of the financial year after many years of sterling service and the trustees were delighted to announce the appointment of Christopher Geake as new Charity Director to lead the charity forward.

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 have been identified and 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 (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 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 diversity and other projects for the local Asian community, an East African service, a therapeutic group, volunteering opportunities, a 'One Step Forward' outreach project, a day opportunities service and work and training opportunities through the community cafe, 'Cafe Mind', a social enterprise initiative partly grant funded. Hillingdon Mind was actively involved in the provision of supported housing places in line with the 'Supporting People' initiative, although the project finished in September 2012. 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 as additional funding opportunities are continually being sought in the promotion of the charity's objectives.

# HILLINGDON MIND

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2013

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#### **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 2013. The trustees are of the view that the charity achieved its prime aims and performed well during the period in furtherance of its objectives, notwithstanding the harsh economic financial circumstances under which the charity had to operate.

#### **Financial review**

The charity had a testing year, financially, as grant funding has been difficult to secure to support some of the charity's activities. In spite of valiant efforts to obtain alternative sources of funding the charity found itself with a number of potential project shortfalls and rather than curtail the services delivered it had to make good by utilising accumulated unrestricted reserves. The overall deficit for the year thereby reduces the level of reserves carried forward at the financial year end. 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 most of the services undertaken, by Big Lottery funding for the One Step Forward Project, by City Bridge Trust funding to augment Asian projects, by Heathrow Community Fund and Awards for All funding for the Cafe initiative and by the Garfield Weston and Lloyds TSB foundations for volunteering opportunity services. 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 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 respect of the 'Cafe Mind' initiative. As a result of this and to support potential project shortfalls a transfer has been made between funds.

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 a proportion having been placed under longer term investment.

#### **Plans for the future**

The charity plans to continue its current activities 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 developing 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.

## **HILLINGDON MIND**

### **TRUSTEES' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2013***

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#### **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

**M O'Connor (Chairman)**

**Trustee**

**Dated 7 October 2013**

A large, stylized handwritten signature in black ink, likely belonging to M O'Connor, the Chairman and Trustee.



# **HILLINGDON MIND**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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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**

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We have audited the accounts of HILLINGDON MIND for the year ended 31 March 2013 set out on pages 8 to 18 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

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### 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 2013, 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

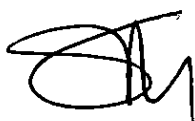
We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion

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 Mulderng**

**Chartered Accountants  
Statutory Auditor**

Gittins Mulderng 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 7 October 2013

# HILLINGDON MIND

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2013

	Notes	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
<b>Incoming resources from generated funds</b>					
Donations and Grants	2	83,554	-	83,554	77,735
Investment income	3	460	-	460	506
		84,014	-	84,014	78,241
Charitable Activities Grants and Contracts	4	861	386,174	387,035	558,737
Clubs, letting & fees	5	4,859	-	4,859	2,250
<b>Total incoming resources</b>		<b>89,734</b>	<b>386,174</b>	<b>475,908</b>	<b>639,228</b>
<b>Resources expended</b>					
6					
<b>Charitable activities</b>					
Charitable Activities		70,000	446,373	516,373	580,851
Governance costs		7,561	9,293	16,854	17,472
<b>Total resources expended</b>		<b>77,561</b>	<b>455,666</b>	<b>533,227</b>	<b>598,323</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>12,173</b>	<b>(69,492)</b>	<b>(57,319)</b>	<b>40,905</b>
Gross transfers between funds		(73,581)	73,581	-	-
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(61,408)</b>	<b>4,089</b>	<b>(57,319)</b>	<b>40,905</b>
Fund balances at 1 April 2012		264,940	-	264,940	224,035
<b>Fund balances at 31 March 2013</b>		<b>203,532</b>	<b>4,089</b>	<b>207,621</b>	<b>264,940</b>

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 2013

	Notes	2013 £	£	2012 £	£
<b>Fixed assets</b>					
Tangible assets	12		7,341		12,203
<b>Current assets</b>					
Debtors	13	6,657		56,371	
Cash at bank and in hand		239,640		308,796	
		<u>246,297</u>		<u>365,167</u>	
<b>Creditors amounts falling due within one year</b>	14	<u>(31,380)</u>		<u>(97,793)</u>	
<b>Net current assets</b>			<u>214,917</u>		<u>267,374</u>
<b>Total assets less current liabilities</b>			<u>222,258</u>		<u>279,577</u>
<b>Provisions for liabilities</b>	15		<u>(14,637)</u>		<u>(14,637)</u>
<b>Net assets</b>			<u><u>207,621</u></u>		<u><u>264,940</u></u>
<b>Income funds</b>					
Restricted funds	17		4,089		6,133
<b>Unrestricted funds</b>			<u>203,532</u>		<u>258,807</u>
			<u><u>207,621</u></u>		<u><u>264,940</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 2013, 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 2013**

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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 7 October 2013



R V Parsons  
Trustee

Company Registration No. 03009554

# HILLINGDON MIND

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2013

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#### 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
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# HILLINGDON MIND

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2013**

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### **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**

	2013 £	2012 £
Donations and gifts	13,554	7,735
Grants receivable for core activities	70,000	70,000
	<u>83,554</u>	<u>77,735</u>

### **3 Investment income**

	2013 £	2012 £
Interest receivable	<u>460</u>	<u>506</u>



# HILLINGDON MIND

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

### 4 Charitable Activities: Grants and Contracts

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Grants, Housing & Other Income	<u>861</u>	<u>386,174</u>	<u>387,035</u>	<u>558,737</u>

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

Asian & Diversity Projects	45,912	63,683
Appropriate Adult Scheme	19,648	24,216
Befriending Scheme	24,840	25,875
Counselling Services	59,011	59,011
Housing Benefit	47,207	87,121
Housing Services/Supporting People	23,328	65,740
W/End Scheme/Out & About	40,132	43,724
Big Lottery One Step Forward	7,725	54,898
Sport England	-	10,500
Mead House / Clubs	78,433	70,138
Opportunities for Volunteering	18,200	35,789
Awards for All	4,955	4,955
Community Cafe	9,956	9,956
Work Club	-	2,636
East African Services	6,827	-
	<u>386,174</u>	<u>558,242</u>

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, Lloyds TSB Foundation for England and Wales and The National Association for Mental Health (Mind)

### 5 Clubs, letting & fees

	2013 £	2012 £
Other income	<u>4,859</u>	<u>2,250</u>

# HILLINGDON MIND

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2013

#### 6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2013 £	Total 2012 £
<b>Charitable activities</b>					
<u>Charitable Activities</u>					
Activities undertaken directly	271,966	-	107,210	379,176	434,004
Support costs	55,756	4,861	76,580	137,197	146,847
<b>Total</b>	<b>327,722</b>	<b>4,861</b>	<b>183,790</b>	<b>516,373</b>	<b>580,851</b>
<b>Governance costs</b>	<b>9,293</b>	<b>-</b>	<b>7,561</b>	<b>16,854</b>	<b>17,472</b>
	<b>337,015</b>	<b>4,861</b>	<b>191,351</b>	<b>533,227</b>	<b>598,323</b>

Governance costs includes auditors fees of £7,200, gross (2012 £7,200, gross)

#### 7 Costs of generating donations and grants

No advertising costs were expended in the generation of donations

#### 8 Activities undertaken directly

	2013 £	2012 £
Other costs relating to charitable activities comprise		
Insurance	2,560	2,957
Repairs & Maintenance	3,147	4,245
Rent & Rates	5,859	7,009
Training & Supervision	6,243	12,268
Staff Recruitment	2,010	-
Motor & Travel	2,680	2,941
NHH Direct Costs	25,757	48,022
Services to Housing	11,532	23,413
Volunteer Costs	11,302	10,712
Other Direct Costs	4,537	2,412
Special Projects	17,450	21,280
Club Costs	7,772	4,206
Consultancy	6,361	3,729
	<b>107,210</b>	<b>143,194</b>

# HILLINGDON MIND

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

### 9 Support costs

	2013 £	2012 £
Other operating costs	76,580	83,867
Staff costs	55,756	57,588
Depreciation	4,861	5,392
	<u>137,197</u>	<u>146,847</u>

### 10 Trustees

No salary payments were made to trustees during the period (2012 £2,771), no trustees were reimbursed for expenses incurred (2012 £15) and no trustees received benefits (2012 1 trustee)

### 11 Employees

#### Number of employees

The average monthly number of employees during the year was

	2013 Number	2012 Number
Charity employees	13	15
Administrative employees	3	3
	<u>16</u>	<u>18</u>

#### Employment costs

	2013 £	2012 £
Wages and salaries	334,175	355,485
Other pension costs	2,840	2,981
	<u>337,015</u>	<u>358,466</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 2013

#### 12 Tangible fixed assets

	Plant and machinery	Fixtures, fittings & equipment	Total
	£	£	£
<b>Cost</b>			
At 1 April 2012	10,089	62,717	72,806
Transfers	(10,089)	-	(10,089)
At 1 April 2012 and at 31 March 2013	-	62,717	62,717
<b>Depreciation</b>			
At 1 April 2012	10,088	50,515	60,603
Charge for the year	-	4,861	4,861
Transfers	(10,088)	-	(10,088)
At 31 March 2013	-	55,376	55,376
<b>Net book value</b>			
At 31 March 2013	-	7,341	7,341
At 31 March 2012	1	12,202	12,203

Plant and machinery comprising fully depreciated housing assets has been written out of the accounts at the balance sheet date to reflect the charity's discontinuance of this service

Fixtures, fittings & equipment includes kitchen equipment and related capital costs in respect of the Community Cafe Project for which grant funding has been provided by the Heathrow Community Fund. The equipment had a cost of £8,178 and at the balance sheet date its net book value amounted to £4,089 (2012 £6,133)

#### 13 Debtors

	2013 £	2012 £
Trade debtors	2,614	41,681
Prepayments and accrued income	4,043	14,690
	<u>6,657</u>	<u>56,371</u>

## HILLINGDON MIND

### NOTES TO THE ACCOUNTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2013

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<b>14 Creditors amounts falling due within one year</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Taxes and social security costs	6,002	7,037
Other creditors	13,630	77,490
Accruals	11,748	13,266
	<hr/>	<hr/>
	<b>31,380</b>	<b>97,793</b>
	<hr/>	<hr/>

Other creditors includes grant funding carried forward in the sum of £4,088 (2012 £57,149)

#### 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 (2012 £14,637) The trustees consider that the provision is sufficient and no additional provision has been made for the year under review

#### 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 £2,840(2012 £2,981) 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 2013

#### 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 2012	Movement in funds		Balance at 31 March 2013
	£	£	£	£
Mind Projects Fund	-	386,174	(455,666)	
Transfer Unrestricted Funds	-	-	73,581	4,089
	-	386,174	(382,085)	4,089

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 2013 are represented by			
Tangible fixed assets	3,252	4,089	7,341
Current assets	246,297	-	246,297
Creditors amounts falling due within one year	(31,380)	-	(31,380)
Provisions for liabilities	(14,637)	-	(14,637)
	203,532	4,089	207,621

#### 19 Commitments under operating leases

At 31 March 2013 the company had annual commitments under non-cancellable operating leases as follows

	Land and buildings	
	2013	2012
	£	£
Expiry date		
In over five years	33,000	33,000