

Charity Registration No. 1045701

Company Registration No. 03009554 (England and Wales)

HILLINGDON MIND
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016

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HILLINGDON MIND

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M. O'Connor (Chairman) P. Rose (Treasurer) M.S. Chahal R.V. Parsons E. Okwonga G. Francis J. Clark C. Thomas
Secretary	C.L. Geake
Charity number	1045701
Company number	03009554
Principal address	Aston House Redford Way Uxbridge Middlesex UB8 1SZ
Registered office	Aston House Redford Way Uxbridge Middlesex UB8 1SZ
Auditors	Gittins Mulderrig 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 2016

The trustees present their report and accounts for the year ended 31 March 2016.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charitable company's governing document, the Companies Act 2006 and the Charities SORP (FRSSE) effective 1 January 2015.

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)

P. Rose (Treasurer)

M.S. Chahal

R.V. Parsons

E. Okwonga

G. Francis

N. Benjamin

J. Clark

C. Thomas

(Resigned 20 July 2015)

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, through Third Sector trustee recruitment agencies and networking with local governmental and council departments and like-minded organisations. The policy and guidance on recruitment and appointment of trustees has recently been reviewed and revised.

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. It also includes a Code of Conduct for trustees.

HILLINGDON MIND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

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.

Christopher Geake is the Company Secretary and has been Director of the charity since August 2013.

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 continue to be addressed and there has been planned diversification in activity within the charity. Internal control risks are minimised by the implementation of a Schedule of delegated Authority and 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.

In 2015 Hillingdon Mind underwent a peer-review as part of the renewal of the Mind Quality Mark awarded by National Association for Mental Health (Mind). The outcome of the review was that the charity meets quality assurance standards 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. The mission of Hillingdon Mind is expressed in the revised vision statement which it produced in 2015 as part of the development of its strategic plan ("Our Forward Journey") for 2016 to 2017: "Our vision is of communities across Hillingdon in which there is a positive understanding of mental health, where people have appropriate support, and are treated with respect and dignity".

Our work can be summarised in three key words:

PROMOTE good mental health and well being,

SUPPORT people when they are unwell and through their journey of recovery, and

SHAPE public policy and perception and challenge stigma.

As well as working to these strategic themes the charity has paid due regard to guidance issued by the Charity Commission in deciding what activities it should undertake and in the exercising of its powers and duties for the public benefit.

HILLINGDON MIND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

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 a range 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, therapeutic groups, volunteering opportunities, a Mental Health Awareness programme, an anger management programme, a Creative Minds art group, a women's support group, and an LGB&T support group. Work and training opportunities for people with lived experience of mental health issues was provided through the social enterprise community cafe, 'Cafe Mind' but that had to cease operations during the year due to an insufficiency of funding. Hillingdon Mind was further responsible for providing therapeutic Yoga classes, and Creative Movement courses for women who have experienced emotional trauma and for initiating a "Mind at Work" 3-year employment support project supported by Big Lottery funding.

Following the closure of the HAGAM charity which undertook valued work in the counselling and support of those suffering from addiction, Hillingdon Mind was thankful to receive, by way of donation, the accumulated reserves of that charity upon its cessation, so that this important work may be carried on. The charity also hosts a men's group and music in Mind, both of which are peer-support initiatives. At the end of March 2016 the East African project, supporting the Somali communities, came to an end, as a consequence of reduced funding from the local authority, but the charity has negotiated funding for a more modest Somali Information and Advice service.

In the forthcoming year there are plans to begin a support service for people with gambling addictions, a support service for young people and, as part of the newly formed Hillingdon Carers' Partnership, support for unpaid carers who have, or are affected by, mental health issues. In these ways the charity is extending its package of support for people within the Borough.

In 2015 Hillingdon Mind participated in fully setting up H4All, a joint venture with AgeUK Hillingdon, DASH (disability organisation), Harlington Hospice, and Hillingdon Carers to provide a more integrated, efficient and cost-effective Third Sector response to local health and social care challenges. H4All is delivering a Single Point of Access well-being service, contracted by Hillingdon CCG, for people over 65 with one or more long term conditions. We shall be seeking further collaborative initiatives as H4All.

Throughout the year mental health information was provided to a range of community individuals and community groups, a number of outings were arranged, as well as 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.

Achievements and performance

The main areas of charitable activity are as described within the section on Objectives and Activities above. Hillingdon Mind uses a range of methodologies to evaluate the impact of its activities, including service user satisfaction questionnaires, service user fora, service and event evaluations, and a robust complaints, compliments and suggestions process with periodic reports to the Board of Trustees. The achievements and performance of the charity within each of these main areas is further 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 2016 and which are available upon request.

The charity faced a difficult time during the year under review and had to make use of unrestricted reserves in the support of all of its restricted activity projects, other than for the addiction counselling and support project which commenced during the year and has been undertaken following the donation of funds from HAGAM. Funds received from HAGAM are restricted insofar as the donor has specified the use and purpose of the donation however there are no performance or target requirements and the donation is not time critical. Accordingly the full value of the donation has been recognised within these financial statements and release will be made against income as and when expenditure is incurred. Given difficulties faced by Hillingdon Mind, as well as many charities in the sector, the trustees are of the view that the charity achieved its prime aims and performed well during the period in furtherance of its objectives.

HILLINGDON MIND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

Financial review

The charity had another testing year, financially, as grant funding has been difficult to secure to support some of the charity's activities. The charity has continued to explore alternative sources of funding but found itself with a number of potential project shortfalls during the year 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 free 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 Clinical Commissioning Group for most of the services undertaken, by the Hillingdon Community Trust, and the A P Taylor Trust. The charitable company also received a donation from the charity HAGAM, which ceased operations, amounting to £178,500 (including fixed assets at net book value of £5,000). This donation is restricted in that it has been provided for the continuation of work in the assistance of people suffering from addiction although it is not performance related. The full amount of the donation has been brought in as restricted income during the period and release has been made in respect of costs incurred to the balance sheet date. It is anticipated that this donation will continue to provide funding for relevant addiction programmes undertaken by the charitable company over the next three years and the trustees are keen to enhance and support this initiative. The trustees are grateful to all providers of funds and donors 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 considers 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, is below target and the trustees are aware that action needs to be taken to achieve and thereafter maintain a consistent level over forthcoming years. Whilst the charitable company faces difficulties in securing sufficient and appropriate on-going funding, the trustees are actively involved in securing the future of Hillingdon Mind.

The trustees have reviewed the charity's reserves at the balance sheet date and have concluded that there are restricted reserves further details of which are provided in the financial statements. Notwithstanding, there were project shortfalls arising on various restricted reserves and as a result of this 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, such as employment support, 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 until at least 2018 at which time its lease will come to an end.

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.

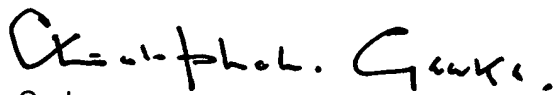
HILLINGDON MIND

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

Auditors

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

On behalf of the board of trustees



C.L. Geake

Company Secretary

Dated: 13 September 2016

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 MEMBERS OF HILLINGDON MIND

We have audited the accounts of HILLINGDON MIND for the year ended 31 March 2016 set out on pages 9 to 18. The financial reporting framework that has been applied in their preparation is applicable law and Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its 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 7, 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 Companies Act 2006 rather than the Charities Act 2011. Accordingly we have been appointed as auditors under section 476 of the Companies Act 2006 and report in accordance with 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 charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts

In our opinion:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016 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);
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

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

HILLINGDON MIND

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

Matters on which we are required to report by exception

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



Brian Mulderrig Bsc ACA (Senior Statutory Auditor)
for and on behalf of Gittins Mulderrig

**Chartered Accountants
Statutory Auditor**
6 High Street
Northwood
Middlesex
HA6 1BN

Dated: 13 September 2016

HILLINGDON MIND

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2016

	Notes	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
<u>Incoming resources from generated funds</u>					
Donations and Grants	2	85,176	178,500	263,676	131,180
Investment income	4	1,805	-	1,805	938
		86,981	178,500	265,481	132,118
Charitable Activities: Grants and Contracts	3	-	265,344	265,344	218,605
Clubs, letting & fees	6	60,618	-	60,618	16,991
Total incoming resources		147,599	443,844	591,443	367,714
<u>Resources expended</u>					
Charitable activities					
Charitable Activities	5	101,782	352,615	454,397	372,441
Exceptional Costs		-	-	-	21,729
Total charitable expenditure		101,782	352,615	454,397	394,170
Governance costs		8,833	5,273	14,106	14,993
Total resources expended		110,615	357,888	468,503	409,163
Net incoming/(outgoing) resources before transfers		36,984	85,956	122,940	(41,449)
Gross transfers between funds		(61,488)	61,488	-	-
Net (expenditure)/income for the year/ Net movement in funds		(24,504)	147,444	122,940	(41,449)
Fund balances at 1 April 2015		132,231	-	132,231	173,680
Fund balances at 31 March 2016		107,727	147,444	255,171	132,231

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 2016

	Notes	2016 £	£	2015 £	£
Fixed assets					
Tangible assets	12		7,000		1,161
Current assets					
Debtors	13	13,879		41,237	
Cash at bank and in hand		293,119		187,239	
		<u>306,998</u>		<u>228,476</u>	
Creditors: amounts falling due within one year	14	<u>(44,190)</u>		<u>(82,769)</u>	
Net current assets			<u>262,808</u>		<u>145,707</u>
Total assets less current liabilities			<u>269,808</u>		<u>146,868</u>
Provisions for liabilities	15		<u>(14,637)</u>		<u>(14,637)</u>
Net assets			<u><u>255,171</u></u>		<u><u>132,231</u></u>
Income funds					
Restricted funds	16		147,444		-
 Unrestricted funds			<u>107,727</u>		<u>132,231</u>
			<u><u>255,171</u></u>		<u><u>132,231</u></u>

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 13 September 2016



P. Rose (Treasurer)

Trustee

Company Registration No. 03009554

HILLINGDON MIND

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), the Charities Statement of Recommended Practice (SORP) (FRSSE) 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

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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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.

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting policies (Continued)

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

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Donations and gifts	15,176	178,500	193,676	61,180
Grants receivable for core activities	70,000	-	70,000	70,000
	<u>85,176</u>	<u>178,500</u>	<u>263,676</u>	<u>131,180</u>

3 Charitable Activities: Grants and Contracts

	2016 £	2015 £
Grants & Other Income	<u>265,344</u>	<u>218,605</u>
Included within income relating to Grants & Other Income are the following grants		
Asian & Diversity Projects	9,769	7,078
Appropriate Adult Scheme	19,662	19,238
Befriending Scheme	17,020	17,914
Counselling Services	59,011	59,010
MHFA Training	18,000	-
W/End Scheme/Out & About	19,965	22,841
Big Lottery Mind at Work	47,602	-
Big Lottery One Step Forward	10,000	8,000
Mead House / Clubs	26,922	32,950
Opportunities for Volunteering	-	9,500
Community Cafe	2,000	2,044
Mind	1,000	11,780
East African Services	21,249	21,250
Hillingdon Community Trust	13,144	7,000
	<u>265,344</u>	<u>218,605</u>

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

4 Investment income

	2016 £	2015 £
Interest receivable	1,805	938

5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2016 £	Total 2015 £
Charitable activities					
<u>Charitable Activities</u>					
Activities undertaken directly	232,206	-	76,693	308,899	235,824
Support costs	53,389	2,633	89,476	145,498	136,617
Total	285,595	2,633	166,169	454,397	372,441
<u>Exceptional Costs</u>					
Support costs	-	-	-	-	21,729
	285,595	2,633	166,169	454,397	394,170
Governance costs	5,273	-	8,833	14,106	14,993
	290,868	2,633	175,002	468,503	409,163

Governance costs includes auditors fees of £7,200, gross (2015: £7,200, gross).

6 Clubs, letting & fees

	2016 £	2015 £
Other income	60,618	16,991

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 2016

8 Activities undertaken directly

	2016 £	2015 £
Other costs relating to Charitable Activities comprise:		
Insurance	1,888	2,223
Repairs & Maintenance	4,978	3,620
Rent & Rates	5,628	5,608
Training & Supervision	9,936	5,044
Staff Recruitment	3,254	1,561
Motor & Travel	2,356	2,528
Volunteer Costs	11,218	18,873
Other Direct Costs	850	2,788
Special Projects	33,731	19,527
Club Costs	2,854	3,075
Consultancy	-	2,000
	<u>76,693</u>	<u>66,847</u>

9 Support costs

	2016 £	2015 £
Other operating costs	89,476	78,385
Staff costs	53,389	76,125
Depreciation	2,633	3,836
	<u>145,498</u>	<u>158,346</u>

10 Trustees

No salary payments were made to trustees during the period and no trustees received payment for expenses incurred or received benefits.

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

11 Employees

Number of employees

The average monthly number of employees during the year was:

	2016 Number	2015 Number
Charity employees	12	10
Administrative employees	3	2
	<u>15</u>	<u>12</u>

Employment costs

	2016 £	2015 £
Wages and salaries	290,868	250,819
Other pension costs	-	108
	<u>290,868</u>	<u>250,927</u>

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

12 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2015	64,777
Additions	8,472
Transfers	(39,553)
At 31 March 2016	<u>33,696</u>
Depreciation	
At 1 April 2015	63,616
Charge for the year	2,633
Transfers	(39,553)
At 31 March 2016	<u>26,696</u>
Net book value	
At 31 March 2016	<u><u>7,000</u></u>
At 31 March 2015	<u><u>1,161</u></u>

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

13 Debtors	2016	2015
	£	£
Trade debtors	3,991	36,184
Prepayments and accrued income	9,888	5,053
	<u>13,879</u>	<u>41,237</u>

14 Creditors: amounts falling due within one year	2016	2015
	£	£
Trade creditors	5,232	-
Taxes and social security costs	5,647	5,772
Other creditors	22,523	64,901
Accruals	10,788	12,096
	<u>44,190</u>	<u>82,769</u>

15 Provisions for liabilities

Provision had been made in respect of a liability for dilapidations that had been a requirement under the terms of the company's prior lease, in the sum of £14,637 (2015: £14,637). The trustees consider that the provision currently maintained is sufficient and no additional provision has been made for the year under review.

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

16 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 2015 £	Movement in funds		Unrestricted Fund trf £	Balance at 31 March 2016 £
		Incoming £	Outgoing £		
Counselling	-	59,011	(61,087)	2,076	-
Befriender & Young persons	-	23,906	(35,570)	11,664	-
Appropriate Adult	-	19,662	(23,547)	3,885	-
Work schemes	-	53,860	(62,397)	8,537	-
Clubs	-	26,922	(35,974)	9,052	-
Training	-	31,000	(50,284)	19,284	-
Weekend/Out and About	-	19,965	(23,851)	3,886	-
East African & Asian Services	-	31,018	(34,122)	3,104	-
HAGAM donation	-	178,500	(31,056)	-	147,444
	-	443,844	(357,888)	61,488	147,444

The restricted fund at 31 March 2016 as noted above relates to a transfer of funds, by way of donation, from the HAGAM charity which has ceased operations. The monies are to be utilised for the continuing treatment and counselling of those suffering from addiction and the release in the year represents that element of the reserve utilised during the period in the furtherance of its charitable activity. The balance on this restricted reserve at 31 March 2016 will be released in ensuing periods as and when the funds are spent.

17 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2016 are represented by:			
Tangible fixed assets	7,000	-	7,000
Current assets	159,554	147,444	306,998
Creditors: amounts falling due within one year	(44,190)	-	(44,190)
Provisions for liabilities	(14,637)	-	(14,637)
	107,727	147,444	255,171

HILLINGDON MIND

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

18 Commitments under operating leases

At 31 March 2016 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2016	2015
	£	£
Expiry date:		
Between two and five years	33,000	33,000
	<u> </u>	<u> </u>

19 Related parties

Related parties of the charitable company at the balance sheet date have been identified as the trustees, the charity director, H4All and the National Association for Mental Health (Mind). During the period under review payment was made to Mind of £637 in respect of an annual affiliation fee and £2,877 was received from H4All in respect of a share of fees earned on jointly commissioned work.