

Charity Registration No. 1045701

Company Registration No. 03009554 (England and Wales)

HILLINGDON MIND
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

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HILLINGDON MIND

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees M. O'Connor (Chairman)
P.Rose
M.S. Chahal
R.V. Parsons
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

Auditor 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 (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

The trustees present their report and accounts for the year ended 31 March 2017.

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 "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

Structure, governance and management

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
J. Clark
C. Thomas

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)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017

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 and 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 the National Association for Mental Health (Mind). The outcome of the review was that the charity meets the agreed quality assurance standards to ensure 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 2019: "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)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

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 Creative Writing group, a women's support group, and an LGB&T support group.

Hillingdon Mind was further responsible for providing therapeutic Yoga classes, and Dance Movement psychotherapy. It continued to deliver the "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 in 2015, the accumulated reserves of that charity upon its cessation, and this important work was carried on through the The Addiction Counselling Service which was launched in September 2016. The charity hosts a men's group and a Hearing Voices group, both of which are peer-support initiatives. It also hosted Music in Mind until the end of March 2017. In the period under review, the Somali Information and Advice service was initiated to support the Somali-speaking communities. In 2016 Hillingdon Mind also initiated a new support service for young people, aged 16-25, and, as part of the newly-created Hillingdon Carers' Partnership, support for the carers of people with mental health issues, as well as carers who have their own mental health issues. Both these services are funded by the London Borough of Hillingdon.

The charity has therefore continued to extend its range 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 Well-being Service, contracted by Hillingdon CCG, for people over 65 with one or more long term conditions. At the beginning of 2017 Hillingdon Mind took the lead in restructuring and integrating the counselling services of Hillingdon Mind, Harlington Hospice, and Hillingdon Carers under the heading of H4All Counselling Services.

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.

The charity's policy is to consult and discuss with employees, and at meetings, matters likely to affect employees' interests.

Information of matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the charity's performance.

HILLINGDON MIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017

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 2017 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 in 2015. 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.

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 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. The Finance Manager and Director provide quarterly management accounts and cash-flow reports to the Board of Trustees to assist the effective oversight and management of the charity's finances. 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 budget for 2017 to 2018 indicates a projected small surplus at the end of the financial year.

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.

HILLINGDON MIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017

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 extending, or 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.

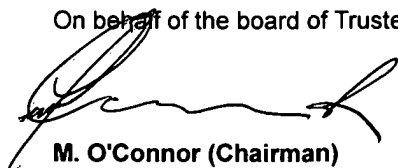
Disclosure of information to auditor

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.

Auditor

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



M. O'Connor (Chairman)
Trustee

Dated: 24 October 2017

HILLINGDON MIND

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2017

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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; 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 AUDITOR'S REPORT

TO THE MEMBERS OF HILLINGDON MIND

We have audited the accounts of Hillingdon Mind for the year ended 31 March 2017 set out on pages 9 to 23. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102.

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 and regulations made under that Act. 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 auditor

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 the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 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 AUDITOR'S 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

24 October 2017

Chartered Accountants
Statutory Auditor

6 High Street
Northwood
Middlesex
HA6 1BN

HILLINGDON MIND

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
<u>Income and endowments from:</u>					
Donations and Grants	3	78,732	4,000	82,732	265,676
Charitable Activities: Grants and Contracts	4	-	267,277	267,277	263,344
Investment income	5	920	-	920	1,805
Clubs, letting & fees	6	79,124	-	79,124	60,618
Total income		158,776	271,277	430,053	591,443
<u>Expenditure on:</u>					
Charitable activities	7	161,221	403,583	564,804	468,503
Net (outgoing)/incoming resources before transfers		(2,445)	(132,306)	(134,751)	122,940
Gross transfers between funds		(62,412)	62,412	-	-
Net (expenditure)/income for the year/ Net movement in funds		(64,857)	(69,894)	(134,751)	122,940
Fund balances at 1 April 2016		107,727	147,444	255,171	132,231
Fund balances at 31 March 2017		42,870	77,550	120,420	255,171

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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 2017

	Notes	2017 £	£	2016 £	£
Fixed assets					
Tangible assets	11		5,261		7,000
Current assets					
Debtors	13	33,483		13,879	
Cash at bank and in hand		147,820		293,119	
		<u>181,303</u>		<u>306,998</u>	
Creditors: amounts falling due within one year	14	<u>(56,507)</u>		<u>(44,190)</u>	
Net current assets			124,796		262,808
Total assets less current liabilities			<u>130,057</u>		<u>269,808</u>
Provisions for liabilities			(9,637)		(14,637)
Net assets			<u>120,420</u>		<u>255,171</u>
Income funds					
Restricted funds	16		77,550		152,718
Unrestricted funds			42,870		102,453
			<u>120,420</u>		<u>255,171</u>

The accounts were approved by the Trustees on 24 October 2017


M. O'Connor (Chairman)
 Trustee

Company Registration No. 03009554

HILLINGDON MIND

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2017

	Notes	2017 £	£	2016 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	19		(145,028)		112,547
Investing activities					
Purchase of tangible fixed assets		(1,191)		(8,472)	
Interest received		920		1,805	
Net cash used in investing activities			(271)		(6,667)
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(145,299)		105,880
Cash and cash equivalents at beginning of year			293,119		187,239
Cash and cash equivalents at end of year			147,820		293,119

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

Charity information

Hillingdon Mind is a private company limited by guarantee incorporated in England and Wales. The registered office is 6 High Street, Northwood, Middlesex, HA6 1BN.

1.1 Accounting convention

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 accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

These accounts for the year ended 31 March 2017 are the first accounts of Hillingdon Mind prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2015. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

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.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

(Continued)

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 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.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	25% Straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Provisions

Provisions are recognised when the charity has a legal or constructive present obligation as a result of a past event, it is probable that the charity will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period it arises.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and Grants

	Unrestricted funds	Restricted funds	Total 2017	Total 2016
	£	£	£	£
Donations and gifts	8,732	-	8,732	193,676
Other income	70,000	4,000	74,000	72,000
	<u>78,732</u>	<u>4,000</u>	<u>82,732</u>	<u>265,676</u>
For the year ended 31 March 2016	<u>85,176</u>	<u>180,500</u>		<u>265,676</u>
Other Income				
Local authority core grant	70,000	-	70,000	70,000
Other non specific grant income	-	4,000	4,000	2,000
	<u>70,000</u>	<u>4,000</u>	<u>74,000</u>	<u>72,000</u>

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

4 Charitable Activities: Grants and Contracts

	2017 £	2016 £
Performance related grants	267,277	263,344
Performance related grants		
Mind at work	56,646	47,602
Mind grants	9,373	1,000
Young persons / Link Worker	10,080	13,144
Carers grant	13,881	-
Mead House / Clubs	23,700	26,922
Befriender projects	16,804	17,020
Weekend & Out and About	13,540	19,965
Counselling services	59,010	59,011
Appropriate adult	20,758	19,662
Big Lottery / Awards for All	5,300	10,000
MHFA Training	-	18,000
Addiction counselling	27,149	-
East African & Asian services	11,036	31,018
	267,277	263,344

5 Investment income

	2017 £	2016 £
Interest receivable	920	1,805

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

6 Clubs, letting & fees

	2017	2016
	£	£
Fees training	15,048	10,278
Club Income	4,405	3,096
Staff secondment	27,007	13,308
Counselling income	23,635	23,066
Miscellaneous	335	2,818
H4All	8,694	2,877
Cafe Mind	-	5,175
	<u>79,124</u>	<u>60,618</u>

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

7 Charitable activities

	2017 £	2016 £
Staff costs	348,561	269,206
Depreciation and impairment	2,930	2,633
Insurance	1,906	1,888
Repairs, renewals and maintenance	2,784	4,978
Rent	37,874	38,628
Staff training & supervision	17,066	9,936
Staff recruitment	490	3,254
Staff travel	2,720	2,356
Volunteer costs	10,646	11,218
Office costs	1,339	850
Special project costs	37,202	33,731
Club costs	5,762	2,854
	<u>469,280</u>	<u>381,532</u>
Share of support costs (see note 8)	79,683	72,865
Share of governance costs (see note 8)	15,841	14,106
	<u>564,804</u>	<u>468,503</u>
Analysis by fund		
Unrestricted funds	161,221	
Restricted funds	403,583	
	<u>564,804</u>	
For the year ended 31 March 2016		
Unrestricted funds		115,889
Restricted funds		352,614
		<u>468,503</u>

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

8 Support costs

	Support costs	Governance costs	2017	2016	Basis of allocation
	£	£	£	£	
Staff costs	-	5,786	5,786	5,273	Governance
Support Staff costs	23,283	-	23,283	16,389	
Finance & accountancy	15,050	-	15,050	15,920	
Computer costs	12,833	-	12,833	16,949	
Telephone	8,528	-	8,528	7,343	
Light, heat, refuse	6,518	-	6,518	3,438	
Print, post, stationery	4,246	-	4,246	4,599	
Equipment rental	4,330	-	4,330	4,031	
Other costs	4,895	-	4,895	4,196	
Audit fees	-	7,200	7,200	7,200	Governance
Legal and professional	-	2,855	2,855	1,633	Governance
	<u>79,683</u>	<u>15,841</u>	<u>15,841</u>	<u>14,106</u>	
Analysed between					
Charitable activities	<u>79,683</u>	<u>15,841</u>	<u>95,524</u>	<u>86,971</u>	

Governance costs includes auditors fees of £7,200, gross (2016- £7,200, gross).

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

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 FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

10 Employees

Number of employees

The average monthly number employees during the year was:

	2017 Number	2016 Number
Charity employees	17	12
Administrative employees	3	3
	<u>20</u>	<u>15</u>

Employment costs

	2017 £	2016 £
Wages and salaries	<u>354,347</u>	<u>274,479</u>

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

11 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2016	33,696
Additions	1,191
At 31 March 2017	<u>34,887</u>
Depreciation and impairment	
At 1 April 2016	26,696
Depreciation charged in the year	2,930
At 31 March 2017	<u>29,626</u>
Carrying amount	
At 31 March 2017	<u>5,261</u>
At 31 March 2016	<u>7,000</u>

12 Financial instruments

	2017 £	2016 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	<u>20,132</u>	<u>3,991</u>
Carrying amount of financial liabilities		
Measured at amortised cost	<u>50,424</u>	<u>38,543</u>

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

13 Debtors

	2017 £	2016 £
Amounts falling due within one year:		
Trade debtors	20,132	3,991
Prepayments and accrued income	13,351	9,888
	<u>33,483</u>	<u>13,879</u>

14 Creditors: amounts falling due within one year

	2017 £	2016 £
Other taxation and social security	6,083	5,647
Trade creditors	16,815	5,232
Other creditors	22,633	22,523
Accruals and deferred income	10,976	10,788
	<u>56,507</u>	<u>44,190</u>

Provisions for liabilities

2017 £	2016 £
<u>9,637</u>	<u>14,637</u>

Movements on provisions:

	£
At 1 April 2016	14,637
Reversal of provision	(5,000)
At 31 March 2017	<u>9,637</u>

Provision had been made in respect of a liability for dilapidations, which had been a requirement of a previous lease, brought forward in the sum of £14,637. The trustees have considered the requirement for this provision in light of the period of lease currently remaining and are of the opinion that a reversal is appropriate in the gross sum of £5,000, leaving a balance of provision of £9,637 at the balance sheet date. This level of provision is considered sufficient moving forward.

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

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 2016 £	Movement in funds			Balance at 31 March 2017 £
		Incoming £	Outgoing £	Unrestricted Fund trf £	
Counselling	-	59,010	(48,811)	(10,199)	-
Befriender & Young persons	-	26,884	(37,973)	11,089	-
Appropriate Adult	-	20,758	(24,212)	3,454	-
Work schemes	-	56,646	(61,820)	5,174	-
Clubs	-	27,700	(37,488)	9,788	-
Addiction counselling	-	27,149	(28,005)	856	-
Weekend/Out and About	-	13,540	(16,888)	3,348	-
East African & Asian Services	-	11,036	(12,604)	1,568	-
Carers	-	13,881	(13,021)	(860)	-
Big Lottery/ Awards for All/ MHFA/	-				
One Step Forward	-	5,300	(36,111)	30,811	-
Mind grants	-	9,373	(17,127)	7,754	-
HAGAM donation	147,444	-	(69,523)	(371)	77,550
	<u>147,444</u>	<u>271,277</u>	<u>(403,583)</u>	<u>62,412</u>	<u>77,550</u>

The restricted fund at 1 April 2016 and 31 March 2017 as shown above relates to the balance of an original transfer of funds, by way of donation, from the HAGAM charity which has ceased operations. The monies are being 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. Grant funding was also secured in the year to support this activity. The balance on this restricted reserve at 31 March 2017 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 2017 are represented by:			
Tangible assets	2,761	2,500	5,261
Current assets/(liabilities)	49,746	75,050	124,796
Provisions	(9,637)	-	(9,637)
	<u>42,870</u>	<u>77,550</u>	<u>120,420</u>

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

18 Related party transactions

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 in the sum of £687 (2016: £637) in respect of the annual affiliation fee and £1,644 was received from H4All in respect of jointly commissioned work undertaken. A further accrual for income receivable from H4All has been provided in the sum of £7,000.

The charity director received remuneration as an employee of the charitable company and there were no other transactions with related parties to be disclosed.

No guarantees have been given or received.

19 Cash generated from operations	2017 £	2016 £
(Deficit)/surplus for the year	(134,751)	122,940
Adjustments for:		
Investment income recognised in profit or loss	(920)	(1,805)
Depreciation and impairment of tangible fixed assets	2,930	2,633
Movements in working capital:		
(Increase)/decrease in debtors	(19,604)	27,356
Increase/(decrease) in creditors	12,317	(38,577)
Increase in provisions	(5,000)	-
Cash (absorbed by)/generated from operations	(145,028)	112,547