

Charity Registration No. 1045701

Company Registration No. 03009554 (England and Wales)

HILLINGDON MIND
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

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COMPANIES HOUSE

HILLINGDON MIND

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M. O'Connor (Chairman) P.Rose M.S. Chahal R.V. Parsons J. Clark C. Thomas O Ahmed C Martin	(Appointed 30 October 2017) (Appointed 30 October 2017)
Secretary	A.Stangoe	
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

CONTENTS

	Page
Trustees' report	1 - 5
Statement of trustees' responsibilities	6
Independent auditor's report	7 - 9
Statement of financial activities	10
Balance sheet	11
Statement of cash flows	12
Notes to the financial statements	13 - 23

HILLINGDON MIND

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2018

The trustees present their report and financial statements for the year ended 31 March 2018.

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

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
M. S. Chahal
R. V. Parsons
E. Okwonga (Resigned 11/05/2017)
G. Francis (Resigned 30/11/2017)
J. Clark
C. Thomas
J. Hensley (Appointed 30/11/2017, resigned 29/01/2018)
O. Ahmed (Appointed 30/10/2017)
C. Martin (Appointed 30/10/2017)

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.

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 2018

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, the Company Secretary and Charity Director of the charity since August 2013 resigned on 31/03/2018 and Angela Stangoe was appointed as Interim Director in his place.

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. A 2015 peer-review as part of the renewal of the Mind Quality Mark, awarded by the National Association for Mental Health (Mind), confirmed 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 2018

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 and Dance Movement psychotherapy and it continued to deliver the "Mind at Work" 3-year employment support project supported by Big Lottery funding. It also began delivery of an ESF project to develop a return to work program. 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 the Somali Information and Advice service, which was initiated to support the Somali-speaking communities. In 2016 Hillingdon Mind also initiated a new support service 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.

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. This service has proved to be very successful as well as cost effective, with one management team providing management and clinical supervision. Hillingdon Mind, in December 2017, also began to deliver the Children's Bereavement Service on behalf of Harlington Hospice.

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 2018

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 2018 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 its restricted activity projects other than in respect of the addiction counselling and support project funded by the HAGAM donation 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 was previously recognised within the financial statements and release has been made against income as and when expenditure has been 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 satisfactorily during the period in furtherance of its objectives.

Financial review

Once again grant funding was difficult to secure to support some of the charity's activities and the charity continued to explore alternative sources of funding, with some success. Notwithstanding, with a number of potential project shortfalls during the year the charity had to make use of unrestricted reserves rather than curtail the services delivered. 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 and H4All and for the rest of the services undertaken, by Big Lottery funding, 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 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, is significantly 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 2018 to 2019 indicates a projected small surplus at the end of the financial year, primarily as a result of a restructure of staffing and a reduction in unsupported services.

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. Project shortfalls arising on various restricted reserves gave rise to a transfer between funds during the period.

A more strident approach is being undertaken, designed to enhance the level of reserves, but with continuing low interest rates and cash flow requirements, few funds were deemed suitable or available for long term investment. The charitable company's funds are maintained in current and deposit accounts.

HILLINGDON MIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2018

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 to complement the existing services it provides, even where the attainment of funding is dependent upon contract and bidding processes. The charity's lease on premises at Aston House comes to an end in 2018 and new premises have been sourced and terms agreed.

The trustees are mindful of the state of the charity's finances but consider that steps now being implemented will allow the charity to continue its operations into the foreseeable future.

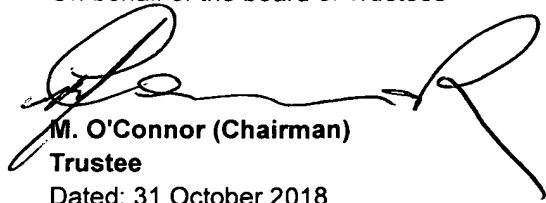
Disclosure of information to auditor

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: 31 October 2018

HILLINGDON MIND

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2018

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 financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements 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 financial statements, 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 financial statements 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 financial statements 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

Opinion

We have audited the financial statements of Hillingdon Mind (the 'charity') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in the notes to the accounts, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

HILLINGDON MIND

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

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees' Report, which includes the Directors' Report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report included within the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report included within the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which 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 financial statements 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

HILLINGDON MIND

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



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

31 October 2018

**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 2018

	Notes	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
<u>Income and endowments from:</u>					
Donations and Grants	3	78,841	8,000	86,841	82,732
Charitable Activities: Grants and Contracts	4	-	266,475	266,475	267,277
Investment income	5	136	-	136	920
Clubs, letting & fees	6	89,738	-	89,738	79,124
Total income		168,715	274,475	443,190	430,053
<u>Expenditure on:</u>					
Charitable activities	7	170,606	365,999	536,605	564,804
Net outgoing resources before transfers		(1,891)	(91,524)	(93,415)	(134,751)
Gross transfers between funds		(22,177)	22,177	-	-
Net expenditure for the year/ Net movement in funds		(24,068)	(69,347)	(93,415)	(134,751)
Fund balances at 1 April 2017		42,870	77,550	120,420	255,171
Fund balances at 31 March 2018		18,802	8,203	27,005	120,420

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.

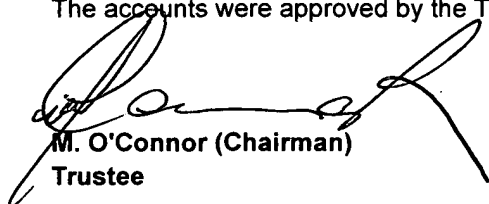
HILLINGDON MIND

BALANCE SHEET

AS AT 31 MARCH 2018

	Notes	2018 £	£	2017 £	£
Fixed assets					
Tangible assets	11		3,038		5,261
Current assets					
Debtors	13	19,181		33,483	
Cash at bank and in hand		56,453		147,820	
		75,634		181,303	
Creditors: amounts falling due within one year	14	(42,030)		(56,507)	
Net current assets			33,604		124,796
Total assets less current liabilities			36,642		130,057
Provisions for liabilities			(9,637)		(9,637)
Net assets			27,005		120,420
Income funds					
Restricted funds	16		8,203		77,550
Unrestricted funds			18,802		42,870
			27,005		120,420

The accounts were approved by the Trustees on 31 October 2018



M. O'Connor (Chairman)
Trustee

Company Registration No. 03009554

HILLINGDON MIND

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2018

	Notes	2018 £	£	2017 £	£
Cash flows from operating activities					
Cash absorbed by operations	19		(91,077)		(145,028)
Investing activities					
Purchase of tangible fixed assets		(426)		(1,191)	
Interest received		136		920	
		<hr/>		<hr/>	
Net cash used in investing activities			(290)		(271)
Net cash used in financing activities			-		-
			<hr/>		<hr/>
Net decrease in cash and cash equivalents			(91,367)		(145,299)
Cash and cash equivalents at beginning of year			147,820		293,119
			<hr/>		<hr/>
Cash and cash equivalents at end of year			56,453		147,820
			<hr/> <hr/>		<hr/> <hr/>

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

Charity information

Hillingdon Mind is a private company limited by guarantee incorporated in England and Wales. The registered office is Aston House, Redford Way, Uxbridge, UB8 1SZ.

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) (FRS102) and the Companies Act 2006.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

These financial statements are prepared on the going concern basis. The trustees have a reasonable expectation that the charity will continue in operational existence for the foreseeable future, however, the trustees are aware of certain material uncertainties which may cause doubt on the charity's ability to continue as a going concern. In particular, at the balance sheet date the company's reserves had been reduced to little over £27,000 of which more than £8,000 related to restricted reserves and whilst the directors have taken corrective action to ensure that the charity operates within its means the lack of supporting reserves gives rise to significant risk and uncertainty.

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 2018

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 2018

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 in which 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 2018

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 2018	Total 2017
	£	£	£	£
Donations and gifts	8,841	-	8,841	8,732
Other income	70,000	8,000	78,000	74,000
	<u>78,841</u>	<u>8,000</u>	<u>86,841</u>	<u>82,732</u>
For the year ended 31 March 2017	<u>78,732</u>	<u>4,000</u>		<u>82,732</u>
Other Income				
Local authority core grant	70,000	-	70,000	70,000
Other non specific grant income	-	8,000	8,000	4,000
	<u>70,000</u>	<u>8,000</u>	<u>78,000</u>	<u>74,000</u>

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

4 Charitable Activities: Grants and Contracts

	2018 £	2017 £
Performance related grants	266,475	267,277
Performance related grants		
Mind at work	58,479	56,646
Mind grants	23,163	9,373
Carers grant	22,000	13,881
Mental Health Social Inclusion	46,367	64,124
Counselling services	59,011	59,010
Appropriate adult	20,759	20,758
Big Lottery / Awards for All	-	5,300
Clubwork	960	-
Addiction counselling	26,000	27,149
East African & Asian services	9,736	11,036
	266,475	267,277

Mental Health Social Inclusion grants include befriender and young persons and weekend & out and about monies in addition to funds for clubs.

5 Investment income

	2018 £	2017 £
Interest receivable	136	920

6 Clubs, letting & fees

	2018 £	2017 £
Fees training	23,423	15,048
Club Income	2,245	4,405
Staff secondment	28,701	27,007
Counselling income	35,378	23,635
Miscellaneous	1,732	335
H4All	(1,741)	8,694
	89,738	79,124

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

7 Charitable activities

	2018 £	2017 £
Staff costs	341,406	348,561
Depreciation and impairment	2,648	2,930
Insurance	2,258	1,906
Repairs, renewals and maintenance	3,294	2,784
Rent	38,076	37,874
Staff training & supervision	16,873	17,066
Staff recruitment	167	490
Staff travel	1,309	2,720
Volunteer costs	9,756	10,646
Office costs	1,179	1,339
Special project costs	18,941	37,202
Club costs	6,286	5,762
	<u>442,193</u>	<u>469,280</u>
Share of support costs (see note 8)	76,516	79,683
Share of governance costs (see note 8)	17,896	15,841
	<u>536,605</u>	<u>564,804</u>
Analysis by fund		
Unrestricted funds	170,606	
Restricted funds	365,999	
	<u>536,605</u>	
For the year ended 31 March 2017		
Unrestricted funds		161,221
Restricted funds		403,583
		<u>564,804</u>

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

8 Support costs

	Support costs	Governance costs	2018	2017	Basis of allocation
	£	£	£	£	
Staff costs	-	8,068	8,068	5,786	Governance
Support Staff costs	24,204	-	24,204	23,283	
Finance & accountancy	15,100	-	15,100	15,050	
Computer costs	9,435	-	9,435	12,833	
Telephone	10,807	-	10,807	8,528	
Light, heat, refuse	5,981	-	6,518	6,518	
Print, post, stationery	3,164	-	3,164	4,246	
Equipment rental	4,510	-	4,510	4,330	
Other costs	3,315	-	9,296	4,895	
Audit fees	-	7,200	7,200	7,200	Governance
Legal and professional	-	2,628	2,628	2,855	Governance
	<u>76,516</u>	<u>17,896</u>	<u>94,412</u>	<u>95,524</u>	
Analysed between					
Charitable activities	<u>76,516</u>	<u>17,896</u>	<u>94,412</u>	<u>95,524</u>	

Governance costs includes auditors fees of £7,200, gross (2017- £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 2018

10 Employees

Number of employees

The average monthly number employees during the year was:

	2018 Number	2017 Number
Charity employees	15	17
Administrative employees	3	3
	<u>18</u>	<u>20</u>

Employment costs

	2018 £	2017 £
Wages and salaries	<u>365,609</u>	<u>377,491</u>

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

11 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2017	34,887
Additions	426
At 31 March 2018	<u>35,313</u>
Depreciation and impairment	
At 1 April 2017	29,626
Depreciation charged in the year	2,649
At 31 March 2018	<u>32,275</u>
Carrying amount	
At 31 March 2018	<u>3,038</u>
At 31 March 2017	<u>5,261</u>

12 Financial instruments

	2018 £	2017 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	<u>9,474</u>	<u>20,132</u>
Carrying amount of financial liabilities		
Measured at amortised cost	<u>35,350</u>	<u>50,424</u>

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

13 Debtors

	2018 £	2017 £
Amounts falling due within one year:		
Trade debtors	3,901	20,132
Other debtors	5,573	-
Prepayments and accrued income	9,707	13,351
	<u>19,181</u>	<u>33,483</u>

14 Creditors: amounts falling due within one year

	2018 £	2017 £
Other taxation and social security	6,680	6,083
Trade creditors	13,109	16,815
Other creditors	12,527	22,633
Accruals and deferred income	9,714	10,976
	<u>42,030</u>	<u>56,507</u>

Provisions for liabilities

2018 £	2017 £
<u>9,637</u>	<u>9,637</u>

Movements on provisions:

	£
At 1 April 2017 and 31 March 2018	<u>9,637</u>

Provision in the sum of £9,637 is made in respect of a liability for dilapidations, which had been a requirement of a previous lease. The trustees have considered the requirement for this provision in light of the period of lease currently remaining and are of the opinion that it should be maintained at the balance sheet date. This provision will be utilised in the post balance sheet period prior to the company leaving its leasehold premises at Aston House.

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

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:

	Movement in funds				Balance at 31 March 2018
	Balance at 1 April 2017	Incoming	Outgoing	Unrestricted Fund trf	
	£	£	£	£	£
Counselling	-	59,011	(58,841)	(170)	-
Appropriate Adult	-	20,759	(21,258)	499	-
Work schemes	-	58,479	(71,322)	12,843	-
Mental Health Social Inclusion	-	55,327	(63,728)	8,401	-
Addiction counselling	-	26,000	(24,970)	(1,030)	-
East African & Asian Services	-	9,736	(14,591)	4,855	-
Carers	-	22,000	(18,779)	(3,221)	-
Mind grants	-	23,163	(23,163)	-	-
HAGAM donation	77,550	-	(69,347)	-	8,203
	<u>77,550</u>	<u>274,475</u>	<u>(365,999)</u>	<u>22,177</u>	<u>8,203</u>

The restricted fund at 1 April 2017 and 31 March 2018 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 2018 will be released in the ensuing period as and when the funds are spent.

17 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 March 2018 are represented by:			
Tangible assets	3,038	-	3,038
Current assets/(liabilities)	25,401	8,203	33,604
Provisions	(9,637)	-	(9,637)
	<u>18,802</u>	<u>8,203</u>	<u>27,005</u>

HILLINGDON MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

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 £ 1,032 (2017: £687) in respect of the annual affiliation fee and £1,716 (2017: £1,644) was received from H4All in respect of jointly commissioned work undertaken and £28,701 (2017: £26,937) in respect of staff secondment. A further accrual for income receivable from H4All was provided in the sum of £7,000 in the 2017 accounts however the amount subsequently received of £3,543 has given rise to a net debit.

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	2018 £	2017 £
Deficit for the year	(93,414)	(134,751)
Adjustments for:		
Investment income recognised in profit or loss	(136)	(920)
Depreciation and impairment of tangible fixed assets	2,648	2,930
Movements in working capital:		
Decrease/(increase) in debtors	14,302	(19,604)
(Decrease)/increase in creditors	(14,477)	12,317
(Decrease)/increase in provisions	-	(5,000)
Cash absorbed by operations	(91,077)	(145,028)