

COMPANY REGISTRATION NUMBER : 04369554

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
UNAUDITED FINANCIAL STATEMENTS
FOR
YEAR ENDED 31 MARCH 2018**

Charity Number : 1091154



**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

CONTENTS	PAGE
Company information	1
Trustees' annual report	2
Independent Examiner's report to the Trustees	8
Statement of financial activities	9
Balance sheet	10
Statement of Cash Flows	11
Notes to the financial statements	12

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

COMPANY INFORMATION

YEAR ENDED 31 MARCH 2018

Charity Number	1091154	
Company Number	04369554	
Registered Office	The Wellbeing Centre 10 - 11 Corner House Bushfair Harlow Essex CM18 6NZ	
The Trustees	Richard Crone Robin Strube Doug Mason Amanda Bettison Sylvia Hayes Alan Wellbelove Ian Clarke Paul Brittain Lynn Maidment Andrew Morgan Tom Ryder	Chairman (since August 2017) Vice Chairman Treasurer (since August 2017) Chairman (until August 2017) (resigned August 17) (resigned March 2018) (appointed October 2017 & resigned 30 August 2018) (appointed October 2017) (appointed February 2018)
Senior Management Team	Alison Wilson Kelly Dorrington Lois Sparkes Barbara Scoltock Mike Ellen	Chief Executive Resources Manager Community Services Manager Counselling Services Manager Training Manager
Independent Examiner	Eric Williams FCA Edmund Carr LLP 146 New London Road Chelmsford Essex, CM2 0AW	
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Mailing Kent, ME19 4JQ	
Solicitors	Tees Law 42 High Street Great Dunmow Essex, CM6 1AH	

The board and senior management team also take advice on an ad hoc, as needed basis from:
Shelley Rudling, Community 360, Colchester – Financial Reporting (up until 31/03/2018)
Rachel Barrat, HR Elite, 11 De Grey Square, De Grey Road, Colchester, Essex, CO4 5YQ – HR advice .
Mark Prangle, Process Work Flow and Statistical support - Evolveis, Suffolk .

WEST ESSEX MIND COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2018

OBJECTIVES AND ACTIVITIES

Our charity's purposes, as set out in the objects contained in the company's memorandum of association, are to:

- Promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental disorder or conditions of emotional or mental distress requiring advice or treatment in West Essex in association with Mind (the National Association for Mental Health) and in accordance with the aims and objects of Mind

Our **Vision** is that we want Mind in West Essex to be the key provider of well respected, community based, mental health services across West Essex.

Our **Mission** is to support people affected by mental ill health to make positive changes in their lives and to improve their emotional resilience.

Ensuring that our work delivers our aims

We review our aims, objectives and activities in a structured way which involves all the trustees. The review helps us to ensure our aims, objectives and activities remain focused on our stated purpose. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning future activity. In particular the directors consider how planned activities contribute to the aims and objectives they have set.

The focus of our work

Our main objectives for the year continued to be the support of people of West Essex who are affected by mental ill health. Alongside this is the objective to promote emotional wellbeing.

The strategies we used to meet these objectives included providing a range of services which reflect those required by our community, and working in partnership with other agencies to ensure that the widest range of services are available to best match the needs of the West Essex community.

Every member of our staff and volunteers should be congratulated for their professionalism and dedication. Our reputation is a direct result of their skills and performance and they are the core of our organisation.

Our main activities and who we help are described below. Our activities fall into three main areas which all focus on either the support of people affected by mental ill health or on building emotional resilience and are undertaken to further our charitable purposes for public benefit.

Community Services

Our community services, broadly speaking, work with people within their local community to address practical issues that are, for that person, a barrier to good mental health. The specific services that we currently run in this area of our work are:

Support Time and Recovery: This service is one we are sub contracted to deliver as part of a larger NHS IAPT contract. The aim of the service is to help people to access their talking therapy treatment by working with them to remove practical barriers. For example gaining or remaining in employment and support them towards achieving better mental health and wellbeing.

Futures in Mind: This service we deliver is part of an Essex wide partnership. The focus of the service is around peer support, mentoring and befriending. A significant element of this service is that it is co-designed with service users.

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2018

Reducing Loneliness Befriending service: The focus of the service is to recruit and train Befrienders to work alongside people in our local community who are isolated and lonely and in doing so improve their mental health and quality of life.

Counselling Services: The Mind in West Essex Counselling service provides a comprehensive range of counselling interventions. It has an emphasis on helping people access the right counselling for them, with the right counsellor at the right time and in the right place. Our service provides counselling through the following routes:

Fee paying service: It is an unfortunate fact that not everyone who would benefit from counselling is able to access it free of charge. In response to this gap we provide a cost effective option. People accessing the service can be confident that they will be helped to access the right kind of intervention for them and that the service they receive will be reviewed by our clinical team to make sure it continues to be the right service for them. Feedback on this service is excellent.

Sub contracted counselling services: We also provide a small amount of counselling for organisations that choose to commission counselling from us. During this year we provided counselling on this basis as part of the West Essex IAPT service and for staff of a small Essex wide charity. We aim to expand this area of our work and provide counselling for other organisations.

Training and Resilience work: This aspect is crucial to our work around reducing stigma and creating awareness and more resilient communities. Our team of Mental Health First Aid trainers continues to deliver this excellent training both to local organisations and individuals, but also in partnership with national Mind. The team also develops bespoke training if required and have undertaken some work delivering awareness and resilience work to schools and other community groups. This is also an area that we plan to develop.

Clinical Triage Service: During this reporting period, in addition to the above three public facing service areas we also provide a Mental Health Clinical Triage service on behalf of West Essex CCG. This is a service for GPs that receives and directs all GP referrals to either primary or secondary mental health services.

Time to change: During this period we became more proactively involved in the anti stigma campaign "Time to Change". This is a campaign that is very close to our mission and that works to support both members of the public who want to share their own stories and employers who want to work towards reducing the stigma around mental health in their own work places.

Poetry for positivity: Poetry for positivity is a 6 week course that is on offer free of charge thanks to funding from the Mulberry Trust. It enables people to explore using the written word as a means of self-expression and improved emotional wellbeing.

How our activities deliver public benefit

Our main activities and who we help are described above. All of our activities focus on either the support of people affected by mental ill health or on building emotional resilience and are undertaken to further our charitable purposes for the public benefit. We are particularly committed to working to ensure that all of our services are focused as much as possible on the needs of the individual as we recognise that, just as everyone's needs are different, everyone's journey to recovery will also be different.

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2018**

The Trustees have referred to the Charity Commission's guidance on public benefit. It is taken into account when undertaking decisions and we have not varied from the guidance during the past year.

ACHIEVEMENTS AND PERFORMANCE

During this period we delivered accredited Mental Health First Aid training to 448 people. In addition to this we delivered other mental health training to 677 people. Of these 667, 48 were parents of teenagers, 78 worked for a local district council. This means that 1,125 people received direct face to face mental health training and were better informed to look after their own mental health and support those around them to look after theirs. The reach of this training in our local communities will have in turn impacted on many more people. Including, but not limited to participants' children, workers, customers, colleagues and young people's peers. This in turn will have led to improved mental health awareness.

Within our Community Services, during the reporting period we received the following numbers of referrals:

- STaR Service: 481
- Befriending Service: 73
- Futures in Mind (West Essex Area only): 117
- Clients with a regular Wellbeing Assistant: 4

This means that 675 people within West Essex have accessed our support and, as a result, have been able to live a better quality of life.

In addition to this, during the reporting period, we received 49 applications to volunteer which will have the potential to improve the quality of life of both the volunteer and the people they end up working with. Volunteering within these services is building up social capital and emotional resilience within our local communities.

During the reporting period 419 people began a course of counselling via our fee paying counselling service and 198 people were referred via the service we provide on behalf of the NHS. This means that altogether 617 people had the opportunity, via Talking Therapies, to learn new ways of thinking about their life and new strategies for coping with the issues that were causing them emotional difficulty.

We have used our growing social media presence to send out information about events and also more general emotional wellbeing information.

Our Twitter impressions have now reached 125.3k; this is the number of our tweets that have been delivered to a twitter accounts timeline.

Our Facebook reach is 129.9k. This is the number of unique people who saw our content and who therefore have read or who have access to our information.

FINANCIAL REVIEW

During the year the charity lost £59,935 which arose from a necessary restructuring of the business following the loss of a single major contract in recent years; this loss was anticipated and was budgeted for. During the last two years the CEO and the board have ensured that the charity's income is now derived from numerous sources so that any risk due to a loss of contract or service is significantly reduced. For instance the charity now has eight contracts, which provides a better financial basis for the organisation to move forward to a more balanced budget.

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2018**

We are concentrating a large part of our resources on providing counselling and mental health training to individuals and companies on a private basis. The Board believes that concentrating on private individuals and companies provides a good balance to the work derived from Government sources.

National Mind use us as a principal provider of mental health training throughout the country.

During the last year we have also revised and reduced our workforce to match the work available from our long term contracts. Several of our contracts are of longer duration, five years, and are for a guaranteed income.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so that there are few funds for long term investment. Our Financial Policy sets out how we should apportion our funds to the various banks that we use.

We own the building from which we operate our counselling service and derive an income from letting rooms to other charities.

Risk Management

The Board of directors has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where it is appropriate, systems or procedures have been established to mitigate the risks that the charity faces.

When external risks to funding are identified by the directors the strategic plan is modified and enhanced to mitigate and manage these risks; they are covered financially within the reserves. Internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the various places of service provision. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Principal Funding Sources

The principal income streams for the charity are from training, private counselling and contract income from the Essex County Council, West Essex CCG and Hertfordshire Partnership Foundation Trust as detailed in note 2 to the accounts.

All these contracts support the key objectives of the charity as they provide mental health services and support to the local community.

Defined benefit pension scheme

We do not have such a scheme but our employees are all enrolled into an approved defined pension contribution scheme.

Reserves Policy

The Finance Sub Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the funds not committed should be sufficient to maintain our premises and equipment rentals for three months and to provide redundancy payments for the associated staff. The current reserves level is set at £64,000 which could be funded from our Designated Funds if necessary. The free unrestricted reserves at the year end amounted to £56,138 (see note 16).

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2018**

Plans for future periods

At the time of signing the accounts the trustees are confident about the charity's ability to continue as a going concern over the coming year and into the future. Our main focus continues to be on diversifying income streams and delivering successfully on the contracts we currently have in place.

Over the coming year we plan to place a particular focus on developing our training and counselling services. We also plan to focus on community fundraising in order to increase community engagement and increase our unrestricted income.

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee under company registration number 4369554, incorporated on the 7th February 2002 and registered as a charity on the 15th March 2002 under charity registration number 1091154.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of new trustees

Mind in West Essex ensures that people who use, or have used, mental health services are given the opportunity to actively participate as Trustees of the Executive Board, and we encourage them to take part in the governance and the decision-making of the organisation.

The Trustees continually review their capabilities and set them against the strategic plan of the organisation. In this way we can determine the profile of new Trustees that are required to serve the Company best.

We promote the opportunity to join the board of trustees through the Mind in West Essex website and welcome applications from people who are passionate about our mission, vision and values.

Trustee Induction and Training

Prospective trustees receive a copy of our brochure 'Introduction to Trusteeship' which sets out all the obligations and requirements of being a trustee. Prospective trustees are interviewed by two current trustees and, if their capabilities match our criteria, are invited to attend a trustee meeting where they meet the current trustees, who then take a vote on the candidate after the meeting.

The candidate will then be asked to confirm their willingness to act as a trustee and Director and a DBS check will be taken up. After receipt of a suitable DBS check, details of the new trustee will be entered into the company records at Companies House and the Charity Commission.

Organisational Structure

The Executive Board is the governing body of the Company and is supported by sub committees as deemed necessary by the Executive Board. At the time of this annual report there is a Finance sub Committee and a Human Resources sub Committee.

The Executive Board shall have not less than six Trustees and not more than eighteen who are responsible for all decisions and actions of the Company:-

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2018

The Executive Board may delegate any of its powers to Sub-Committees consisting of such members of their body and other persons as they think fit; any Sub-Committee shall be made up in such a way that members of the Executive Board shall be in the majority.

The various sub committees are required to develop strategies within their field of operation, resolve concerns arising, and undertake specific pieces of work. When they have completed a piece of work they recommend it to the Board for review and approval.

Remuneration levels of key management personnel are set by the Trustees.

Related parties

Mind in West Essex is affiliated to the national mental health charity, Mind. We have signed up to a partnership agreement that outlines the expectations of both parties. This agreement guides us on issues such as area of benefit and our relationship with other Local Mind Associations as well as issues such as use of the Mind brand.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 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 published on 16 July 2014.

Approved by the Trustees on 20 December 2018 and signed on their behalf by:

Richard Crone

R Crone

Chairman

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2018

I report to the charity trustees on my examination of the company for the year ended 31 March 2018 which are set out on pages 9 to 20.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.


Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants of England and Wales.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements in section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.


.....
E D Williams FCA
146 New London Road
Chelmsford
CM2 0AW

..... **27/12** 2018

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2018

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
INCOME FROM					
Donations and Legacies					
- Donations		12,283	-	12,283	13,281
- Grants receivable		-	-	-	31,849
Other trading activities					
- Fundraising		14,097	-	14,097	12,132
Charitable activities					
- Contract and service income	2	293,546	8,020	301,566	303,347
- Fees receivable		297,739	-	297,739	214,833
- Rents receivable		44,745	-	44,745	39,548
Investments	3	459	-	459	898
Other		15,128	-	15,128	1,608
TOTAL INCOME		677,997	8,020	686,017	617,496
EXPENDITURE ON					
Raising funds		1,762	-	1,762	-
Charitable activities	4	738,681	5,509	744,190	717,634
TOTAL EXPENDITURE		740,443	5,509	745,952	717,634
NET INCOME/(EXPENDITURE)		(62,446)	2,511	(59,935)	(100,138)
Transfers between funds		-	-	-	-
NET MOVEMENT IN FUNDS		(62,446)	2,511	(59,935)	(100,138)
RECONCILIATION OF FUNDS:					
Balances brought forward		339,188	365	339,553	439,691
Balances carried forward		276,742	2,876	279,618	339,553

The charity has no recognised gains or losses other than the results for the period as set out above.

The notes on pages 12 to 20 form part of these financial statements.

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

AS AT 31 MARCH 2018

		2018		2017	
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	10		249,436		256,375
CURRENT ASSETS					
Debtors	11	79,850		80,719	
Cash at bank		112,395		140,594	
		<u>192,245</u>		<u>221,313</u>	
CREDITORS: Amounts falling due within one year	12	<u>(106,584)</u>		<u>(72,820)</u>	
NET CURRENT ASSETS			85,661		148,493
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>335,097</u>		<u>404,868</u>
CREDITORS: Amounts due in more than one year	13		(55,479)		(65,315)
NET ASSETS			<u>279,618</u>		<u>339,553</u>
FUNDS					
Unrestricted general funds	14	56,138		14,813	
Designated funds	14	<u>220,604</u>		<u>324,375</u>	
Total unrestricted funds			276,742		339,188
Restricted funds	15		2,876		365
TOTAL FUNDS			<u>279,618</u>		<u>339,553</u>

For the year ending 31 March 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the Trustees on 20 December 2018 and are signed on their behalf by:

Rachel Crone

Mr R Crone
Chairman

Company Registration Number: 04369554

The notes on pages 12 to 20 form part of these financial statements.

WEST ESSEX MIND**STATEMENT OF CASH FLOWS****YEAR ENDED 31 MARCH 2018**

	Notes	Total 2018 £	Total 2017 £
Cash flows from operating activities:			
Net cash provided by / (used in) operating activities	20	<u>(14,720)</u>	<u>(130,434)</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		459	898
Purchase of property, plant and equipment		<u>(1,580)</u>	<u>-</u>
Net cash provided by / (used in) investing activities		<u>(1,121)</u>	<u>898</u>
Cash flows from financing activities:			
Cash inflows from new borrowings		-	-
Capital repayment of borrowings		(9,836)	(9,292)
Mortgage interest paid		<u>(2,522)</u>	<u>(2,793)</u>
Net cash provided by / (used in) investing activities		<u>(12,358)</u>	<u>(12,085)</u>
Change in cash and cash equivalents in the reporting period		(28,199)	(141,621)
Cash and cash equivalents brought forward		140,594	282,215
Cash and cash equivalents carried forward		<u>112,395</u>	<u>140,594</u>

The notes on pages 12 to 20 form part of these financial statements.

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

West Essex Mind meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The financial statements are prepared in sterling, which is the functional currency of the charity, and rounded to the nearest £.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Incoming Resources

Income in respect of contracts and service level agreements are accounted for on an accruals basis. All grants received have been treated as income irrespective of the source of the grant and the use to which the grant is put. Grants given specifically to fund expenditure in a future accounting period are treated as deferred income.

Resources Expended

All expenditure is accounted for on an accruals basis and includes VAT as the charity is not VAT registered. Governance costs are associated with the governance arrangements of the charity. Shared costs are apportioned between the funds based on budgeted expenditure at the start of the year.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Creditors

Trade creditors are recognised initially at the transaction price.

Fixed Assets

Capital items costing in excess of £1,000 are capitalised. Fixed assets are shown at historical cost.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset by the straight line method:

Leasehold improvements	Over the life of the lease
Computer equipment	33%
Fixtures & fittings	25%

Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2018

1. ACCOUNTING POLICIES (continued)

Leases

Assets held under finance leases and hire purchase contracts are capitalised in the balance sheet and depreciated over their expected useful lives. The interest element of leasing payments represents a constant proportion of the capital balance outstanding and is charged to the Statement of Financial Activities over the period of the lease.

All other leases are regarded as operating leases and the payments made under them are charged to the Statement of Financial Activities on a straight-line basis over the lease term.

Pension costs

The charity makes contributions to defined contribution schemes on behalf of eligible employees. The charge for the year represents contributions payable in the year.

2. CONTRACT AND SERVICE INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
ECC - Reducing Loneliness	11,840	-	11,840	66,650
West Essex CCG - Triage Income	57,000	-	57,000	57,000
Saferplaces	-	-	-	14,622
Phoenix Futures - Futures in Mind	92,908	-	92,908	24,821
HPFT - STaR Worker Service	130,000	-	130,000	129,999
Other contract and service income	1,798	8,020	9,818	10,255
	<u>293,546</u>	<u>8,020</u>	<u>301,566</u>	<u>303,347</u>

3. INVESTMENT INCOME

All of the charity's investment income arises from interest-bearing deposit accounts.

WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2018

4. COSTS OF CHARITABLE ACTIVITIES (BY CATEGORY)

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Counselling costs	265,852	-	265,852	252,402
Training and resilience	69,461	-	69,461	67,515
Other Community services	185,459	-	185,459	184,468
Support costs (see note 5)	206,698	5,509	212,207	208,243
Governance costs (see note 6)	11,211	-	11,211	5,006
	<u>738,681</u>	<u>5,509</u>	<u>744,190</u>	<u>717,634</u>

WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2018

5. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Staff costs	66,877	-	66,877	46,823
Other staff and volunteer costs	8,926	-	8,926	5,760
Travel and subsistence	13,485	910	14,395	14,733
IT and website costs	16,650	3,738	20,388	22,701
Rent and service charges	13,626	-	13,626	21,774
Room hire	7,659	-	7,659	12,282
Repairs, maintenance and utilities	39,857	-	39,857	26,115
Advertising & promotion	518	861	1,379	2,709
Printing, postage and stationery	5,263	-	5,263	8,286
Telephone and internet	8,175	-	8,175	11,713
Bank Charges	5,749	-	5,749	4,407
Depreciation	8,519	-	8,519	10,103
Other support costs	11,394	-	11,394	20,837
	<u>206,698</u>	<u>5,509</u>	<u>212,207</u>	<u>208,243</u>

6. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Fees payable to Independent examiner	5,460	-	5,460	2,820
Legal and professional fees	5,646	-	5,646	1,560
AGM & Trustees' expenses	105	-	105	626
	<u>11,211</u>	<u>-</u>	<u>11,211</u>	<u>5,006</u>

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2018

7. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:	2018	2017
	£	£
Wages & salaries	468,248	412,514
Social security costs	26,958	30,194
Defined contribution pension costs	10,634	9,656
	<u>505,840</u>	<u>452,364</u>

Particulars of employees:

The average number of employees during the year (headcount) was 37 (2017: 32).

No employee received remuneration of more than £60,000 during the period.

Remuneration paid to key management personnel of the charitable company during the year totalled £47,373 (2017: £47,100).

During the year the charitable company made employer contributions of £10,634 (2017: £9,656) into defined contributions pension schemes on behalf of employees. These are recognised in the Statement of Financial Activities.

8. NET OUTGOING RESOURCES FOR THE YEAR

	2018	2017
	£	£
This is stated after charging:		
Depreciation	8,519	10,103

9. TRUSTEES' REMUNERATION

None of the Trustees were paid any remuneration by the charity during the period.

Trustees are reimbursed reasonable expenses incurred when acting on behalf of the company.

Expenses totalling £38 (2017: £626) were reimbursed to 1 (2017: 3) Trustees during the period, of which £Nil (2017: £214) was donated back to West Essex Mind.

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE**
NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2018

10. TANGIBLE FIXED ASSETS

	Freehold property £	Leasehold property & improvements £	Computer equipment £	Fixtures & fittings £	Total £
COST					
As at 1 April 2017	250,000	41,615	16,170	16,982	324,767
Additions	-	885	-	695	1,580
At 31 March 2018	<u>250,000</u>	<u>42,500</u>	<u>16,170</u>	<u>17,677</u>	<u>326,347</u>
DEPRECIATION					
As at 1 April 2017	10,000	25,762	16,170	16,460	68,392
Charge for the period	5,000	2,863	-	656	8,519
At 31 March 2018	<u>15,000</u>	<u>28,625</u>	<u>16,170</u>	<u>17,116</u>	<u>76,911</u>
NET BOOK VALUE					
At 31 March 2018	<u>235,000</u>	<u>13,875</u>	<u>-</u>	<u>561</u>	<u>249,436</u>
As at 1 April 2017	<u>240,000</u>	<u>15,853</u>	<u>-</u>	<u>522</u>	<u>256,375</u>

11. DEBTORS

	2018 £	2017 £
Grant and contract debtors	47,911	51,046
Prepayments	5,625	518
Accrued income	26,314	29,155
	<u>79,850</u>	<u>80,719</u>

12. CREDITORS: Amounts falling due within one year

	2018 £	2017 £
Trade creditors	13,945	16,252
Taxes and social security	8,407	4,676
Bank loans	9,716	9,230
Other creditors	35,868	38,543
Accruals	3,600	2,340
Deferred income	35,048	1,779
	<u>106,584</u>	<u>72,820</u>

All deferred income brought forward was released in the current year. Deferred income relates to funds received for projects and activities not yet started and to rental income received in advance.

The following liabilities disclosed under creditors falling within one year are secured by the charitable company on the freehold:

	2018 £	2017 £
Bank loans	<u>9,716</u>	<u>9,230</u>

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2018**

13. CREDITORS: Amounts falling due after more than one year

The following liabilities disclosed under creditors falling due after more than one year are secured by the charitable company on the freehold property:

	2018	2017
	£	£
Bank loans	<u>55,479</u>	<u>65,315</u>

14. UNRESTRICTED FUNDS

	Movement in resources:				
	Balance at 1 Apr 2017	Incoming	Outgoing	Transfers	Balance at 31 Mar 2018
	£	£	£	£	£
Designated funds					
a) Loss of major funding stream	65,000	-	-	(30,000)	35,000
b) Young people's work	3,000	-	-	(3,000)	-
c) Wellbeing hub	-	-	-	-	-
d) Bereavement Group	-	482	-	-	482
e) Suicide prevention bursary fund	-	2,461	-	-	2,461
f) UCH - Building Service Charge	-	30,787	(38,899)	8,112	-
g) Fixed Assets	256,375	-	(8,519)	(65,195)	182,661
	<u>324,375</u>	<u>33,730</u>	<u>(47,418)</u>	<u>(90,083)</u>	<u>220,604</u>
General unrestricted funds	14,813	644,267	(693,025)	90,083	56,138
	<u>339,188</u>	<u>677,997</u>	<u>(740,443)</u>	<u>-</u>	<u>276,742</u>

- a) This fund has been designated by the Trustees to support the charity in the event that a major source of income is lost, until an alternative source can be found.
- b) A fund set aside to cover the costs of providing support for young people in the community.
- c) This fund is for the running of the wellbeing hub in Uttlesford.
- d) A grant from Dunmow Town Council.
- e) Raised by fundraisers for Suicide Prevention bursaries.
- f) Represents service charges collected from tenants at the Uttlesford Community Hub and expenditure of running and maintaining the freehold.
- g) This fund represents the fixed assets of the charity less any long-term borrowings secured against them.

The Trustees decided to transfer funds to general unrestricted from the designated fund that is held in case the charity loses a major funding stream. It was deemed appropriate to reduce the amount set aside.

The transfer from the fixed assets designated fund to general unrestricted funds represents the outstanding balance of the mortgage secured against the freehold land and building.

An amount has been transferred from the general unrestricted fund to the UCH - Building Service Charge to eliminate the deficit on the fund.

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)**

YEAR ENDED 31 MARCH 2018

15. RESTRICTED FUNDS

	Movement in resources:			
	Balance at 1 Apr 2017 £	Incoming £	Outgoing £	Balance at 31 Mar 2018 £
a) Memorial gift	365	-	-	365
b) Essex Alliance	-	4,610	(4,599)	11
c) Healthwatch Essex Fund	-	1,750	-	1,750
d) ECF Fund	-	750	-	750
e) Connector Fund	-	910	(910)	-
	<u>365</u>	<u>8,020</u>	<u>(5,509)</u>	<u>2,876</u>

- a) This represents a memorial gift from a Loughton family.
b) This is for work we host on behalf of Essex Alliance.
c/d) This represents a grant from Essex Community Foundation to employ a Community Awareness and Information officer.
e) A grant given to us by National Mind to work with Oxford Mind on Peer Support.

16. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

	Tangible fixed assets £	Creditors due > 1 year £	Other net assets £	Total £
Restricted	-	-	2,876	2,876
Designated	249,436	(55,479)	26,647	220,604
Unrestricted	-	-	56,138	56,138
	<u>249,436</u>	<u>(55,479)</u>	<u>85,661</u>	<u>279,618</u>

17. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2018 the total of the charity's future minimum lease payments under non-cancellable operating leases was:

	2018 £	2017 £
Within 1 year	30,547	31,784
Within 2 to 5 years	-	30,547
After more than 5 years	-	-
	<u>30,547</u>	<u>62,331</u>

**WEST ESSEX MIND
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2018**

18. RELATED PARTIES

The Treasurer, Mr. Doug Mason, is also a trustee/director of The Council for Voluntary Service Uttlesford (CVSU).

Alison Wilson is on Uttlesford Health & Wellbeing Group, Uttlesford and District Locality Forum, and The West Essex Mental Health and Learning Disabilities Programme Board and is part of the Essex Alliance Steering Group.

The Chairman, Richard Crones, is also part of the Epping Forest Health and Wellbeing board.

In common with similar charities, a number of trustees are also service users.

19. COMPANY LIMITED BY GUARANTEE

Every member of the company undertakes to contribute to the assets of the Company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of the rights of the contributors among themselves such amount as may be required not exceeding one pound.

20. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASHFLOW FROM OPERATING ACTIVITIES

	Total 2018 £	Total 2017 £
Net movement in funds for the reporting period (as per the statement of financial activities)	(59,935)	(100,138)
<i>Adjustments for:</i>		
Depreciation charges	8,519	10,103
Dividends, interest and rent from investments	(459)	(898)
Add back mortgage interest payable	2,522	2,793
(Increase) / decrease in debtors	869	(41,650)
Increase / (decrease) in creditors	33,764	(644)
Net cash provided by / (used in) operating activities	<u>(14,720)</u>	<u>(130,434)</u>