



Charity number 1101976  
Company Number 04936165

Registrar's  
Copy

# Hull & East Yorkshire MIND

A company limited by guarantee

## Financial Statements

31st March 2013

Smailes Goldie

Chartered Accountants

WEDNESDAY



A26 \*A2HN10BN\* 25/09/2013 #517  
COMPANIES HOUSE

 **UK200Group**  
Independent quality assured professionals

## **Hull & East Yorkshire MIND (Registered number 04936165)**

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# **Hull & East Yorkshire Mind (Registered number 04936165)**

## **Trustees Report**

*Year ended 31st March, 2013*

The Trustees of Hull & East Yorkshire Mind are

M Gill	-	Chair
A Denholm	-	Honorary Treasurer
N Smith	-	Honorary Secretary
V Walker	-	Vice Chair
H Hamilton (Resigned 27 9 12)		
J Oraka		
S Delaney		
K Rumble (Resigned 17 5 12)		

The names and addresses of relevant organisations are as follows

Bankers	Lloyds Bank Plc , George Street, Hull
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Auditors	Smailes Goldie, Regent's Court, Princess Street, Hull HU2 8BA
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Solicitors	Rollits Wilberforce Court High Street Hull HU1 1YH
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# **Hull & East Yorkshire Mind (Registered number 04936165)**

## **Trustees Report**

*Year ended 31st March, 2013*

### **1 Trustees responsibilities**

The Trustees (who are also directors of Hull & East Yorkshire MIND for the purposes of company law) are responsible for preparing the Trustees' Annual 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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,
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- 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 proper 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

In so far as the trustees are aware

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the Trustees' have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information,

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions

### **2 Structure, governance and management**

Hull & East Yorkshire Mind is an incorporated Charity limited by guarantee (Company No 4936165) governed by the Articles and Working Rules. It is a local Charity affiliated to National Mind and a registered charity (Registration number 1101976)

The Articles and Working Rules set out various categories of membership and full members shall be entitled to vote at all general meetings of the Charity

On the payment of an annual levy to National Mind the Charity shall remain affiliated and can participate in the affairs of National Mind to such a degree and through such representation that may be determined by us and National Mind

We serve, but not exclusively, the area covered by the Kingston upon Hull and the East Riding of Yorkshire Councils being Unitary Authorities. We are also developing services to be delivered nationwide

The trustees have responsibility to ensure that the Charity is properly funded by direct grant or other means. The Charity is not allowed to be insolvent and is subject to annual audit by independent auditors

# **Hull & East Yorkshire Mind (Registered number 04936165)**

## **Trustees Report**

*Year ended 31st March, 2013*

In the event of a winding up of the Charity any surplus funds must be applied to any such charitable purposes in connection with the preservation and safeguarding of mental health and the relief of persons suffering from mental disorders

The Charity's objects ("the Objects") are to

- (a) Promote the preservation of mental health and mental and emotional well-being within the whole community by
  - (i) the advancement of education, and
  - (ii) the provision of facilities and services for social welfare, personal development, recreation and social inclusion, being non-party in politics and non-sectarian in relation, without distinction of race, gender or sexuality
- (b) Assist in relieving and rehabilitating vulnerable persons of all description and ages and from all walks of life who are
  - (i) Suffering from mental health disorders, or
  - (ii) Suffering from anxiety or emotional or mental distress, or
  - (iii) developing or are at risk of developing mental health disorders or anxiety or emotional or behavioural problems for any reason whatsoever including, but not limited to alcoholism, substance addictions, their age, bereavement or loss, conditions of life, disability, homelessness, exclusion from school, college, university or society, financial hardship, physical condition or illness, personal circumstances, redundancy, unemployment

By the provision of advice, assistance, counselling, guidance, treatment or any facilities or services calculated to improve their mental health, emotional well-being and conditions of life
- (c) educate and disseminate information in matters relating to mental health and emotional well-being and the preservation and maintenance of mental health and emotional well-being to the public at large and to the carers, colleagues, families and friends of vulnerable persons suffering from mental health disorders and/or emotional or mental distress or who are developing or are at risk of developing mental health disorders and/or emotional or behavioural problems for any reason

Our vision is to

- be the service of choice for people at risk of or with mental health issues
- be the lead voluntary sector provider of mental health services within Hull and East Yorkshire and beyond
- be the partner of choice for funders, referrers and other organisations
- our clients and funders will have full confidence in and respect for the services we provide, knowing that they address their needs and achieve a measurable impact
- have a reputation for creating and delivering sustainable flagship services
- proactively seek opportunities to develop new and innovative services beyond traditional mental health client groups
- have a flexible workforce to create a sustainable organisation

# **Hull & East Yorkshire Mind (Registered number 04936165)**

## **Trustees Report**

*Year ended 31st March, 2013*

### Day to day management

The day to day management of the Charity is carried out by a Chief Executive Officer, responsible to the Executive Committee of up to 15 Trustees, who also comprise the directors of the company, meeting up to 11 times a year including strategic planning days. From the committee of trustees are elected 4 Appointed Officers of Chair, Vice Chair, Honorary Treasurer and Honorary Secretary. The list of Trustees can be found on page 1. Other Trustees are either elected at the Annual General Meeting or co-opted. The principal office is situated at 41-45 Beverley Road, Hull.

To assist the committee of trustees there is a senior manager with overall responsibility for, Finance and IT, Human Resources and Training, Operations, Health and Safety, and Protection of Vulnerable Adults. Supporting the senior management team are 4 project/department managers. The Trustees may also appoint other sub-committees from their number to look at specific matters and advise.

### Recruitment and training of trustees

The Trustees aim to maintain within the Executive Committee a wide breadth of experience both from within the voluntary sector as well as from the local business community and be representative of the people we serve and the diverse minorities within it. Trustees are elected from the membership following a formal nomination or recruited by advertising vacancies and personal approaches. Training is delivered in the first instance through the use of an induction pack and a process of support by other trustees. Specific training needs of trustees are also identified and training provided by a full range of methods both in house and external.

### Risk Management

Risk is identified in a number of ways through our Health and Safety Committee, strategic and business planning, financial reporting, recommended practice and legislation. This is managed through policy development and training. A risk register in the form of policy development and review has been created from which policy is made and a training programme implemented. The training programme is monitored for each individual member of staff, volunteer, and trustee and reported to the Executive Committee of trustees.

### Related Parties

The Charity is guided by both local and national policy and strategy where this is complementary to our objectives. Equally we will participate in joint working with other national and local organisations in the pursuit of our objectives such as National MIND.

## **3 Objectives and Activities**

The main objectives for the year have been successfully retendering for statutory services and progressing income generation strategies to ensure organisational sustainability.

Further improving quality of provision within our service delivery and achieving recognised quality standards.

Raising the profile of Hull & East Yorkshire Mind both locally and regionally.

As part of delivering our business plan we achieved these key objectives:

#### **Organisationally**

- Developed the customer management information system purchased in the previous year to an effective tool.
- Installed a new accounting system to improve financial reporting.

# **Hull & East Yorkshire Mind (Registered number 04936165)**

## **Trustees Report**

*Year ended 31st March, 2013*

- Been successfully selected as Charity of the Year for AAK UK Ltd and the local Sainsbury's branch

### **Staff Resources**

- Commenced a review of the organisational workforce structure

### **Quality**

- Achieved IIP Bronze standard
- Embedded quality audits and a process of self-assessment

### **Business Development**

- Progressed opportunities identified with the consultants, leading to a successful funding application with the National Lottery for a three year service

Many of these are on-going and will feature in the coming year

## **4 Public Benefit**

The trustees confirm that they have paid due regard to the Charities Commission guidance on public benefit in deciding which activities that Hull & East Yorkshire MIND should undertake and have summarised the main activities below -

### **Supported Housing Services**

Supported housing is our biggest activity in terms of staff and resources, we provide 89 supported housing places across Hull and the East Riding of Yorkshire split between support in our own hostels and in the clients own home

We support people to maintain their own tenancies, assisting with budgeting, form filling and practical tasks such as cooking, cleaning and taking prescribed medicines. We also work on confidence building and social skills and achievement of their support plans which may result in moving on to independent living

In 2013 there was 94% utilisation of our housing service (93% in 2012) with 77 people (86 in 2012) accessing our services. The reduction in the number of people accessing our houses was due to a higher degree of stability with fewer clients moving on

Floating Support provided to people living in their own homes was 100% utilised as last year with 54 people (68 in 2012) accessing the services. The reduction in numbers was due to previous over achievement of target numbers and a request by the funder to reduce our client numbers

### **Community Development**

#### **Reach Out Project**

The second year of the project has seen the team performing to a very high standard across the East Riding in all 7 localities. Networks and excellent partnership working has been evident and successful service developments have taken place in relation to Bibliotherapy, Safe Talk training, the development of independent service user groups and Computerised Cognitive Behavioural Therapy Training (CCBT). In addition to these developments, as part of additional funding received, we were also able to recruit, train and deliver volunteer mentoring within the county. Regular groups and courses have also taken place in all localities and service user involvement has been integral to service delivery. The Information Service has been essential in enabling the team to reach more people and provide more support

# **Hull & East Yorkshire Mind (Registered number 04936165)**

## **Trustees Report**

*Year ended 31st March, 2013*

In summary, from April 2012 to March 2013, the team engaged with 952 people across the county. The contractual target for the year was 550 people (over 700 people received support in 2011-12).

### The Gateway, Information, Support, Wellbeing

The Gateway team have continued to provide an excellent portfolio of support and services through group activities and courses and client-centred formal or informal support. The team report 4,618 client contacts for the year and 214 new referrals which are both similar activity levels to the previous year. Service User Involvement is fundamental to the team's ethos and is evidenced in regular service user meetings, a user's social committee and user-led activities. Service developments during the year have included greater volunteer participation supporting the groups and courses and, as a result of additional funding, the introduction of 10-week Memory Loss Courses. Service User Satisfaction Surveys have recorded that 100% of people felt that they were treated with dignity and respect and also that service user's mental health has improved since accessing the project.

### Information Service

In its second year, the Information Service has grown from 1028 enquiries last year to 1278 enquiries this year. Most of the enquiries are received through telephone contact, however a significant number of people have walked-in without an appointment to our offices to access support and information (180 recorded this year). All enquiries are handled within 2 working days, with the majority responded to on the day of the enquiry. This year the team have also responded to 31 crisis enquiries, 19 crisis enquiries were responded to last year.

The Information Service Team have undertaken extensive marketing and promotional activity by attending events across the region, posting flyers and leaflets to statutory and voluntary agencies, attending meetings and telephone networking.

### POINT – Social Prescribing

The POINT Team received 674 referrals this year, with 583 people engaging with the project to gain support (the contractual target is 550 per year).

The team continues to have an excellent working relationship with the Single Point of Access (SPA) and has continued to provide regular support to patients at the Sydenham House Group Practice. The impact of the project is evidenced through client's case studies which provide ample examples that their support networks have been strengthened, there has been a resolution of practical issues impacting on health, that there are demonstrable improvements in physical and emotional wellbeing and that there is a reduction in attendance at GP surgeries.

The results of six-month follow up questionnaires found that most service users reported that their mental health had improved since accessing the project and that they found the service to be useful. Exit evaluations found that clients reported that they would recommend the service to other people, that they would feel comfortable with accessing the service again and that the POINT intervention had made a difference to their lives.

Volunteer Mentors have continued to provide one to one support for a number of POINT clients. The number of clients who have received volunteer mentor support this year is 169 against a contractual target of 150. 40 volunteers have actively supported the project which meets our contractual target. Volunteer Mentors have supported clients with social isolation and social anxiety disorder, attended appointments with clients and provided information about mental health issues or local support agencies.

# **Hull & East Yorkshire Mind (Registered number 04936165)**

## **Trustees Report**

*Year ended 31st March, 2013*

### Employment Related Services

#### Moving Forward

The Moving Forward Project commenced in August 2012 with the aim of supporting people to feel able to cope with employment. Through one to one support and extensive courses and a social group, the team seek to improve client's confidence and self-esteem through increased coping skills and individual action plans. In this reporting period, over 100 clients have been supported with 35 of those clients accessing the Computerised Cognitive Behavioural Therapy Training (CCBT) and 31 clients have undertaken training in personal development courses, such as confidence building, assertiveness or communication skills. The weekly social group is popular with clients and service user involvement is encouraged with user-led, independent activities and Steering Group meetings.

#### Mindworks

During 2012/13 Mindworks continued to deliver its core courses to a number of organisations nationwide, delivering to professionals working within the mental health industry and to many professionals and individuals whose working and personal lives benefit from the course content.

Mindworks has also developed and delivered bespoke courses to the armed forces dependants, BBSRC, University of Hull and Hull & East Yorkshire Mind staff and volunteers.

The service has been recognised with the senior trainer being nominated for being an exemplar of Mental Health First Aid training.

#### Youth Activities

##### ACE Project

The ACE programme was predominantly delivered to groups of fifteen or under people over a twelve-week period which included two weeks work placement. Delivery took place in a relaxed classroom environment with learners encouraged to set their own rules and standards for their learning environment. Learners also discussed and established their desired outcomes both for the whole group and on an individual basis. The project followed a broadly learner-centred, constructivist approach with each person being actively encouraged to bring past experience, ideas and opinions to the learning on which the core content could build and expand. Although classroom-based, many learners were quick to remark how far removed from mainstream education their experience of the project was. Many learners remarked on the level of control they had over their learning and how they were encouraged to take ownership of their personal development. This encouragement and facilitation took place in order to prepare the learners for progression, to instil more mindful approaches, to develop an increasingly positive approach to learning and to better prepare our learners for progression into Further Education or employment. For the reporting period -

The Actual Starts on learning was 56 learners

Starts on Skills for Life was 39 learners

Starts on Non-accredited Qualifications was 42 learners

Starts on an Accredited Qualifications was 27 learners

The project also achieved 13 progressions into learning and 8 progressions into employment. The Project Team were also particularly strong in their delivery of the ACE Certificate and the B S C Hazard Awareness with all of the feedback from this awarding body being either good or exemplary.

# **Hull & East Yorkshire Mind (Registered number 04936165)**

## **Trustees Report**

*Year ended 31st March, 2013*

### Other Activities

Our Volunteering Service has increased significantly in the last year from 5 volunteers in June 2012 to 60 volunteers in March 2013. The volunteering team have provided trained volunteers to a number of internal projects, including the Reach Out Project, the POINT Project and The Gateway Project and have also moved into a new service development with Prison Mentoring. In addition, to support our NHS partners, volunteers have also assisted the East Riding Improving Access to Psychological Therapies Team (IAPT) in their delivery of Stress Control courses.

During the year, the volunteering team have facilitated 5 Induction Courses for 54 participants. 31 volunteers have received training in Mental Health First Aid and Safe Talk. Support and communication with volunteers has been integral to the volunteering team and regular contact is a Service Area Standard and Monthly Support Meetings are well attended.

The Social Work Student Programme is fully-established across the organisation with 11 students on placement with us in this period. Eight staff members provided On Site Supervision to the students or were their Practice Educators. The students are integral to the teams and service delivery.

Students provided added-value to our projects and the organisation has benefitted from employing two of these students once their degree was completed. Exit interviews conducted with students who finish placement found that most students enjoyed their placements, they had been offered ample learning opportunities and they comfortably met the requirements of their degree. The majority of students also reported that they have been well supported while on placement and that they found all HEY Mind staff to be helpful.

The trustees have not recruited any new members during this period and 2 trustees have resigned. This brings the number of trustees to 6 leaving 9 vacancies.

## **5 Financial Review**

The annual accounts have been prepared in accordance with the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) revised in March 2005. The income of £1,765,137 is a reduction of £301,000 from last year. This was due to a reduction in grant income as we received £340,000 from the Transition Fund in the previous year which was a one off grant. A deficit of £21,000 was realised for the year.

We maintained a strong cash flow position throughout the year thanks to the prompt payments by our funding providers.

### Reserves Policy

After assessment of the risk to the Charity the reserves policy is

- To maintain sufficient reserves to enable it to respond to short term fluctuations in levels of funding, and provide sufficient liquid resources to meet its revenue and capital needs
- To fix the sum required at three months gross annual expenditure plus forecast capital expenditure
- To monitor the position on a regular basis and identify the steps necessary to achieve the required level
- To invest all liquid assets in short-term low risk investments except where a longer period could be considered
- To ensure that any longer term investment is only undertaken after proper consideration of the risks and returns involved

The current reserves allocated to this are £1.115m compared to a target of £1.038m.

# **Hull & East Yorkshire Mind (Registered number 04936165)**

## **Trustees Report**

*Year ended 31st March, 2013*

### Investments and short term deposits

Investments are re-valued each year to reflect the market value prevailing at the balance sheet date

Short term deposits are held by the charity so that in the event that direct funding is delayed, on-going salary and overhead costs can be met

### Market value of freehold land and buildings

Hull & East Yorkshire Mind do not own any freehold land and buildings

### Principal Funding Sources

#### *Grants*

We particularly thank the following for their support

Big Lottery Fund  
Arts Council  
Kingston upon Hull City Council & Social Services  
East Riding of Yorkshire Council  
NHS Hull  
NHS East Riding  
Tudor Trust  
Garfield Weston Foundation  
The Hull and East Riding Charitable Trust  
Health and Social Care Volunteering Fund

## **6 Plans for the Future**

2013/14 will be focused on,

- A continued focus on income generation strategies to ensure the sustainability of the organisation and the services it offers
- Tendering for services to the statutory authorities
- To maintaining quality standards within the organisation and achieving further quality kite marks
- To support and develop our staff through continued professional development
- Raising the profile of Hull & East Yorkshire Mind, locally and regionally
- Concluding and implementing the workforce development review
- Supporting staff through organisational change
- Supporting clients through welfare reform

## **7 Auditors**

Smailes Goldie offers themselves for reappointment as auditors at the next Annual General Meeting



**M Gill**  
Chair



**A Denholm**  
Honorary Treasurer

Trafalgar House  
41-45 Beverley Road  
Hull HU3 1XH  
18th July, 2013

# **Hull & East Yorkshire MIND (Registered number 04936165)**

A company limited by guarantee

## **Independent Auditors Report to the Members of Hull & East Yorkshire MIND**

We have audited the financial statements of Hull & East Yorkshire MIND for the year ended 31st March 2013 which comprises the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the 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.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees' Responsibilities the trustees, who are also the directors of Hull & East Yorkshire MIND for the purposes of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements 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 financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements 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 financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on the financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities, and
- have been properly prepared in accordance with 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 financial statements are prepared is consistent with the financial statements.

# **Hull & East Yorkshire MIND**

A company limited by guarantee

## **Independent Auditors Report to the Members of Hull & East Yorkshire MIND (continued)**

### **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 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 exemption in preparing the Trustees' Report

### **James Sharpley FCA (Senior Statutory Auditor)**

Smailes Goldie  
Chartered Accountants  
Registered Auditors  
Regent's Court  
Princess Street  
East Yorkshire  
Hull  
HU2 8BA  
18th July, 2013

# Hull & East Yorkshire MIND (Registered number 04936165)

## Statement of Financial Activities (incorporating an Income and Expenditure Account)

for the year ended 31st March 2013

	Note	Unrestricted funds £	Restricted funds £	Designated funds £	Total 2013 £	Total 2012 £
<b>Incoming Resources</b>						
<b>Incoming resources from generated funds</b>						
<i>Voluntary income</i>						
Donations and gifts		6,986	-	-	6,986	2,703
Legacies		-	-	-	-	43,208
<i>Activities for generating funds</i>						
Investment income	4	20,104	-	-	20,104	22,322
<b>Incoming resources from charitable activities.</b>						
Grants receivable	3	-	685,567	-	685,567	970,481
Rents receivable		210,964	-	-	210,964	185,213
Supporting people income	5	637,668	-	-	637,668	637,142
Other income	4	203,848	-	-	203,848	205,145
<b>Total incoming resources</b>		<b>1,079,570</b>	<b>685,567</b>	<b>-</b>	<b>1,765,137</b>	<b>2,066,214</b>
<b>Resources expended</b>						
Charitable activities		1,076,638	595,971	-	1,672,609	1,988,183
Governance costs		-	98,696	-	98,696	94,147
<b>Total resources expended</b>	6	<b>1,076,638</b>	<b>694,667</b>	<b>-</b>	<b>1,771,305</b>	<b>2,082,330</b>
Net incoming/(outgoing) resources before transfers		2,932	(9,100)	-	(6,168)	(16,116)
Transfers between funds		(31,847)	22,949	8,898	-	-
<b>Net incoming/(outgoing) Resources</b>		<b>(28,915)</b>	<b>13,849</b>	<b>8,898</b>	<b>(6,168)</b>	<b>(16,116)</b>
Amortisation of capital grant		-	-	(10,595)	(10,595)	(10,595)
Gains on investment assets unrealised		195	-	-	195	304
<b>Net movement in funds</b>		<b>(28,720)</b>	<b>13,849</b>	<b>(1,697)</b>	<b>(16,568)</b>	<b>(26,407)</b>
<b>Fund balances brought forward at 1st April 2012</b>		<b>731,762</b>	<b>33,214</b>	<b>846,411</b>	<b>1,611,387</b>	<b>1,637,794</b>
<b>Fund balances carried forward at 31st March 2013</b>		<b>703,042</b>	<b>47,063</b>	<b>844,714</b>	<b>1,594,819</b>	<b>1,611,387</b>

# Hull & East Yorkshire MIND (Registered number 04936165)

## Balance Sheet

at 31st March 2013

	Note	2013		2012	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	10		373,801		406,161
Investments	11		2,058		1,863
<b>Current assets</b>					
Debtors	12	214,799		381,367	
Short term deposits		1,167,461		1,108,878	
Cash at bank and in hand		93,830		162,798	
		<u>1,476,090</u>		<u>1,653,043</u>	
<b>Creditors: amounts falling due within one year</b>					
Creditors	13	257,130		449,680	
<b>Net current assets</b>			1,218,960		1,203,363
<b>Total assets less current liabilities</b>			1,594,819		1,611,387
<b>Net assets</b>			<u>1,594,819</u>		<u>1,611,387</u>
<b>Income fund</b>					
Unrestricted funds			703,042		731,762
Restricted funds	17		47,063		33,214
Designated funds	19		844,714		846,411
	20		<u>1,594,819</u>		<u>1,611,387</u>

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Approved by the Board of Trustees on 18th July, 2013 and signed on its behalf by



M. Gill

The annexed notes form part of these financial statements

# Hull & East Yorkshire MIND (Registered number 04936165)

## Notes to the Financial Statements

year ended 31st March 2013

### 1 Accounting policies

The financial statements have been prepared under the historical cost convention, with the exception of investments at market value and buildings at valuation, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April, 2008), the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities Statement of Recommended Practice (SORP) published in 2005

#### a) Incoming resources

Grants, legacies, cash donations and gifts are included in full in the Statement of Financial Activities as soon as they are capable of being recognised. Significant non cash donations are included at the Directors' estimate of their market value when received. The value of voluntary help is not included in the accounts. Bank interest is included in the Statement of Financial Activity on an accruals basis. When incoming resources are received in advance or services have not been provided the incoming resources should be deferred. Deferred income is not recognised in the Statement of Financial Activities until the charity is entitled to the incoming resource and instead is disclosed as a liability in the balance sheet.

#### b) Expenditure

This is accounted for on an accruals basis but when expenditure is incurred relating to more than one cost category, the expenditure is apportioned over all relevant headings. The basis of apportionment used reflects the time and resources exerted under specific headings.

#### c) Tangible fixed assets

Only expenditure over £1,000 is considered for capital expenditure.

Depreciation is calculated on a straight line basis to write down the cost of all fixed assets over their expected useful lives.

The rates generally applicable are

Equipment	20%
Fixtures and fittings	5% - 20%
Computer equipment	33 $\frac{1}{3}$ %

#### d) Investments

Stocks and shares quoted on a recognised stock exchange are included in the balance sheet at their mid-market value at the year end. The variances between market value and the original cost or annual revaluation of the investments are shown as unrealised investment gains or losses.

# **Hull & East Yorkshire MIND (Registered number 04936165)**

## **Notes to the Financial Statements**

*year ended 31st March 2013*

### **1. Accounting policies (continued)**

#### **e) Leases and hire purchase contracts**

Assets acquired under finance leases and hire purchase contracts are treated as fixed assets. The amount capitalised is the present value of the minimum lease payments payable during the lease term. Depreciation is charged to the Statement of Financial Activities in accordance with the normal depreciation policy over the shorter of the lease term and the useful life of the assets.

The corresponding lease commitments are shown as liabilities. The interest element of rental obligation is charged to the Statement of Financial Activities over the period of the lease on a straight line basis.

Rentals payable under operating leases are charged to the Statement of Financial Activities over the period of the lease on a straight line basis.

#### **f) Pension scheme arrangements**

The Charity operates two schemes on a money purchase basis both of which are externally administered by Trustees. Contributions made are therefore charged against income when the contributions fall due.

#### **g) Administration**

Administration includes the cost of management of the Charity's affairs.

#### **h) Fundraising**

Fundraising includes the costs of raising the Charity's gifted income.

#### **i) Marketing**

Marketing includes the cost of raising public awareness to the Charity's objects.

#### **j) Restricted funds**

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

#### **k) Unrestricted funds**

Unrestricted funds are donations and other income received or generated for the objects of the Charity without further specified purpose and are available to generate funds.

#### **l) Designated funds**

Designated funds are unrestricted funds earmarked by the trustees for a particular purpose.

### **2 Taxation**

Hull and East Yorkshire MIND is a U K registered charity, number 1101976. All the Charity's income is applied to its charitable objects and the Charity is, therefore, exempt under current legislation from most forms of taxation.

Value added tax is not recoverable by the Charity and is therefore charged to the Statement of Financial Activities or Balance Sheet as incurred.

# Hull & East Yorkshire MIND (Registered number 04936165)

## Notes to the Financial Statements

year ended 31st March 2013

### 3. Grants receivable

	2013 £	2012 £
Grants were received from the following bodies during the year		
Big Lottery Fund	58,877	-
East Riding of Yorkshire Council & Social Services	154,348	150,543
Primary Care Trust	344,712	393,800
Kingston upon Hull City Council & Social Services	91,271	77,085
Tudor Trust	29,167	-
Arts Council	7,192	9,405
Transition Fund	-	339,648
	<u>685,567</u>	<u>970,481</u>

### 4. Other income

	Bank interest £	Other income £	2013 £	2012 £
ACE	-	52,085	52,085	32,290
Arts and Mental Health Promotion	-	771	771	4,500
The Gateway	-	11,733	11,733	12,389
Directorate and administration	20,104	6,967	27,071	44,737
East Riding	-	6,406	6,406	3,088
Information Services	-	45	45	-
Initial Steps	-	-	-	12,800
Old Parcels Office	-	10,138	10,138	7,078
POINT	-	15,204	15,204	4,900
T&E Services	-	-	-	8,772
Mentoring	-	100	100	-
Mindworks	-	43,669	43,669	41,821
Moving Forward	-	2,856	2,856	-
Supported House Hull	-	31,604	31,604	32,315
Supported Housing East Riding	-	22,270	22,270	22,777
	<u>20,104</u>	<u>203,848</u>	<u>223,952</u>	<u>227,467</u>

### 5 Supporting people income

	2013 £	2012 £
Hull City Council	480,176	479,821
East Riding of Yorkshire Council	157,492	157,321
	<u>637,668</u>	<u>637,142</u>

**Hull & East Yorkshire MIND (Registered number 04936165)**  
**Notes to the Financial Statements**  
*year ended 31st March 2013*

<b>6. Total resources expended</b>									
<b>Costs directly allocated to activities</b>	<b>Basis of allocation</b>	<b>Arts in Mental Health £</b>	<b>Housing Services £</b>	<b>The Gateway £</b>	<b>Governance £</b>	<b>Employment Projects £</b>	<b>Community Development Projects £</b>	<b>2013 Total £</b>	<b>2012 Total £</b>
Staff costs	Direct	8,066	599,464	42,919	60,349	123,736	181,290	1,015,824	1,031,995
Recruitment	Direct	-	196	587	-	559	2,727	4,069	2,496
Travel	Direct	26	10,565	7	-	8,228	11,936	30,762	31,947
Beneficiary training	Direct	1,196	739	4,674	-	14,721	18,426	39,756	20,987
Other direct costs	Direct	39	10,345	1,751	-	18,260	10,759	41,154	231,429
Housing services	Direct	-	115,074	-	-	-	-	115,074	109,212
Volunteer expenses	Direct	-	-	370	-	3	5,139	5,512	4,418
Audit fee	Direct	-	-	-	5,486	-	-	5,486	5,220
Annual report	Direct	-	-	-	1,414	-	-	1,414	2,746
<b>Support costs allocated to activities</b>									
Premises	Floor Area	355	113,437	8,512	31,447	14,537	27,737	196,025	301,762
Communication and Administration and finance	Direct	-	4,716	110	-	1,975	2,674	9,475	9,682
Operational support	Income	2,008	113,247	13,124	-	35,070	58,433	221,882	255,038
Human resources	Staff Hours	1,205	-	7,401	-	36,380	32,981	77,967	66,728
	Staff Hours	89	3,337	467	-	1,000	2,012	6,905	8,670
<b>Total</b>		<b>12,984</b>	<b>971,120</b>	<b>79,922</b>	<b>98,696</b>	<b>254,469</b>	<b>354,114</b>	<b>1,771,305</b>	<b>2,082,330</b>

# Hull & East Yorkshire MIND (Registered number 04936165)

## Notes to the Financial Statements

year ended 31st March 2013

<b>7. Deficit of income over expenditure</b>	<b>2013 £</b>	<b>2012 £</b>
Deficit of income over expenditure for the financial year is stated after charging		
Depreciation	19,926	20,972
Auditors' remuneration	5,486	5,070
Operating lease rentals	4,006	4,006
	<u>          </u>	<u>          </u>

<b>8. Employee emoluments</b>	<b>2013 £</b>	<b>2012 £</b>
Gross	1,163,183	1,216,347
National Insurance	96,585	104,928
Pension	13,826	15,806
	<u>          </u>	<u>          </u>
Total emoluments	1,273,594	1,337,081
	<u>          </u>	<u>          </u>
No employee received £60,000 per annum or more		
Average number of full time employees	62	62
	<u>          </u>	<u>          </u>

### 9. Trustees' remuneration

The trustees were not entitled to and received no remuneration from the Charity during the year. There were, however, reimbursed expenses incurred, which totalled £388 (2012 £338)

# Hull & East Yorkshire MIND (Registered number 04936165)

## Notes to the Financial Statements

year ended 31st March 2013

10	Tangible fixed assets	Fixtures and fittings £	Office equipment £	IT equipment £	Total £
	<b>Cost or valuation:</b>				
	At 1st April 2012	11,544	508,229	67,698	587,471
	Additions	762	-	1,312	2,074
	Disposals	-	(550)	(13,958)	(14,508)
	At 31st March 2013	12,306	507,679	55,052	575,037
	<b>Depreciation.</b>				
	At 1st April 2012	5,854	117,381	58,075	181,310
	Charge for year	2,389	25,633	6,307	34,329
	On disposal	-	(550)	(13,853)	(14,403)
	At 31st March 2013	8,243	142,464	50,529	201,236
	<b>Net book value:</b>				
	At 31st March 2013	4,063	365,215	4,523	373,801
	At 31st March 2012	5,690	390,848	9,623	406,161

The net book value at 31st March 2013 represents fixed assets used for

	Fixtures And Fittings £	Office equipment £	IT equipment £	Total £
<b>Direct charitable purposes:</b>				
Provision of services	4,063	311,007	4,523	319,593
<b>Other purposes</b>				
Management and administration of the charity	-	54,208	-	54,208
	4,063	365,215	4,523	373,801

# Hull & East Yorkshire MIND (Registered number 04936165)

## Notes to the Financial Statements

year ended 31st March 2013

<b>11. Investment</b>	<b>2013 £</b>	<b>2012 £</b>
<b>Kingston Communications (Hull) plc shares</b>		
Market value at 1st April 2012	1,863	1,559
Additions	-	-
Disposals	-	-
Unrealised increase in value for the year	195	304
	<u>2,058</u>	<u>1,863</u>
<b>Market value at 31st March 2013</b>	<u>2,058</u>	<u>1,863</u>
 <b>Historical cost at 31st March 2013</b>	 <u>7,556</u>	 <u>7,556</u>
 <b>Analysis of investments</b>		
UK Equities	<u>2,058</u>	<u>1,863</u>
The investments are listed on a recognised stock exchange		
<b>12. Debtors</b>	<b>2013 £</b>	<b>2012 £</b>
Other debtors	35,037	207,038
Prepayments	179,762	174,329
	<u>214,799</u>	<u>381,367</u>
<b>13. Creditors, amounts falling due within one year</b>	<b>2013 £</b>	<b>2012 £</b>
Trade creditors	153,954	167,707
Other creditors	333	345
Accruals	46,803	43,451
Deferred income	56,040	238,177
	<u>257,130</u>	<u>449,680</u>
<b>14. Operating leases</b>		
Anticipated payments under operating leases for the year ended 31st March 2013 in respect of commitments that expire		
	<b>2013 £</b>	<b>2012 £</b>
Within one year	-	-
In one to two years	2,594	-
In two to five years	1,355	3,949
	<u>3,949</u>	<u>3,949</u>

# Hull & East Yorkshire MIND (Registered number 04936165)

## Notes to the Financial Statements

year ended 31st March, 2013

	2013 £	2012 £
<b>15. Capital commitments</b>		
Authorised but not contracted for	150,000	150,000

## 16. Legislative provisions

The Charity is regulated by the Charities Act 1993 and the Companies Act 2006

<b>17. Restrcted funds</b>	<b>Balance at 1st April 2012 £</b>	<b>Movement in funds</b>			<b>Balance at 31st March 2013 £</b>
		<b>Incoming resources £</b>	<b>Expended Resources £</b>	<b>Transfers £</b>	
Arts in Mental Health	-	7,192	12,984	5,792	-
The Gateway	3,644	76,922	81,134	568	-
East Riding	-	136,871	142,433	5,562	-
Fit 4 Service	6,857	-	6,857	-	-
Mentoring	-	122,003	78,521	-	43,482
Information Services	-	33,967	34,465	498	-
POINT	22,713	51,394	84,636	10,529	-
Moving Forward	-	58,877	55,296	-	3,581
Supported Housing Hull	-	165,007	165,007	-	-
Supported Housing East Riding	-	33,334	33,334	-	-
	33,214	685,567	694,667	22,949	47,063

## 18. Moving Forward Funding

Of the incoming and expended resources attributable to grant funding the following movements were seen during 2012/2013

	<b>Balance at 1st April 2012 £</b>	<b>Movement in funds</b>		<b>Balance at 31st March 2013 £</b>
		<b>Incoming resources £</b>	<b>Expended resources £</b>	
Revenue Big Lottery Grant	-	58,877	53,277	5,600
Capital Big Lottery Grant	-	-	-	-
	-	58,877	53,277	5,600

# Hull & East Yorkshire MIND (Registered number 04936165)

## Notes to the Financial Statements

year ended 31st March 2013

### 19. Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the Trustees for specific purposes

	Balance at 1st April 2012 £	New designations £	Utilised/ released £	Balance at 31st March 2013 £
Head Office move	235,368	-	14,109	221,259
Deposit for Head Office purchase	416,486	-	-	416,486
Refurbishment reserve	43,879	49,260	26,253	66,886
Old Parcels Office	150,678	-	10,595	140,083
	<u>846,411</u>	<u>49,260</u>	<u>50,957</u>	<u>844,714</u>

### 20. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Designated Funds £	Total 2013 £	Total 2012 £
Fund balances at 31st March 2013 are represented by					
Tangible fixed assets	12,459	-	361,342	373,801	406,161
Investments	2,058	-	-	2,058	1,863
Current assets	945,655	47,063	483,372	1,476,090	1,653,043
Current liabilities	(257,130)	-	-	(257,130)	(449,680)
Total net assets	<u>703,042</u>	<u>47,063</u>	<u>844,714</u>	<u>1,594,819</u>	<u>1,611,387</u>

### 21. Indemnity insurance

The Charity paid £4,281 (2012 £4,340) during the year to indemnify the trustees against the consequences of any neglect or default on their part

### 22 Pensions

The Charity operates a defined contribution scheme. The amount charged to the Statement of Financial Activities in the year to 31 March 2013 was £13,826 (2012 £15,806)