

**MIND HALTON**

**REGISTERED CHARITY NUMBER 503782**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2011**

**AGP**

**CHARTERED ACCOUNTANTS**

SYCAMORE HOUSE

SUTTON QUAYS BUSINESS PARK

SUTTON WEAVER

RUNCORN

CHESHIRE

WA7 3EH

**MIND HALTON**

**YEAR ENDED 31 MARCH 2011**

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**MIND HALTON**

**TRUSTEES' REPORT**

**YEAR ENDED 31 MARCH 2011**

**INTRODUCTION**

Mind Halton has pleasure in presenting the Trustees' Report and the Financial Statements for the year ended 31 March 2011.

The Trustees are satisfied that the Financial Statements have been prepared in accordance with current statutory requirements and comply with the terms of the Charity's Financial Regulations and Procedures Manual.

**LEGAL AND ADMINISTRATIVE DETAILS**

Mind Halton, registered as Halton Association for Mental Health, is an Unincorporated Registered Charity registered with Charity Commission England & Wales.

The organisations charity registration number is 503782.

The principal and registered office address of the charity is The Resource Centre, 30a Widnes Road, Widnes WA8 6AD.

The principal activity of the charity is the provision and delivery of services in the Borough of Halton for those people labelled, diagnosed or treated as mentally ill.

The Trustees during the financial year were as follows:-

Dr D Robertson	(Chair)
H Stanford-Smith	
B Roberts	(Appointed 22/09/2010)
D Russell	(Appointed 22/09/2010)
J Fenton	(Appointed 22/09/2010)
C Zeineddine	(Appointed 22/09/2010)
J Chiocchi	(Appointed 22/09/2010)

The Co-ordinator of the charity during the year was Nicholas Lunt

The Financial Regulations and Procedures document forms the basis of the regulatory mechanism by which Mind Halton manages its business. Responsibility for ensuring that the financial regulations contained in this document are applied lies with the Board, which has overall responsibility for the financial health and solvency of the charity.

**MIND HALTON**

**TRUSTEES' REPORT (CONTINUED)**

**YEAR ENDED 31 MARCH 2011**

**RELEVANT ADVISORS**

**BANKERS**

National Westminster Bank PLC  
53 High Street,  
Runcorn  
Cheshire  
WA7 1AQ

**ACCOUNTANTS**

AGP Chartered Accountants  
Sycamore House  
Sutton Quays Business Park  
Sutton Weaver  
Runcorn  
Cheshire  
WA7 3EH

**TRUSTEES' REPORT**

Mind Halton Association for Mental Health is a registered charity affiliated to Mind.

MIND Halton was formed and registered with the Charities Commission in 1974 with the aim of providing a forum for people to seek information and advice on mental health, act as a catalyst for change and share ideas and best practice.

Over time Mind Halton developed day care and residential services to those people of Halton who had or were experiencing some form of mental distress.

Since 1989 following Mind Halton's departure from being a provider of residential care services, Mind Halton has focused its activities on the provision of day care provision, advocacy and information and in the intervening years has reshaped its approaches to working with service users.

From its inception in 1974, Mind Halton has been managed by a Board of Trustees who oversees the direction, policy and financial judiciousness of the organisation.

The Board is comprised of individuals with varying degrees of expertise, drawing on the experience and knowledge from service users, mental health professionals and lay people. With Trustees, being drawn by the philosophy and objectives of Mind Halton and a desire to be involved with, and influence local services.

**MIND HALTON**

**TRUSTEES' REPORT (CONTINUED)**

**YEAR ENDED 31 MARCH 2011**

**Mind Halton's Mission**

Mind Halton works for a better life for people with experience of mental distress.

**Mind Halton's Values**

- Diversity
- Partnership
- Integrity
- Determined
- Informed

**Mind Halton's Aims and Objectives**

Whilst Mind Halton is an autonomous local mental health charity, through its affiliation to Mind, it aims to work towards and within MIND policies sharing a common value base and upholding its aims and objectives.

As such the aims of MIND Halton are to benefit the public by working with mental health service users to increase their influence and control over their own lives, through enabling people to assert their needs and rights and thereby assist them to participate in the community as valued citizens. The company reviews its aims, objectives and activities each year ensuring they remain focused on the stated purposes of the charity. The Trustees refer to the guidance given by the Charity Commission on public benefit during this process and assess how successful each activity has been and what benefits have been brought to the groups of people the charity is set up to help.

Mind Halton believes that everyone has the right to be part of the community in which they live and that each individual should have the opportunity to:

- Take part in the everyday life of their community, using ordinary community facilities wherever possible, without fear of prejudice or stigma attached to mental illness
- Be encouraged and supported in a range of life experiences
- Achieve and expand their horizons, on their own terms
- Live independently within the community in which they live

**RECRUITMENT, APPOINTMENT AND INDUCTION OF TRUSTEES**

Mind Halton is a membership organisation with its members electing a board of Trustees annually to manage the affairs of the organisation on its behalf.

Mind Halton trustees serve as volunteers and currently receive no payment for their involvement.

**MIND HALTON**

**TRUSTEES' REPORT (CONTINUED)**

**YEAR ENDED 31 MARCH 2011**

**RECRUITMENT, APPOINTMENT AND INDUCTION OF TRUSTEES**

Mind Halton is committed to user involvement and empowerment, in an effort to demonstrate the importance of valuing the experience and expertise of users of mental health services, Mind Halton positively welcomes and encourages the involvement of users on its management board.

The current constitution (Memorandum and Articles of Association of the organisation) states that the number of committee members on the Board (Trustees) with experience of mental health issues should be no less than two. Membership of the Association is open to any individual who has an interest in mental health who supports the values and principles of Mind Halton and trustees can be nominated from these and voted 'on' as a Trustee at an Annual General. The Chair and other honorary officers and any other officers shall be members of the Executive Committee, hereinafter called the board.

Each board member is taken through a structured induction training session by the Co-ordinator, introducing them to their roles and responsibilities as a trustee. Further training is proactively offered to update trustee's skills and knowledge and is also available upon request on an individual ad hoc basis. Trustees are also invited to attend all Mind training events and any relevant conferences and events outside of the Borough.

The board of trustees normally meets six times a year, the agenda and papers for board are circulated a week before the meeting. When required the board of trustee's sets working groups to look more closely at issues of particular concern and to report back with recommendations to the full board.

**ORGANISATIONAL STRUCTURE AND DECISION MAKING PROCESS**

The staff team is made up of five full and part time staff all managed by the Co-ordinator. Staff and volunteers carry out the actions of the business and strategic plans as agreed by the Trustees.

Trustees also make sure that Mind Halton pays all expenses incurred by the Company. Trustees make strategic decisions and the Coordinator and staff team are delegated to make day to day operational decisions. The Co-ordinator advises the Trustee Board on strategic matters.

**FINANCIAL REVIEW**

In the year ended 31 March 2011 the charity's outgoing resources exceeded incoming resources by £11,397. The Trustees are satisfied with the results for the year.

**MIND HALTON**

**TRUSTEES' REPORT (CONTINUED)**

**YEAR ENDED 31 MARCH 2011**

**RESERVES POLICY**

It is the policy of the Trustees to build up unrestricted reserves sufficient to provide working capital to enable the core activities of the charity to continue in the event of a significant drop in funding to enable contracted commitments to be met.

**MEMBERSHIP**

A full list of members is available from Mind Halton's office.

**RESPONSIBILITIES OF THE TRUSTEES**

The trustees 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).

The law applicable to charities in England and Wales 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 of the charity for that period. In preparing the accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principals 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; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2008 and provisions of the trust deed. The Trustees 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.

**APPROVED BY THE BOARD AND SIGNED ON ITS BEHALF**

.....

**Dr D Robertson  
CHAIR**

**Date .....**

**MIND HALTON**  
**INDEPENDENT EXAMINERS' REPORT TO THE MEMBERS**  
**YEAR ENDED 31<sup>st</sup> MARCH 2011**

We report on the accounts of the Charity for the year ended 31 March 2011, which are set out on pages 7 to 12.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to our attention.

**Basis of the independent examiner's report**

Our examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, seeking explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with our examination, no matter has come to my attention:

- 1) which gives us reasonable cause to believe that in, any material respect, the requirements:
  - to keep proper accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sycamore House  
Sutton Quays Business Park  
Sutton Weaver  
Runcorn  
Cheshire  
WA7 3EH

Miss R K Lloyd FCA  
AGP Chartered Accountants

Date.....

**MIND HALTON****STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2011**

	Note	<u>Unrestricted</u> <u>Fund</u> <u>2011</u> £	<u>Restricted</u> <u>Fund</u> <u>2011</u> £	<u>Total</u> <u>Funds</u> <u>2011</u> £	<u>Total</u> <u>Funds</u> <u>2010</u> £
<b>Income Resources</b>					
<b>Incoming Resources From Generated Funds</b>					
Voluntary income		79,905	-	79,905	79,668
BIG Lottery Fund		-	42,985	42,985	69,437
Donations		330	-	330	-
Investment income	2	<u>119</u>	<u>-</u>	<u>119</u>	<u>119</u>
<b>Total Incoming Resources</b>		<u>80,354</u>	<u>42,985</u>	<u>123,339</u>	<u>149,224</u>
<b>Resources Expended</b>					
Costs of charitable activities					
- Provision of services and training	7	73,591	41,951	115,542	102,607
Governance costs	7	<u>19,194</u>	<u>-</u>	<u>19,194</u>	<u>18,944</u>
<b>Total Resources Expended</b>		<u>92,785</u>	<u>41,951</u>	<u>134,736</u>	<u>121,551</u>
Net Outgoing Resources Before					
Transfers		(12,431)	1,034	(11,397)	27,673
Transfers between funds		<u>(1,258)</u>	<u>1,258</u>	<u>-</u>	<u>-</u>
<b>Net Movement in Funds</b>		<u>(13,689)</u>	<u>2,292</u>	<u>(11,397)</u>	<u>27,673</u>
Balances brought forward at 1 April 2010		<u>173,731</u>	<u>(2,292)</u>	<u>171,439</u>	<u>143,766</u>
<b>Balances carried forward at 31 March 2011</b>		<u>160,042</u>	<u>=</u>	<u>160,042</u>	<u>171,439</u>

The notes on Pages 9 – 12 form part of these Financial Statements

**MIND HALTON****BALANCE SHEET AS AT 31 MARCH 2011**

	Note	£	<u>2011</u> £	£	<u>2010</u> £
<b>Fixed Assets</b>					
Tangible Assets	3		439		1,605
<b>Current Assets</b>					
Debtors and Prepayments	4	114,468		102,105	
Cash at Bank and in hand		<u>52,039</u>		<u>76,231</u>	
		166,507		178,336	
<b>Creditors: Amounts falling due within one year</b>					
	5	<u>(6,904)</u>		<u>(8,502)</u>	
<b>Net Current Assets</b>			<u>159,603</u>		<u>169,834</u>
<b>Net Assets</b>			<u>160,042</u>		<u>171,439</u>
<b><u>Funds</u></b>					
Unrestricted			160,042		173,731
Restricted			-		<u>(2,292)</u>
			<u>160,042</u>		<u>171,439</u>

These financial statements were approved by the Trustees on ..... 2011  
and are signed on their behalf by:-

.....  
**Dr D Robertson**  
**Chair**

The notes on pages 9 - 12 form part of these financial statements.

**MIND HALTON**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2011**

1. **ACCOUNTING POLICIES**

Basis of Preparation of Accounts

The financial statements have been prepared under the historical cost convention and comply with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005).

Fixed Assets

Fixed assets are recorded at cost.

Depreciation

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 as follows:

Equipment	50% straight line
Fixtures & Fittings	50% straight line
Motor Vehicles	50% straight line

Income

Income represents monies received in the form of Grants, Donations and Bank Interest

Restricted Funds

Restricted Funds are made up of a grant received from BIG Lottery fund and the Target Well Being portfolio to fund the Jigsaw Project, which is a counselling project which will be carried out over a three year period.

2. **INTEREST RECEIVABLE AND SIMILAR INCOME**

	<b><u>2011</u></b>	<b><u>2010</u></b>
	<b>£</b>	<b>£</b>
Bank & Building Society Interest	33	33
Loan interest receivable	<u>86</u>	<u>86</u>
	<u>119</u>	<u>119</u>

**MIND HALTON****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2011****3. TANGIBLE FIXED ASSETS**

	<b>Equipment</b>	<b>Fixtures &amp; Fittings</b>	<b>Motor Vehicles</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>COST</b>				
At 1 April 2010	14,675	26,868	9,995	51,538
Additions	-	451	-	451
Disposals	-	-	(9,995)	(9,995)
At 31 March 2011	<u>14,675</u>	<u>27,319</u>	<u>-</u>	<u>41,994</u>
<b>DEPRECIATION</b>				
At 1 April 2010	13,967	25,971	9,995	49,933
Charge for the year	661	956	-	1,617
Disposals	-	-	(9,995)	(9,995)
At 31 March 2011	<u>14,628</u>	<u>26,927</u>	<u>-</u>	<u>41,555</u>
<b>NET BOOK VALUE</b>				
At 31 March 2011	<u>47</u>	<u>392</u>	=	<u>439</u>
At 31 March 2010	<u>708</u>	<u>897</u>	=	<u>1,605</u>

**4. DEBTORS**

	<b><u>2011</u></b>	<b><u>2010</u></b>
	<b>£</b>	<b>£</b>
Other Debtors	111,585	101,192
Taxation and social security	1,498	-
Prepayments	<u>1,385</u>	<u>913</u>
	<u>114,468</u>	<u>102,105</u>

**5. CREDITORS Amounts falling due within one year**

	<b><u>2011</u></b>	<b><u>2010</u></b>
	<b>£</b>	<b>£</b>
Taxation and social security	-	3,186
Accruals	<u>6,904</u>	<u>5,316</u>
	<u>6,904</u>	<u>8,502</u>

**6. REMUNERATION**

No remuneration or expenses were paid to the trustees.

**MIND HALTON****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2011**7. **COSTS OF CHARITABLE ACTIVITIES**

	<b><u>Unrestricted Funds</u></b>	<b><u>Restricted Funds</u></b>	<b><u>Total 2011</u></b>	<b><u>Total 2010</u></b>
Provision of Services and Training	<u>73,591</u>	<u>41,951</u>	<u>115,542</u>	<u>102,607</u>

**GOVERNANCE COSTS****Direct Costs**

Accountancy Fees	1,764	-	1,764	1,794
Legal Fees	1,678	-	1,678	1,681
<b><u>Support Costs</u></b>				
Salaries	<u>15,752</u>	-	<u>15,752</u>	<u>15,469</u>
	<u>19,194</u>	-	<u>19,194</u>	<u>18,944</u>

Audit fees and Legal fees relating to the constitution and statutory requirements of Mind Halton are allocated directly to Governance costs.

In addition, 20% of the salary costs have been allocated as support costs to Governance costs.

**MIND HALTON****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2011****Total Resources Expended**

	<b><u>Staff</u></b> <b><u>Costs</u></b> £	<b><u>Other</u></b> <b><u>Costs</u></b> £	<b><u>Total</u></b> <b><u>2011</u></b> £	<b><u>Total</u></b> <b><u>2010</u></b> £
Cost of Charitable Activities	63,010	52,532	115,542	102,607
Governance Costs	<u>15,752</u>	<u>3,442</u>	<u>19,194</u>	<u>18,944</u>
	<u>78,762</u>	<u>55,974</u>	<u>134,736</u>	<u>121,551</u>

**Staff Costs**

	<b><u>2011</u></b> £	<b><u>2010</u></b> £
Salaries	73,622	72,208
Social Security Costs	5,140	5,138
Redundancy Costs	-	-
	<u>78,762</u>	<u>77,346</u>

Average number of employees

66

There are no employees with emoluments exceeding £60,000.

**Other Costs**

	<b><u>2011</u></b> £	<b><u>2010</u></b> £
Cost of Charitable Activities:		
Rent	3,000	3,000
Light & Heat	4,225	4,052
General Expenses	2,308	2,027
Grant to Community Foundation Merseyside	1,140	-
Insurance	2,295	1,981
IT Services	416	363
Training	11,859	2,810
Travel	401	645
Volunteer Expenses	16,469	12,562
Maintenance	731	3,086
Admin Support	622	1,784
Office Costs	6,275	6,048
Depreciation	1,617	1,682
Bank Charges	1,174	690
Governance Costs:		
Accountancy Fees	1,764	1,794
Legal & Professional Fees	<u>1,678</u>	<u>1,681</u>
	<u>55,974</u>	<u>44,205</u>