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Charity Registration No. 1142357  
Company Registration No. 07504966 (England and Wales)

**MIND IN BRADFORD**  
**TRUSTEES'/MANAGEMENT COMMITTEE REPORT**  
**AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

THURSDAY



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COMPANIES HOUSE

# MIND IN BRADFORD

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees/Management Committee**  
John Vincent (Chairperson)  
Christopher Green  
Louise Slater  
Andrew Hurst  
Andrew Richardson  
Francesca Hill  
Annie Curie  
Michael Brown

**Company Number** 07504966

**Charity Number** 1142357

**Registered office**  
Kenburgh House  
28 Manor Row  
Bradford  
West Yorkshire  
BD1 4QU

**Independent Examiner**  
Stuart B Lodge FCA  
Stuart B Lodge & Co  
Chartered Accountants  
44 Bradford Road  
Idle  
Bradford  
West Yorkshire  
BD10 9PE

**Bankers**  
Caf Cash Ltd  
Kings Hill  
West Malling  
ME19 4TA

# MIND IN BRADFORD

## CONTENTS

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	<b>Page</b>
Trustees'/Management Committee Report	1 – 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance sheet	9
Statement of cashflows	10
Notes to the accounts	11 – 19

# MIND IN BRADFORD

## TRUSTEES'/MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31 MARCH 2019

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The Board of Trustees present their report and accounts for the year ended 31 March 2019.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Articles of Association, the Charities Act 2011 and the Companies Act 2006.

### Structure, Governance and Management

The Charity was registered at the Charity Commission on 10 June 2011 having previously been incorporated on 25 January 2011.

The Trustees/Company Directors who served during the year were:

Christopher Green

Louise Slater

Andrew Hurst

Andrew Richardson

John Vincent (Chairperson)

Francesca Hill

Annie Curie (appointed 12 November 2018)

Michael Brown (appointed 4 February 2019)

Our Board of Trustees comprises a minimum of three Trustees/Company Directors. We aim to ensure the composition of the Board of Trustees reflects the diversity of the area we serve, and recruit Trustees with skills, expertise, abilities and experience which will add to the Board's effectiveness. This will ensure we are able to govern effectively in accordance with our charitable objectives and statutory obligations.

### Objectives and Activities

In line with a continued commitment to modernisation and improvement, the Board of Trustees has helped to clarify our objectives and strategic priorities. Our purpose (why we exist) is to promote mental well-being and to empower and help people experiencing mental health problems to manage and work towards recovery and fulfilment.

In setting out our objectives, the Trustees have paid due regard to the Charity Commission's general guidance on public benefit, and in particular the advancement of education and well-being, and the relief of those in need by reason of ill-health. Mind in Bradford operates to the guidelines set out by Mind nationally and in recognition of this we have received the Mind Quality Mark.

### Achievements and Performance

*"When I needed a shoulder to lean on, shoulders were there."*

It is just over a year since we launched a new mission to improve the wellbeing, resilience, and recovery of people across Bradford, Airedale, Wharfedale and Craven.

As we look back over the past 12 months, we are proud to say we have helped more people from more age groups across more areas of the district. But we do know there is more to do in our mission to improve mental health.

Over the past year, we have built solid foundations, improved governance and organisational structure and introduced comprehensive reporting systems and new services.

Early in the year, a new Service Director was appointed to work towards a more evidence-based approach to service design and continuous improvement.

In August we started working with Lamplight, a new data management system. All clients who use our services are now recorded on this secure electronic database so we can review their support and wellbeing. Figures from this system from September until the year end show a total of 11,466 interventions with 1,860 individuals across all our services.

## MIND IN BRADFORD

### TRUSTEES' / MANAGEMENT COMMITTEE REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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Over the whole year, our data shows a 5% increase in calls to our telephone helpline and a big jump in referrals to our safe space The Sanctuary. It also records a total of 8,563 attendances at our well-being groups.

For the first time, we have supported young people with their mental health through our Mind Recovery Workers in GP surgeries. We have also trained and employed peer support workers in hospitals. This has not only supported patients and frequent attenders but also reduced pressure on hospital staff and resources.

Planning has also been taking place to help older age groups who suffer from isolation and depression and struggle to access services. Another new project about to start will be working with South Asian women in Keighley for the first time with Roshni Ghar. This is just one example of our collaborative approach to working with partner organisations over the year.

In the past 12 months, we have ensured Mind in Bradford and its clients have been represented at a wide range of district-wide bodies and meetings. Our CEO and Service Director have been appointed to a variety of boards and we have been pleased to play a leading role in the Healthy Minds project which aims to improve wellbeing across the district. We have also been working with Craven's mental health hub in Skipton for the first time.

Our positive relationship with national Mind has continued and we have enjoyed working with its staff on initiatives such as the EFL partnership. In November, our CEO and Chair were invited to share learning from Mind in Bradford on leading positive change at the national conference for Mind federation leaders.

Our work to improve corporate compliance has continued with updated policies on health & safety, data protection & privacy, ICT, media and client code of conduct. This has helped to stabilise sources of funding from bodies such as the CCG.

As part of our efforts to raise awareness and diversify income, we have increased the profile of Mind in Bradford. In September, a team was appointed to promote the organisation, aid internal communications and strengthen client engagement. During this reporting period, website user numbers and Facebook followers doubled, income from fundraising tripled and 314 new clients were inducted into the wellbeing programme in quarters 2, 3 & 4.

At the heart of all these services and developments have been our committed and passionate staff and volunteers who remain driven to make a difference. Over the past year, we have seen 13 talented people join our team in a variety of full-time, part-time and short-term posts. To help them work effectively, we have installed new IT systems and have further plans in place to improve their working environment over the next 12 months.

This has been the beginning of a three-year plan to extend our reach, maximise our impact, build positive relationships and ensure organisational sustainability. We look forward to continuing this work with our clients, staff and partnership organisations over the coming year.

*"The main thing I have learned is that I'm not alone."*

#### **Mission and Activities**

Our mission (what we do):

- we build community and individual resilience for better well-being
- we provide early intervention advice and support
- we support people in crisis
- we empower and help people to recover and sustain improved well-being

Our services are designed to offer appropriate and timely support, to fulfil our mission and in collaboration with our partners, to collectively make the biggest positive difference to the most people possible. In this reporting year, we have run: Guide-Line; The Sanctuary; Well-being; Maastricht Interview Centre; Extended Access; Winter Pressures; J2E Pilot Project.

## MIND IN BRADFORD

### TRUSTEES'/MANAGEMENT COMMITTEE REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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#### **Guide-Line:**

*"Telephone support is the best for me because I suffer from anxiety and can't get out very often. Talking eases my emotional pain and suicidal tendencies."*

Guide-Line is our confidential telephone help-line service, offering mental health information, support and signposting to any adult experiencing emotional or mental health problems. It is open every day of the year between 12 noon and 9pm, and is operated by a team of committed, rigorously-trained and empathetic staff and volunteers.

In the past 12 months, Guide-Line received 8,959 calls, a 5% increase on the previous year. Callers were from nine different ethnic groups of which 69% were white British and 22.8% Asian Indian/Pakistani. 7.2% identified as LGBTQ+.

We recruited a new Guide-Line manager and all staff received mandatory IG/GDPR training & safeguarding refreshers.

*"You stop me tipping into crisis and stop things becoming very dark, where things can get out of control."*

#### **The Sanctuary**

*"You saved my life last night."*

The Sanctuary is our crisis service providing a calm, safe space for adults in distress. It operates between 6pm and 1am every day of the year and is often an alternative to hospital admission.

Sanctuary delivered a total of 2,237 interventions through a combination of 1:1, 2:1 and phone support. 1,546 interventions were delivered to 502 individuals who were identified as being in crisis.

The biggest age group to access the service was 18-25 year olds, with 629 crisis interventions recorded for this group from mid-August.

Staff have developed more effective ways of working with Bradford's First Response Teams. During this year, Sanctuary received 1,949 referrals from Bradford's First Response Team compared to 1,128 accepted referrals the previous year.

*"You've opened doors that I couldn't see."*

#### **Health & Wellbeing**

*"This group is the most warming, caring, considerate group I have ever attended in my life, and that is saying something."*

Our Wellbeing service spans three elements: social connections, recovery and therapeutic or maintenance activities. It has continued to develop in all these areas, with feedback from clients actively sought and acted on. Two new part-time practitioners were recruited for the service.

During the reporting period, 8,563 attendances were recorded at 1,146 sessions and 24 different groups were offered each week.

From August, 409 individuals were recorded as attending the wellbeing groups. This data showed more men were accessing the Wellbeing service with 47.5% male. Just over half were White British and a quarter from BME backgrounds.

*"The WRAP group was amazing and the staff were lovely. They were open and honest, and also kind and caring. They went above and beyond to help."*

## MIND IN BRADFORD

### TRUSTEES'/MANAGEMENT COMMITTEE REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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#### **Maastricht**

As a Maastricht Interview Centre service, we have continued our partnership with the Paranoia Network and Bradford City Council to offer support to those hearing voices. This is a radical approach to working with voice hearers and those experiencing paranoia, understanding and recognising links between life experiences and voices to aid recovery.

#### **Extended Access**

*"I was off work when I was referred to the extended access service, I had no one to speak to and no support system in place. Thankfully you were kind, positive and very approachable."*

This new project went live in October and saw us delivering support to young people for the first time. Mind Recovery Workers were placed in two GP surgeries to offer 1:1 support for those aged 14+. The project was so successful at Shipley and The Ridge that Picton Medical Practice requested sessions which were started in February.

A total of 251 1:1 interventions were delivered to 156 individuals across these practices. The largest age group to access support was young people aged 15 to 16.

*"I was mesmerised by how good I felt in the weeks after. I felt like a completely new person or better yet, I have started discovering who I really am."*

#### **Winter Pressures**

*"Compassionate and empathetic compared to the direct approach from other NHS teams where I have felt patronised, misunderstood and frustrated."*

Winter Pressures was a new project which recruited peer support workers to help people attending hospital.

We worked in partnership with the Cellar Trust to offer peer support in the district's Accident & Emergency departments. During this reporting period, 887 contacts took place between peer support workers at Bradford Royal Infirmary and Airedale General Hospital with 329 individuals who attended A&E from October. It was recognised as a valuable service by those working in the Emergency Department and interventions were also offered on wards 1, 4, and paediatric units. Funding has been extended until May 2019.

We also recruited a peer support worker to help a small number of people who were attending Bradford Royal Infirmary on a regular basis. Originally based with the Intensive Home Treatment Team (IHHT), the peer support was moved to the Community Mental Health Team (CMHT) to continue provision to frequent attenders and assess impact.

*"I've seen everybody, from this worker to that worker, but sorry, no-one comes close or even near [to peer support worker]. All I can say from the bottom of my heart is I'm so glad someone has referred her to me."*

#### **Community Companions**

Work was started on this new befriending pilot project for over 65s in Baildon. Planning for the project has included a Volunteer Co-ordinator to recruit volunteers to visit people in their own homes to reduce social isolation and depression, and help them access local services.

#### **Roshni Ghar**

As part of our partnership working, our practitioners have been working with Roshni Ghar to support South Asian women with mental health problems. Preparation is underway for Food and Nutrition classes and WRAP groups at their base in Keighley.

#### **Employment-focused Services**

This year saw the end of our work in the Journey to Employment scheme (J2E) as the national pilot scheme finished in June. This DWP 12-month project aimed to help people with disabilities and mental health problems back into work through voluntary job clubs.

## MIND IN BRADFORD

### TRUSTEES'/MANAGEMENT COMMITTEE REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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#### **Future**

We have made good progress on our mission but will be driving forward further change and improvement to ensure our services make the biggest positive difference to the largest number of people possible.

This means employing the unique skills and talents of our expanding team to strengthen our existing core services whilst developing new areas of high-quality support.

We will continue to work with our partners to ensure we are a cornerstone of integrated crisis support. We will reach out to young and old who are struggling with their mental health across the whole of the district. And we will help those living with a Serious Mental Illness (SMI) access physical health checks so their quality of life is improved.

But we will also work towards improving mental health and wellbeing for all in Bradford & District, because mental health is not just about ill-health, it is also about building resilience, skills and support to sustain and improve mental wellbeing.

We will play a leading role in the Healthy Minds initiative, using our national and local links and the latest technology to develop a digital wellbeing tool for both practitioners and the public. This will help people access the right support for them at the right time. Improvements to our website will also make information about our services easier to find.

We will also look after the wellbeing of our staff, reviewing contracts and benefits and aiming to offer as many developmental opportunities as possible.

We will offer our expertise to local businesses and organisations through a new training service so they too can look after their staff's mental health and wellbeing.

I look forward to continuing to work with our staff, volunteers, and fellow Trustees, in positive collaboration with our commissioners, fellow services providers, and national Mind colleagues to continue to modernise and improve our services. Together we are determined to make the biggest positive difference to the most people possible, in line with the strategy for mental wellbeing in Bradford District and Craven.

#### **Financial Review**

Mind in Bradford made a surplus in the year of £89,189 (2018: £51,053).

Total income for the year was £713,350 of which £667,050 was grant support. Total expenditure was £624,161 of which £252,898 was specific restricted costs and £359,494 unrestricted.

The total at 31 March 2019 of Mind's "free-reserves" was £303,325 which fulfilled the Charity's Reserves Policy of a minimum of three months' running costs.



## MIND IN BRADFORD

### TRUSTEES'/MANAGEMENT COMMITTEE REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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#### Statement of Directors Responsibilities

The trustees/management committee of MIND in Bradford are responsible for preparing the Trustees/Management Committee Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees/management committee to prepare accounts for each financial year. Under company law the trustees/management committee must not approve the accounts unless they are satisfied that they 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 accounts the trustees/management committee are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees/management committee are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The trustees/management committee are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. 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.

On behalf of the Board of Trustees/Company Directors



JOHN VINCENT

Trustee/Management Committee

C. Green

CHRISTOPHER GREEN

Dated:

14/08/2019

# MIND IN BRADFORD

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES/MANAGEMENT COMMITTEE OF MIND IN BRADFORD

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I report on the accounts of the Charity for the year ended 31 March 2019, which are set out on pages 8 to 19.

### Respective Responsibilities of Trustees/Management Committee and Examiner

The Trustees/Management Committee, who also act as Directors for the charitable activities of Mind in Bradford are responsible for the preparation of the accounts. The Trustees/Management Committee consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011, (the 2011 Act) and that an Independent Examination is needed. The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a Chartered Accountant.

Having satisfied myself that the Charity is not subject to audit under company law and is eligible for Independent Examination it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

### Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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, and seeking explanations 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 my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;
 have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Stuart B Lodge FCA**  
**Stuart B Lodge & Co**  
**Chartered Accountants**  
**44 Bradford Road**  
**Idle**  
**Bradford**  
**West Yorkshire**  
**BD10 9PE**



Dated: 23 August 2019

# MIND IN BRADFORD

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b>Income</b>						
Voluntary Income	2	39,629	-	-	39,629	25,112
Investment Income	3	6,671	-	-	6,671	3,310
Incoming Resources from Charitable Activities	4	441,164	1,769	224,117	667,050	623,119
Other Incoming Resources	5	-	-	-	-	10,157
<b>Total Income</b>		<b>487,464</b>	<b>1,769</b>	<b>224,117</b>	<b>713,350</b>	<b>661,698</b>
<b>Expenditure</b>						
<b>Charitable Activities</b>	6	<b>359,494</b>	<b>11,769</b>	<b>252,898</b>	<b>624,161</b>	<b>610,645</b>
<b>Total Expenditure</b>		<b>359,494</b>	<b>11,769</b>	<b>252,898</b>	<b>624,161</b>	<b>610,645</b>
<b>Net income/(expenditure) Net movement in funds before transfers</b>		<b>127,970</b>	<b>(10,000)</b>	<b>(28,781)</b>	<b>89,189</b>	<b>51,053</b>
Transfers between funds		647	1,899	(2,546)	-	-
<b>Net income/(expenditure) Net movement in funds after transfers</b>		<b>128,617</b>	<b>(8,101)</b>	<b>(31,327)</b>	<b>89,189</b>	<b>51,053</b>
<b>Total funds brought forward</b>		<b>174,708</b>	<b>12,988</b>	<b>48,973</b>	<b>236,669</b>	<b>185,616</b>
<b>Total funds carried forward</b>		<b>303,325</b>	<b>4,887</b>	<b>17,646</b>	<b>325,858</b>	<b>236,669</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# MIND IN BRADFORD

## BALANCE SHEET AS AT 31 MARCH 2019

	Notes	Unrestricted funds £	Restricted funds £	Designated funds £	2019 Total funds £	2018 Total funds £
<b>Fixed Assets</b>	9	-	-	-	-	-
<b>Current Assets</b>						
Debtors	10	30,912	64,258	-	95,170	161,369
Cash at Bank and in Hand		312,885	202,985	4,887	520,757	282,018
<b>Total Assets</b>		<b>343,797</b>	<b>267,243</b>	<b>4,887</b>	<b>615,927</b>	<b>443,387</b>
<b>Creditors: Amounts Falling Due Within One Year</b>	11	(40,472)	(249,597)	-	(290,069)	(206,718)
<b>Total Assets less Current Liabilities</b>		<b>303,325</b>	<b>17,646</b>	<b>4,887</b>	<b>325,858</b>	<b>236,669</b>
<b>The Funds of the Charity</b>						
Unrestricted Funds		303,325	-	-	303,325	174,708
Restricted Funds	12	-	17,646	-	17,646	48,973
Designated Funds	13	-	-	4,887	4,887	12,988
<b>Total Charity Funds</b>		<b>303,325</b>	<b>17,646</b>	<b>4,887</b>	<b>325,858</b>	<b>236,669</b>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2019. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The Trustees/Management Committee acknowledge their responsibilities for:

- ensuring that the Company keeps accounting records which comply with section 386 of the Act and;
- preparing accounts which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime.

The accounts were approved by the Board on 19 August 2019.



John Vincent  
Trustee/Management Committee



Christopher Green  
Trustee/Management Committee

**Company Registration Number: 07504966**

**MIND IN BRADFORD****STATEMENT OF CASHFLOWS  
AS AT 31 MARCH 2019**

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	Notes	2019 £	2018 £
<b>Cash used in operating activities</b>	16	238,468	41,904
		<hr/>	<hr/>
<b>Cashflow from investing activities</b>			
Interest income		271	110
		<hr/>	<hr/>
Increase in cash equivalents in the year		238,739	42,014
Cash equivalents at the beginning of the year		282,018	240,004
		<hr/>	<hr/>
<b>Total cash equivalents at the end of the year</b>		520,757	282,018
		<hr/>	<hr/>

# MIND IN BRADFORD

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

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### 1. Accounting Policies

#### 1.1 Basis of Preparation

The accounts have been prepared under the historical cost convention unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the reserves available to the charity, the directors are satisfied that the financial statements should continue to be prepared on a going concern basis.

#### 1.2 Incoming Resources

Core funding grants and restricted funding grants are recognised in the income and expenditure account in the period to which they relate. Donations and legacies are accounted for when received by the Charity.

#### 1.3 Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for beneficiaries. These include governance which are those costs associated with meeting the constitutional and statutory requirement of the charitable company.

#### 1.4 Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:-

Fixtures and fittings and equipment	3 years straight line
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It is the policy of the charitable company to only include on the balance sheet individual items of a capital nature which cost £1,000 or more.

#### 1.5 Leasing and Hire Purchase Commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

#### 1.6 Pensions

The Charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme. In addition contributions are paid into the National Employment Savings Trust (NEST) which is a defined contribution workplace scheme.

# MIND IN BRADFORD

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 1.7 Accumulated Funds

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Funds may be designated at anytime by the trustees/management committee if such a purpose is identified.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

### 2. Voluntary Income

	<b>Total 2019 £</b>	<b>Total 2018 £</b>
Core Income	39,629	25,112
Unrestricted Funds:		
Donations	37,652	16,940
Training Income	500	3,295
Membership Fees	77	231
Student Placement Fees	1,400	560
Tuck Shop Sales	-	2,260
Meals	-	794
Socials and Trips	-	1,032
	<u>39,629</u>	<u>25,112</u>

### 3. Investment Income

	<b>2019 £</b>	<b>2018 £</b>
Bank Interest Received	271	110
Room Hire	6,400	3,200
	<u>6,671</u>	<u>3,310</u>

# MIND IN BRADFORD

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

4. Incoming Resources from Charitable Activities:	2019 £	2018 £
Grants and Donations Receivable	667,050	623,119
<b>Unrestricted Funds:</b>		
Bradford & Airedale CCG Collaboration	370,000	282,400
City of Bradford MDC Mental Health Grant	59,100	59,100
Bradford VCS – GP Extended Access	12,064	-
	441,164	341,500
<b>Restricted Funds:</b>		
NHS Bradford & District Sanctuary & Resilience Funding	125,744	101,803
Lloyds Bank Foundation	25,000	25,000
Bradford District Care Trust – Winter Pressure Initiative	48,333	36,328
The Department for Work and Pensions – Journey to Employment	19,790	68,727
NHS Bradford & District – Community Companions	587	-
City of Bradford MDC – Maastricht Delivery	4,663	-
City of Bradford MDC Public Health Grant (Health & Well-Being)	-	6,600
Job Centre Flexible Support Fund	-	43,161
	224,117	281,619
<b>Designated Funds:</b>		
NHS Bradford & District Resilience Funding (Sanctuary)	1,769	-
<b>5. Other Income</b>	<b>2019</b> £	<b>2018</b> £
Salary recharges	-	3,150
Services provided	-	5,583
Sale of coffee machine	-	246
Sundry receipts	-	1,178
	-	10,157



**MIND IN BRADFORD****NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2019****6. Charitable activities**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Wages and Salaries	385,216	379,902
Redundancy and Change Management Costs	1,584	18,000
Employers National Insurance	22,229	19,964
Pension Costs	6,136	4,694
Payroll Costs	1,320	1,570
Recruitment Costs	3,031	3,455
Winter Pressure Initiative Partner Costs	24,961	3,548
Specific Project Costs	1,611	2,730
Staff Training	6,220	420
Repairs and Renewals	1,692	4,932
Cleaning and Domestic	917	5,915
Maintenance Costs	2,866	2,595
Rent, Rates and Water	35,029	32,362
Light and Heat	14,893	2,971
Insurance	3,065	3,137
HR Consultancy	13,804	7,082
IT Contracts and Software	6,406	3,120
Relocation Costs	-	21,900
Publicity and Promotion	7,885	698
Room Hire	-	5,278
Refreshments and Vending Machine Costs	1,133	1,237
Office Supplies and Equipment	29,774	16,615
Printing and Copying	2,139	3,580
Telephone and Postage	6,858	9,349
Travel Costs	13,131	7,720
Independent Examination Fees	3,200	3,214
Bank Charges	61	60
Professional Fees	6,165	25,797
Subscription and Memberships	2,247	2,843
Training and Conferences	-	1,566
Trustees and Volunteer Expenses	1,740	2,127
Members Activities	4,808	8,550
Bookkeeping and Consultancy	14,040	2,069
Sundries	-	1,153
Depreciation	-	492
	<hr/>	<hr/>
	624,161	610,645
	<hr/>	<hr/>

# MIND IN BRADFORD

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 7. Trustees/Directors

None of the Trustees/Directors received any remuneration in the year. With the formal agreement of the Trustees/Management Committee £1,740 (2018: £2,127) was reimbursed to service users and other volunteers for out of pocket expenses.

### 8. Employees

#### Number of Employees

The average monthly number of employees during the year was:

	2019	2018
Staff	13	14

#### Employment Costs

	2019 £	2018 £
Wages and Salaries	385,216	379,902
Redundancy and Change Management Costs	1,584	18,000
Social Security Costs	22,229	19,964
Other Pension Costs	6,136	4,694
	415,165	422,560

The above figures for average monthly number of employees represents the full time equivalents. Based on the total number of staff (including part time staff) the average monthly figure was 32 (2018: 31).

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

Social Security Costs are after the deduction of the £3,000 (2018: 3,000) Employers Allowance.

# MIND IN BRADFORD

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

9. Tangible fixed assets	Fixtures, Fittings & Equipment £	Total £
<b>Cost</b>		
At 1 April 2018		
And		
<b>At 31 March 2019</b>	74,039	74,039
	-----	-----
<b>Depreciation</b>		
At 1 April 2018		
And		
<b>At 31 March 2019</b>	74,039	74,039
	-----	-----
<b>Net Book Value</b>		
<b>At 31 March 2019</b>	-	-
	-----	-----
At 31 March 2018	-	-
	-----	-----
<b>10. Debtors</b>	<b>2019</b>	<b>2018</b>
	£	£
Trade Debtors	67,056	149,144
Prepayments and Accrued Income	28,114	12,225
	-----	-----
	95,170	161,369
	-----	-----
<b>11. Creditors: Amounts falling due within one year</b>	<b>2019</b>	<b>2018</b>
	£	£
Creditors and Accruals	41,244	61,573
Other Creditors	-	324
Other Taxes and Social Security Costs	7,106	6,877
Deferred Income	241,719	137,944
	-----	-----
	290,069	206,718
	-----	-----

## MIND IN BRADFORD

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

#### 12. Restricted Funds

The income funds of the Charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:-

	Movement in Funds				Balance at 31 March 2019
	Balance at 1 April 2018	Incoming Resources	Resources Expended	Transfers	
	£	£	£	£	£
Lloyds Bank Foundation	1,042	25,000	(26,042)	-	-
NHS Bradford & District Sanctuary & Resilience Funding	5,712	125,744	(131,456)	-	-
West Yorkshire Police Safer Communities	2,787	-	-	(2,787)	-
Sport England	1,360	-	(1,601)	241	-
Bradford District Care Trust – Winter Pressure Initiative	26,433	48,333	(57,120)	-	17,646
The Department for Work and Pensions – Journey to Employment	11,639	19,790	(31,429)	-	-
NHS Bradford & District - Community Companions	-	587	(587)	-	-
City of Bradford MDC – Maastricht Delivery	-	4,663	(4,663)	-	-
	48,973	224,117	(252,898)	(2,546)	17,646

#### Lloyds Bank Foundation

Funding received towards the salary of the Chief Executive Officer, to support Mind in Bradford, to help adults with a range of mental health difficulties, play a fuller role in the community, to bring about changes and benefits to the lives of Mind in Bradford's Service Users.

#### NHS Bradford & District Sanctuary & Resilience Funding

Funding received to launch a ground breaking crisis service. Providing a critical out of hours support to adults experiencing mental or emotional distress. Used often as an alternative to A&E and Police Custody, it helps ensure vulnerable adults receive the best humane and appropriate support available for their needs.

#### West Yorkshire Police Safer Communities Fund

Funding to integrate a structured recovery pathway so partner organisations can refer victims/witnesses and perpetrators of crime who have mental health challenges to a co-ordinator at Mind in Bradford.

#### Sport England

To fund the introduction of weekly football coaching sessions encouraging participants with mental health illness to improve football skills to develop commitments and focus in the sport. The additional benefits of weekly exercise will improve their physical health and reflect improvement in their mental health through increased concentration, focus, contributions and acceptance in the wider community.

## MIND IN BRADFORD

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

#### **Bradford District Care Trust – Winter Pressure Initiative**

Funding released by NHS to react to specific pressures faced by A&E departments during the winter period. The funding enabled the evolution of an A&E based peer report service (in partnership with The Cellar Trust) linked to the crisis support offered by Sanctuary (Mind in Bradford) and the Haven (managed by The Cellar Trust).

#### **The Department for Work and Pensions – Journey to Employment**

A national DWP-pilot programme (12 months) to implement a new peer led initiative for disabled people and those with health conditions who want to move closer or into employment.

#### **NHS Bradford & District – Community Companions**

Funding released to start work on a new pilot project in north Bradford to reduce isolation and depression among the older population.

#### **City of Bradford MDC – Maastricht Delivery**

Funding to continue as a Maastricht Interview Centre in partnership with other organisations to work with people who are hearing voices, understanding links between life experiences and voices to aid recovery.

### 13. Designated Funds

	Movement in Funds				Balance at 31 March 2019 £
	Balance at 1 April 2018 £	Incoming Resources £	Resources Expended £	Transfers £	
Bradford & District Association for Mental Health (Guide-Line)	2,988	-	-	(2,988)	-
Transformation Fund	10,000	1,769	(11,769)	-	-
Bradford VCS Alliance – GP Extended Access	-	-	-	4,887	4,887
	<u>12,988</u>	<u>1,769</u>	<u>(11,769)</u>	<u>1,899</u>	<u>4,887</u>

#### **Bradford & District Association for Mental Health (Guide-Line)**

The income received is for Guide-Line and is to fund the supervision of volunteer training courses and renovations and refurbishments at their premises.

#### **Transformation Fund**

Money set aside for the move into Kenburgh House and the furnishing of the second floor of the premises.

#### **Bradford VCS Alliance – GP Extended Access**

Funding for Recovery Workers based in three GP surgeries to offer 1:1 support to people aged 14 and over who are worried about their mental health. Separate workers for the age groups 14-25 and adults.

## MIND IN BRADFORD

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

#### 14. Commitments under Operating and Financial Leases

At 31 March 2019 the charity had annual commitments under non-cancellable operating and financial leases as follows:

	2019 Buildings £	2018 Buildings £
<b>Expiry Date</b>		
Within one year	47,135	31,153
	<hr/>	<hr/>
Between two and five years	47,135	31,153
	<hr/>	<hr/>

#### 15. Contingent Liability – Pensions

A defined benefit scheme was in operation for past employees. At the latest funding update Mind was advised that there was a shortfall in funding of £6,285 which would fall due for payment should the charity leave the scheme. This shortfall has not been provided for in these accounts on the basis that the organisation does not intend to withdraw from the fund.

#### 16. Reconciliation of net movement in funds to net cashflow from operating activities:

	2019 £	2018 £
Net movement in funds	89,189	51,053
Deduct interest income	(271)	(110)
Add back depreciation charge	-	492
Decrease/(Increase) in debtors	66,199	(73,925)
Increase in creditors	83,351	64,394
	<hr/>	<hr/>
	238,468	41,904
	<hr/>	<hr/>