

Charity Registration No 293340

Company Registration No. 1955570 (England and Wales)

**MDF THE BIPOLAR ORGANISATION  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2010**



# **MDF THE BIPOLAR ORGANISATION**

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# **MDF THE BIPOLAR ORGANISATION**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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### **Trustees**

Claire Ackland  
Clare Dolman  
Nigel Griffiths  
Justin Irwin  
Jonathan Naess  
Daniel Ross  
Dr Nicola Rowe  
Dr Nicholas Stafford  
Robert Westhead

### **Chair**

Robert Westhead

### **Vice Chair**

Dr Nicholas Stafford

### **Treasurer**

Daniel Ross

### **Secretary to the Board**

Jean Wit

### **Senior Management Team**

Chief Executive (appointed July 2010)

Suzanne Hudson

Acting Charity Manager (resigned July 2010)

John Williams

National Development Manager

Fiona Cooper

Wales Manager

Sue Wigmore

### **Charity number**

293340

### **Company number**

1955570

### **Principal address & registered office**

Castle Works  
21 St George's Road  
London  
SE1 6ES

### **Accountants**

Foot Davson  
17 Church Road  
Tunbridge Wells  
Kent  
TN1 1LG

### **Bankers**

National Westminster Bank plc  
5 Market Place  
Kingston Upon Thames  
Surrey  
KT1 1JX

### **Solicitors**

Carter Bells  
Kings' Stone House  
12 High Street  
Kingston Upon Thames  
KT1 1HD

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# **MDF THE BIPOLAR ORGANISATION**

## **TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 MARCH 2010**

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### **Objectives and Activities**

MDF The Bipolar Organisation is the only national charity dedicated to supporting individuals with the much misunderstood and devastating condition of bipolar, their carers and families

Bipolar disorder is a serious mental health illness characterised by extreme mood swings including elation and depression. In between episodes sufferers may have long periods of normal functioning. It is treated with psychiatric medication and has the highest suicide rate of all mental illnesses.

Although a small national charity our services have enormous reach. We provide a range of services to enable people affected by bipolar to take control of their lives including supporting 4,500 members, hosting over 100 self help groups across the UK, facilitating self management training courses, working directly with psychiatric units in a pioneering project, providing employment awareness training and a Help Line.

We also seek to combat the stigma and prejudice associated with bipolar disorder. We produce a selection of information and guidance publications, we campaign for research into treatment, lobby for improved services and our vibrant e-community provides members a forum to express and share their views and experiences.

We work to ensure all individuals with bipolar can take control and lead independent lives. With the amazing support of our staff team, members, parents and families, volunteers, friends and supporters we all work to achieve this vision.

### **Achievements and Performance**

The past year has been one of our busiest as we continued to develop our service provision in the midst of a challenging economic environment. The major achievements and successes are highlighted below.

#### **Member Services**

The slow but steady rise in public awareness of bipolar has resulted in a substantial increase in demand for information, guidance and support. This demand dramatically escalated when following detailed consultation with and support from the charity, the national soap drama Eastenders commenced the storyline about Stacey and her mother Jean having Bipolar.

From receiving an average of 200 new enquires per month, the charity head office and our Help Line team received in excess of 2000 new enquiries in October 2009 the month the Eastenders story broke. Although new enquiries peaked in this particular month, average monthly calls have risen to over 500 as public awareness continues to rise. 60% of all calls to the charity are with regard to support and information. The remaining 40% of calls are more detailed concerning relationships and families, legal issues, employment law, disability payments and benefits, specific financial issues and problem solving.

Our quarterly journal Pendulum was reviewed during the year and the revised structure introduced in Spring 2010 was very positively received.

Our e-community continued to expand providing unique peer-to-peer support in a safe and secure environment. During the year we appointed a dedicated moderator.

#### **The Year Ahead**

Owing to continued unprecedented demand on Member Services, including our small head office team, and our Help Line, a review of how we resource Member Services and general enquires has commenced.

Early recommendations include restructuring our Help Line to focus on hours of service demanded by the majority of the callers and closer working relationship between the Help Line team and head office.

# **MDF THE BIPOLAR ORGANISATION**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2010**

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A Communications Committee (see below) will be established to undertake comprehensive review of all our leaflets and information sheets with the focus on smaller, bespoke leaflets readily available on our website

#### **Self Help Groups**

The year has been one of significant development in terms of procedures and policies for self help groups. Following allegations of fraudulent claims and sexual offences within one of the self-help groups in 2008, the charity has worked closely with the police and the Charity Commission to assist their investigations and develop our policies. The Charity Commission closed its investigation in June 2010 satisfied with the new procedures developed and implemented, including

- A National Development Manager was appointed,
- All self-help group facilitators satisfactorily complete CRB disclosure,
- A comprehensive new group support manual has been produced and is distributed to all groups
- A code of conduct has been developed for all groups to use at their monthly meetings
- Support and information for all groups has been strengthened. The annual regional meetings for group facilitators and treasurers hosted by the charity provide the opportunity for training and group sharing. During the period of this report regional meetings were hosted in The Midlands, London and East Anglia
- All groups and facilitators receive regular communications from the charity in the Group Matters Newsletter
- All group facilitators are offered charity e-mail and telephone contacts for group communications

New groups continue to be established and the first group in Northern Ireland opened in February 2010

#### **The Year Ahead**

Facilitator and group support will continue to develop overseen by the National Development Manager. An annual schedule of regional meetings has already been finalised for 2011

It is essential we receive core service funding to ensure we continue to fully support and develop what is the heart and sole of the charity – our self help groups. We also plan to develop a pilot Youth project

#### **Self Management Training (SMT)**

Our SMT courses are core to enabling people with bipolar to regain control of their lives. Each three-day intensive course is led by two trained facilitators both of whom have bipolar. By the close of the course participants will have greater confidence and skills to manage their extreme mood swings. In the past twelve months the programme has continued to operate across England and Wales. In particular

- Over 150 individuals have participated in SMT programmes in England, Wales and Scotland
- Within this five courses were commissioned by Primary Care Trusts and three courses by Bipolar Scotland
- We established a working partnership with the Mental Health Foundation to deliver training programmes throughout Wales
- 13 new facilitators have been trained to facilitate the courses in Wales
- We also provided support to the Mental Health Foundation and assisted their self-management courses for people with serious mental health conditions other than bipolar

#### **The Year Ahead**

In the next twelve months over 150 individuals will participate in SMT courses in Wales as a result of the partnership with the Mental Health Foundation. In England we aim to train a further 100 individuals

At the time of finalising this report we have commenced work looking at the future strategy of SMT within the wider psycho education field

# **MDF THE BIPOLAR ORGANISATION**

## **TRUSTEES' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2010***

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### **Bipolar Link Wales**

This pioneering project commenced in the year working directly with patients and staff in psychiatric units

We trained 30 volunteers to participate within the project – ongoing training includes mental health, personal development and supervision

Although operating only part of the year in question, the project provided one-to-one mentoring for over 30 highly vulnerable individuals with bipolar in psychiatric units. Our mentoring ensured they were fully supported through their treatment and then connected with services – including self help groups - within their communities when they left specialist care

Our Link workers and volunteers raised awareness of available services and support to over 100 individuals with bipolar

Our Link workers and volunteers hosted over 100 training sessions to mental health professionals. These training sessions have resulted in more than 1,000 health professionals having a greater understanding of bipolar and its impact on individuals, families and carers

Bipolar Link Wales developed a mentoring service for carers led by volunteers who themselves are carers for individuals with bipolar

Preliminary monitoring and evaluation show both volunteer mentors and service users experienced raised confidence and self esteem. The project also reduces the feeling of isolation often experienced by individuals with bipolar by introducing them to others with the diagnosis

The project absolutely raises awareness of bipolar and its impact within local communities, including police, community mental health teams, voluntary sector organisations and members of the public

### **The Year Ahead**

At the time of finalising our accounts we have now commenced the second year of this three-year project

Our focus is on continuing to develop the service working closely with mental health professionals and within local communities to provide the high level of support essential for our clients

With the experience of one full year we are currently undertaking a comprehensive evaluation to provide a footprint for future development of the project in Wales and hopefully the foundations of extending the project to England. Following the evaluation we will commence work towards ensuring the sustainability of Bipolar Link Wales

### **Employment Project**

This pilot project continued to expand during the year working directly with more than 200 individuals and their families in time of need

The project developed working relationships with Department of Work and Pensions, The Federation of Small Businesses, Connexions and other organisations in assisting individuals with bipolar and raise awareness of bipolar in the workplace

We worked with over 50 individuals on specific employment rights. Supporting them and working with their employers we successfully assisted them to retain their employment

Two handbooks specifically supporting employees and employers have been produced and published. We developed and delivered bespoke bipolar awareness training for companies and employers

# **MDF THE BIPOLAR ORGANISATION**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2010**

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#### The Year Ahead

Unfortunately although a fantastic service which achieved outstanding results we were not successful in securing future funding for a permanent As a result the project has partly closed and an internal evaluation is being completed The results of the evaluation will feed through to the charity's ongoing strategic work

The company awareness training continues and we plan to proactively promote this service

#### **Communications**

In early 2009 the charity was approached by the soap drama Eastenders about a possible bipolar story The Eastenders team worked closely with Neil Tinning on behalf of the charity and Dr Nick Craddock of Cardiff University and the story of Stacey having bipolar was first aired in October 2009 As discussed elsewhere in this report the ongoing story has resulted in a significant increase in public awareness of bipolar and enquires through to the charity We would like to thank the Eastenders team and Lacey Turner and Gillian Wright who play Stacey and her mother Jean respectively for their sensitive portrayal of an individual with bipolar

During the year we were working toward our Annual Conference for members, carers, families and mental health professionals in Birmingham in June 2010 The new conference focus will include breakout sessions and workshops As discussed elsewhere a number of new initiatives with regard to communications including our leaflets and our quarterly journal Pendulum were initiated during the year

#### The Year Ahead

The Communications Committee - a new operational group comprising trustees and staff - has been tasked to review our overall communications which had developed on an ad hoc basis in recent years Major areas to be addressed during the next year include a comprehensive review of our leaflets/information sheets, a proposed overhaul of our website and enhanced communication to the external world Being only a small staff team the review absolutely acknowledges the limited resources but aims to ensure our communications work better for us and for individuals with bipolar, their carers and families

Our annual Conference was held in June 2010 working closely with Birmingham University and Bipolar Disorder Research Network We are delighted to have achieved a successful conference and work has commenced for our 2011 conference

A core feature of the enhanced communications world will be to embrace the slow build in public awareness of bipolar and its impact on so many Our first Bipolar Awareness reception will be held in central London in March 2011

#### **Fundraising**

Through the fantastic support of all our supporters and our fundraising endeavours, we

- Launched Bipolar Link Wales and successfully completed our first year exceeding all expectations and targets
- Extended the support and guidance for self help groups and the number of groups themselves The first group in Northern Ireland opened in February 2010
- Launched our new Help Line for individuals with bipolar, their carers and families

Towards the end of the financial year we received the fantastic news that the Tudor Trust had agreed to support the costs of a permanent chief executive for two years A national recruitment process was undertaken and Suzanne Hudson joined us in July 2010

# **MDF THE BIPOLAR ORGANISATION**

## **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2010**

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With our near total reliance on voluntary income, we could not continue to provide our first class service provision without the generous support of so many. The notes to the accounts detail a number of supporters who fund particular services or projects. We would, however, like to take this opportunity to thank a small group whose commitment to the charity over a number of years has been overwhelming. On behalf of everyone involved with MDF The Bipolar Organisation thank you A&S Burton Charitable Trust, Mary Kinross Charitable Trust, Comic Relief, The Tudor Trust, The Big Lottery, Lloyds TSB Foundation, John Ellerman, Waterloo Foundation and all our members.

### **The Year Ahead**

The global economic downturn is impacting our ability to deliver essential services at a time when demand is unprecedented. Unfortunately a number of core service funding closed toward the end of the financial year and further support is not always available. The arrival of our new chief executive has provided the opportunity to review our fundraising strategy and focus on broadening our funding base and raising our profile.

Our success in this endeavour is essential to ensure we can survive the immediate financial challenges, but as importantly develop as a sustainable national charity going forward.

If we are not successful we will have no option but to close further crucially needed services.

### **Plans for the Future**

Following the highly successful recruitment for new board members, staff, trustees, volunteers and other stakeholders came together for a strategy day to commence work on a comprehensive five-year strategy. This work is ongoing and will be completed in the forthcoming year.

The current economic and financial environment is extremely challenging and we face financial pressures at a time that demand for our services is unprecedented. We are committed to continuing the provision of high quality services to support people with bipolar, their families and carers. As a matter of urgency we need to broaden our funding base and raise our profile.

We are an amazing, caring charity that truly makes a difference. The passion, dedication and commitment of our small staff team, volunteers, trustees, members and supporters alongside services that literally change (and indeed save) lives absolutely deserve a sustainable, innovative and effective national bipolar charity.

### **Structure, Governance and Management**

During the year, the Board of trustees completed a comprehensive recruitment drive and governance review of its committee structure. The outcome of the review is that the full Board, which meets four times a year, is now supported by the Finance, Audit, Resources Committee chaired by our Treasurer.

In addition the Communications Committee – comprising trustees and officers – will lead on our forthcoming review of communications.

### **Recruitment and Appointment of Trustees**

Trustees are recruited openly and through recommendation. During the past year we have been delighted to welcome new members to the Board.



# **MDF THE BIPOLAR ORGANISATION**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2010**

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The trustees who served during the year were

Claire Ackland	(Appointed 28 November 2009)
Clare Dolman	(Appointed 28 November 2009)
Nigel Griffiths	(Appointed 28 November 2009)
Justin Irwin	(Appointed 28 November 2009)
David Mace	(Appointed 28 November 2009 and resigned 9 June 2010)
Jonathan Naess	
Daniel Ross	(Appointed 28 November 2009)
Dr Nicola Rowe	(Appointed 28 November 2009)
Dr Nicholas Stafford	(Appointed 28 November 2009)
Robert Westhead	
Shirley Williams	(Resigned 28 November 2009)

#### **Trustee induction and training**

All new trustees receive induction training and training during the year on the work of the charity and on specific issues. Some of this training is combined with staff training.

#### **Public Benefit**

The Board of trustees understand the requirements as set out in Section 4 of the Charities Act 2006 and believe MDF The Bipolar Organisation completely satisfies all guidance issued by the charity commission with regard to public benefit.

#### **Risk Management**

The trustees have a risk management strategy which comprises

- An annual review of the risks the charity may face,
- The establishment of systems and procedures to mitigate those risks identified in the review, and
- The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

#### **Financial Review**

As explained within this report MDF The Bipolar Organisation developed a number of important initiatives – including the launch of Bipolar Link project in Wales - in a year that proved challenging within the wider economic environment.

The Income and Expenditure of the organisation for the year is set out in the Statement of Financial Activities (SoFA) on page 10. Although our total expenditure for the year (including fundraising costs) was £65,162 less than total income, a significant proportion of this balance reflects restricted payments allocated for expenditure in the coming months and income designated for our individual Self Help Groups across the country. On an unrestricted basis the charity had net income for the year of £20,521.

#### **Reserves Policy**

The trustees recognise the need to build and maintain free reserves equivalent to three months expenditure in order to manage risks relating to fluctuations in income and expenditure. It is acknowledged that rebuilding reserves to these levels will take time particularly given the wider economic environment. Our reserves clearly show our free reserves, restricted reserves and fixed assets.

# **MDF THE BIPOLAR ORGANISATION**

## **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2010**

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### **Statement of trustee's responsibilities**

The trustees, who are also the directors of MDF The Bipolar Organisation for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year

In preparing these accounts, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent, and
- prepare the 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 adequate 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 Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

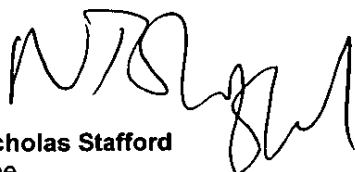
### **Disclosure of information to auditors**

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information

### **Auditors**

A resolution proposing that Foot Davson be reappointed as auditors of the company will be put to the members

On behalf of the board of trustees



**Dr Nicholas Stafford**  
Trustee

Dated 4 December 2010

# **MDF THE BIPOLAR ORGANISATION**

## **INDEPENDENT AUDITORS' REPORT**

### **TO THE MEMBERS OF MDF THE BIPOLAR ORGANISATION**

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We have audited the accounts of MDF The Bipolar Organisation for the year ended 31 March 2010 set out on pages 10 to 19. These accounts have been prepared in accordance with the accounting policies set out on page 12.

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 its 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 described in the statement of trustees' responsibilities, the trustees, who are also the directors of MDF The Bipolar Organisation for the purposes of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the accounts give a true and fair view.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion, the information given in the Trustees' Report is consistent with those accounts.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's accounts are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

# **MDF THE BIPOLAR ORGANISATION**

## **INDEPENDENT AUDITORS' REPORT (CONTINUED)**

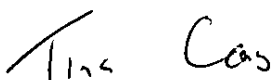
### **TO THE MEMBERS OF MDF THE BIPOLAR ORGANISATION**

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#### **Opinion**

In our opinion

- the accounts give a true and fair view of the state of the charity's affairs as at 31 March 2010, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- the accounts have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
- the accounts have been prepared in accordance with the Companies Act 2006, and
- the information given in the Trustees' Report is consistent with the accounts



**Tina Clay BA FCA (Senior Statutory Auditor)**  
**for and on behalf of Foot Davson**

#### **Chartered Accountants**

##### **Statutory Auditor**

17 Church Road

Tunbridge Wells

Kent

TN1 1LG

Dated 8/12/10

# MDF THE BIPOLAR ORGANISATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2010

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2010 £	Total 2009 £
<b><u>Incoming resources from generated funds</u></b>						
Donations, grants and legacies	2	340,773	5,686	410,646	757,105	511,260
Investment income	3	45	995	-	1,040	3,437
		<u>340,818</u>	<u>6,681</u>	<u>410,646</u>	<u>758,145</u>	<u>514,697</u>
Incoming resources from charitable activities	4	129,995	-	96,162	226,157	157,425
Other incoming resources	5	59,800	-	-	59,800	81,385
		<u>530,613</u>	<u>6,681</u>	<u>506,808</u>	<u>1,044,102</u>	<u>753,507</u>
<b><u>Total incoming resources</u></b>						
<b><u>Resources expended</u></b>						
<b><u>Costs of generating funds</u></b>						
Costs of generating donations and legacies	6	53,982	-	13,333	67,315	24,642
		<u>53,982</u>	<u>-</u>	<u>13,333</u>	<u>67,315</u>	<u>24,642</u>
<b><u>Net incoming resources available</u></b>						
		<u>476,631</u>	<u>6,681</u>	<u>493,475</u>	<u>976,787</u>	<u>728,865</u>
<b><u>Charitable activities</u></b>						
Project support		416,585	-	390,619	807,204	648,931
Self-help groups		-	-	43,528	43,528	41,086
Communications		24,803	-	17,968	42,771	36,437
		<u>441,388</u>	<u>-</u>	<u>452,115</u>	<u>893,503</u>	<u>726,454</u>
<b><u>Total charitable expenditure</u></b>						
Governance costs		14,722	-	3,400	18,122	12,173
		<u>14,722</u>	<u>-</u>	<u>3,400</u>	<u>18,122</u>	<u>12,173</u>
<b><u>Total resources expended</u></b>						
		<u>510,092</u>	<u>-</u>	<u>468,848</u>	<u>978,940</u>	<u>763,269</u>
<b><u>Net income/(expenditure) for the year/ Net movement in funds</u></b>						
		<u>20,521</u>	<u>6,681</u>	<u>37,960</u>	<u>65,162</u>	<u>(9,762)</u>
Fund balances at 1 April 2009		32,288	43,544	84,592	160,424	170,186
		<u>32,288</u>	<u>43,544</u>	<u>84,592</u>	<u>160,424</u>	<u>170,186</u>
<b><u>Fund balances at 31 March 2010</u></b>						
		<u>52,809</u>	<u>50,225</u>	<u>122,552</u>	<u>225,586</u>	<u>160,424</u>

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

# MDF THE BIPOLAR ORGANISATION

## BALANCE SHEET

AS AT 31 MARCH 2010

	Notes	2010 £	£	2009 £	£
<b>Fixed assets</b>					
Tangible assets	10		10,750		16,918
<b>Current assets</b>					
Stocks		4,085		9,173	
Debtors	11	72,253		55,876	
Cash at bank and in hand		217,198		159,697	
		<u>293,536</u>		<u>224,746</u>	
<b>Creditors amounts falling due within one year</b>	12	<u>(78,700)</u>		<u>(81,240)</u>	
<b>Net current assets</b>			<u>214,836</u>		<u>143,506</u>
<b>Total assets less current liabilities</b>			<u><u>225,586</u></u>		<u><u>160,424</u></u>
<b>Income funds</b>					
Restricted funds	13		122,552		84,592
Unrestricted funds					
Designated funds					
Self-help groups		<u>50,225</u>		<u>43,544</u>	
			<u>50,225</u>		<u>43,544</u>
Other charitable funds			<u>52,809</u>		<u>32,288</u>
			<u><u>225,586</u></u>		<u><u>160,424</u></u>

The accounts were approved by the Board on 4 December 2010



Daniel Ross  
Trustee

Company Registration No. 1955570

# **MDF THE BIPOLAR ORGANISATION**

## **NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2010**

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### **1 Accounting policies**

#### **1.1 Basis of preparation**

The accounts have been prepared under the historical cost convention

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006

#### **1.2 Incoming resources**

All income is accounted for on a receivable basis. Grant income is recognised in accordance with the terms of the grant and when the conditions of receipt have been complied with

#### **1.3 Resources expended**

All expenses are accounted for on an accruals basis. The majority of costs are directly attributable to specific activities. Certain shared costs including staff and office costs are apportioned to activities in furtherance of the objects of the charity. The apportionment has been calculated by analysing the usage of the building between direct charitable activities and activities relating to the management and administration of the charity. This ratio has then been applied to the overheads to provide an equitable basis for the analysis of expenditure

#### **1.4 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Assets under £1,000 are written off to the SoFA. 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

Computer & office equipment	straight line basis (over three years)
Website	straight line basis (over three years)

#### **1.5 Stock**

In addition to producing our own information, MDF The Bipolar Organisation purchases publications and other materials for resale. Stocks represent the value of such goods held at the year end at the lower cost and net realisable value

#### **1.6 Pensions**

Contributions were paid on behalf of employees into their personal pension schemes and are charged to the Statement of Financial Activities in the year in which they become payable. No further liabilities accrue to the charity other than these payments

#### **1.7 Accumulated funds**

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

Designated funds comprise funds which have been set aside at the discretion of the Members of the Board of Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts

# MDF THE BIPOLAR ORGANISATION

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2010

#### 2 Donations, grants and legacies

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2010 £	Total 2009 £
Donations and gifts	135,473	5,686	-	141,159	121,839
Grants	205,300	-	410,646	615,946	389,421
	<b>340,773</b>	<b>5,686</b>	<b>410,646</b>	<b>757,105</b>	<b>511,260</b>
<b>Grants</b>				<b>2010</b>	<b>2009</b>
<b>Unrestricted grants.</b>				<b>£</b>	<b>£</b>
A B Charitable Trust				5,000	-
A&S Burton Charitable Trust				150,000	-
C H K Charities Ltd				3,000	-
Constance Green Trust				5,000	-
Douglas Turner Trust				2,000	-
Dowager Countess Eleanor Peel Trust				3,000	-
Garfield Weston				-	55,000
Homelands Charitable Trust				2,400	3,000
Hospital Saturday Fund				1,000	-
Joseph Strong Frazer				1,000	-
JSF Pulitzer Charitable Trust				1,000	-
Lady Hind Trust				1,000	-
Mary Kinross Charity				20,000	20,000
Rothschild Foundation				2,000	-
Sainsbury Trust				1,000	-
Thomas Farr Trust				1,000	-
Other grants				6,900	1,607
				<b>205,300</b>	<b>79,607</b>
<b>Restricted grants:</b>					
Albert Hunt Charitable Trust				1,000	-
Allan Willet Foundation				-	1,000
Ammco Trust				-	1,000
Big Lottery - Bipolar Link Wales				176,629	-
Big Lottery - Self Management				-	17,161
Charles and Elsie Sykes				-	3,000
Charles S French Charitable Trust				1,500	-
C H K Charities				-	5,000
Comic Relief				25,607	33,149
Community Development Foundation				70,000	-
Community Fund Wales Group Development				-	74,561
Cotton Trust				-	2,500
Douglas Turner Trust				-	1,000



# MDF THE BIPOLAR ORGANISATION

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2010

Eleanor Rathbone Charitable Trust	2,000	-
Ernest Kleinwort Charitable Trust	1,000	-
Eveson Charitable Trust	-	4,984
Frank Litchfield Charitable Trust	-	5,000
Goldmark Trust	1,000	-
Helen Jean Cope Trust	-	2,000
Hull and East Riding Trust	1,000	-
James Wier Foundation	-	3,000
John Ellerman	-	34,830
Lady Hind Trust	-	1,000
Lloyds TSB Foundation	22,737	22,075
MHF SMT Project	-	3,128
Moulton Charitable Trust	-	5,000
Northampton Municipal Church	-	2,500
Oakdale Trust	1,000	-
Rainford Trust	-	1,000
Rayne Foundation	6,000	-
Sheldon Trust	-	4,984
Sidbury Trust	1,000	-
Sir James Knott Trust	-	3,000
St Katherine and Shadwell Trust	3,000	-
The Freemasons' Grand Charity	-	10,000
The Yellow Heart Trust	8,945	-
Tudor Trust	25,000	-
Valentine Charitable Trust	2,500	-
W C V A	-	6,000
Walter Guinness Trust Groups	-	1,000
Waterloo Foundation	25,000	25,000
Wilfred & Elsie Elkes	-	1,000
Other grants	1,800	5,094
Self-help group grants	33,928	30,848
	<b>410,646</b>	<b>309,814</b>

### 3 Investment income

	Unrestricted funds £	Designated funds £	Total 2010 £	Total 2009 £
Interest receivable	45	995	1,040	3,437

# MDF THE BIPOLAR ORGANISATION

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2010**

### 4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
Subscriptions	128,420	-	128,420	50,945
Publications	1,575	-	1,575	12,480
Service provision (W A G)	-	96,162	96,162	94,000
	<u>129,995</u>	<u>96,162</u>	<u>226,157</u>	<u>157,425</u>

### 5 Other incoming resources

	2010 £	2009 £
Other income	<u>59,800</u>	<u>81,385</u>

# MDF THE BIPOLAR ORGANISATION

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2010

### 6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2010 £	Total 2009 £
<b>Costs of generating funds</b>					
Costs of generating donations and legacies	21,457	-	45,858	67,315	24,642
<b>Charitable activities</b>					
<u>Project support</u>					
Activities undertaken directly	374,433	15,939	346,360	736,732	601,664
Support costs	24,347	-	46,125	70,472	47,267
Total	398,780	15,939	392,485	807,204	648,931
<u>Self-help groups</u>					
Activities undertaken directly	-	-	43,528	43,528	41,086
<u>Communications</u>					
Activities undertaken directly	23,746	-	13,312	37,058	32,605
Support costs	1,974	-	3,739	5,713	3,832
Total	25,720	-	17,051	42,771	36,437
	424,500	15,939	453,064	893,503	726,454
<b>Governance costs</b>	-	-	18,122	18,122	12,173
	445,957	15,939	517,044	978,940	763,269

Governance costs includes payments to the auditors of £10,575 (2009 £12,994) for audit fees

### 7 Support costs

	Project support £	Communications £	Total 2010 £	Total 2009 £
Other office costs	46,125	3,739	49,864	29,851
Staff costs	24,347	1,974	26,321	21,248
	70,472	5,713	76,185	51,099

### 8 Trustees

None of the Members of the Board of Trustees (or any persons connected with them) received any remuneration during the year, but were reimbursed a total of £1,967 general expenses (2009 £1,235)

# MDF THE BIPOLAR ORGANISATION

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2010**

### 9 Employees

#### Number of employees

The average monthly number of employees during the year was

	2010 Number	2009 Number
Charity Management & Administration	2	2
Finance	1	2
Employment	3	2
Self-Help Groups	3	1
Member Services	2	2
Self Management Training	1	1
Bipolar Link Wales	5	3
Fundraising	1	1
	<u>18</u>	<u>14</u>

#### Employment costs

	2010 £	2009 £
Wages and salaries	<u>445,957</u>	<u>355,679</u>

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

# MDF THE BIPOLAR ORGANISATION

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2010

#### 10 Tangible fixed assets

	Computer & office equipment £	Website £	Total £
<b>Cost</b>			
At 1 April 2009	91,215	39,422	130,637
Additions	9,766	-	9,766
Disposals	(54,281)	-	(54,281)
<b>At 31 March 2010</b>	<b>46,700</b>	<b>39,422</b>	<b>86,122</b>
<b>Depreciation</b>			
At 1 April 2009	84,970	28,749	113,719
On disposals	(54,281)	-	(54,281)
Charge for the year	7,878	8,056	15,934
<b>At 31 March 2010</b>	<b>38,567</b>	<b>36,805</b>	<b>75,372</b>
<b>Net book value</b>			
<b>At 31 March 2010</b>	<b>8,133</b>	<b>2,617</b>	<b>10,750</b>
At 31 March 2009	6,245	10,673	16,918

#### 11 Debtors

	2010 £	2009 £
Trade debtors	43,105	24,451
Other debtors	1,281	1,205
Prepayments and accrued income	27,867	30,220
	<b>72,253</b>	<b>55,876</b>

# MDF THE BIPOLAR ORGANISATION

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2010

12 Creditors' amounts falling due within one year	2010 £	2009 £
Bank overdrafts	-	726
Trade creditors	38,398	46,793
Taxes and social security costs	11,488	10,292
Accruals	28,814	23,429
	<u>78,700</u>	<u>81,240</u>

### 13 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

	Balance at 1 April 2009	Movement in funds Incoming resources	Resources expended	Balance at 31 March 2010
	£	£	£	£
Membership services	9,177	22,737	(22,440)	9,474
Self help groups	64,868	39,428	(72,248)	32,048
Self management training	-	14,445	(9,208)	5,237
Bipolar Link Wales	-	176,629	(140,104)	36,525
Employment programme	8,046	101,607	(70,385)	39,268
Core funding	2,501	54,000	(56,501)	-
Sundry	-	97,962	(97,962)	-
	<u>84,592</u>	<u>506,808</u>	<u>(468,848)</u>	<u>122,552</u>

### 14 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2010 are represented by				
Tangible fixed assets	10,750	-	-	10,750
Current assets	120,759	50,225	122,552	293,536
Creditors' amounts falling due within one year	(78,700)	-	-	(78,700)
	<u>52,809</u>	<u>50,225</u>	<u>122,552</u>	<u>225,586</u>