

Charity Registration No. 296893

Company Registration No. 2017214 (England and Wales)

**LAMBETH MIND**  
**REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2004**



# LAMBETH MIND

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Committee members

Robert Corke  
Jeanne Wordsworth (Resigned 1 May 2003)  
David Newton (Secretary)  
Cath Collins  
Catriona Slorach (Treasurer)  
Robert Baker  
Mark Bertram  
David Inness (Resigned 18 November 2003)  
Vicky Lawson (Chair)  
Peter Oates (Appointed 18 November 2003)  
Graham Mavin (Resigned 18 November 2003)  
Silvio Coutinho (Appointed 18 November 2003)  
Angie Meader  
Dolly Sen (Appointed 18 November 2003)  
Tessa Parkes (Appointed 18 November 2003)

### Charity number

296893

### Company number

2017214

### Principal address

Unit 2a, Co-op Centre, 11 Mowll Street  
London  
SW9 6BG

### Accountants

GMAK (formerly: Guy Mayers) -Chartered accountants  
5/7 Vernon Yard  
London  
W11 2DX

### Bankers

Lloyds TSB  
PO Box 32757  
London  
SE1 2FA

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# LAMBETH MIND

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# LAMBETH MIND

## COMMITTEE'S REPORT FOR THE YEAR ENDED 31 MARCH 2004

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The committee present their report and accounts for the year ended 31 March 2004.

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 memorandum and articles of association, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in October 2000.

### Review of activities

The charity has continued to promote the preservation of mental health and worked primarily in the London Borough of Lambeth for the well-being of people using mental health services or experiencing mental distress. The charity has done this by providing information, advice and support, volunteering opportunities, training and creative activities and by campaigning for better services.

### Committee members

The committee, who are also the directors for the purpose of company law, who served during the year are shown on the legal and administrative information page of the accounts.

None of the committee has any beneficial interest in the company. All of the committee are members of the company and guarantee to contribute £1 in the event of a winding up.

### Reserves policy

Lambeth Mind is a small charity with no guaranteed income, whose work is largely dependent on one-off or short-term charitable grants and donations. The trustees consider that reserves are needed in order to:

- continue its work if there is an income shortfall.
- cover contingencies such as staff long-term sickness or maternity leave.
- wind up its activities and meet its liabilities if no further income is secured.

It is the trustees policy to try to maintain reserves equivalent to six months' expenditure.

### Statement of Committee Responsibilities

Company law requires the committee to prepare accounts for each financial year which give a true and fair view of the charitable company's state of affairs at the end of the year and of its income and expenditure for that period.

In preparing those accounts, the committee are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Small company exemptions

The above report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

David Newton

On behalf of the committee

Dated: 

# LAMBETH MIND

## ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF LAMBETH MIND

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We report on the accounts for the year ended 31 March 2004 set out on pages 3 to 10.

### Respective responsibilities of committee and reporting accountants

As described on page 4 the charitable company's committee, who are also the directors of Lambeth Mind for the purpose of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

### Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

### Opinion

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the charitable company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
  - (ii) the charitable company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

GMAK

**GMAK (formerly: Guy Mayers) -Chartered accountants**

Chartered Accountants  
Reporting Accountants  
5/7 Vernon Yard  
London  
W11 2DX

Dated: 25 Nov 2004

# LAMBETH MIND

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2004

	Notes	Unrestricted funds £	Restricted funds £	Total 2004 £	Total 2003 £
<b>Incoming resources</b>					
Donations and legacies	2	451	-	451	428
Activities in furtherance of the charity's activities	3	5,500	50,398	55,898	53,688
Investment income	4	409	-	409	348
Other incoming resources	5	9,206	-	9,206	11,980
<b>Total incoming resources</b>		<b>15,566</b>	<b>50,398</b>	<b>65,964</b>	<b>66,444</b>
<b>Resources expended</b>					
<b>Charitable expenditure</b>					
Direct charitable expenditure		16,060	39,061	55,121	56,493
Management and administration		739	-	739	764
<b>Total resources expended</b>	6	<b>16,799</b>	<b>39,061</b>	<b>55,860</b>	<b>57,257</b>
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(1,233)</b>	<b>11,337</b>	<b>10,104</b>	<b>9,187</b>
Fund balances at 1 April 2003		17,706	2,859	20,565	11,376
<b>Fund balances at 31 March 2004</b>		<b>16,473</b>	<b>14,196</b>	<b>30,669</b>	<b>20,563</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.

# LAMBETH MIND

## BALANCE SHEET AS AT 31 MARCH 2004

	Notes	2004 £	£	2003 £	£
<b>Fixed assets</b>					
Tangible assets	10		1,906		2,859
<b>Current assets</b>					
Debtors	11	8,220		2,688	
Cash at bank and in hand		24,808		20,138	
		<u>33,028</u>		<u>22,826</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(4,265)</u>		<u>(5,122)</u>	
<b>Net current assets</b>			28,763		17,704
<b>Total assets less current liabilities</b>			<u>30,669</u>		<u>20,563</u>
<b>Income funds</b>					
Restricted funds	13		14,196		2,859
Unrestricted funds			16,473		17,704
			<u>30,669</u>		<u>20,563</u>

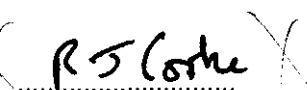
The company is entitled to the exemption from the audit requirement contained in section 249A(2) of the Companies Act 1985, for the year ended 31 March 2004. No member of the company has deposited a notice, pursuant to section 249B(2), requiring an audit of these accounts.


The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with section 221 of the Act; and
- (b) preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2004 and of its profit for the year then ended in accordance with section 226, and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective March 2000).

The accounts were approved by the Board on 24.11.04

  
Robert Corke

  
Mark Bertram

# LAMBETH MIND

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2004

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### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

The accounts have been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in October 2000.

#### 1.2 Incoming resources

Grants are recorded in the accounts when they are received.

#### 1.3 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:

Equipment	25% on cost
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### 2 Donations and legacies

	2004 £	2003 £
Donations and gifts	451	428

# LAMBETH MIND

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2004

### 3 Activities in furtherance of the charity's activities

	Unrestricted funds £	Restricted funds £	Total 2004 £	Total 2003 £
Grants receivable for charitable activities	5,500	50,398	55,898	53,688

#### Grants receivable for charitable activities

##### Unrestricted funds:

Southwark Mind	2,000	6,000
Lambeth Endowed Charities	1,500	5,000
Tudor Trust	-	20,000
The Yapp Charitable Trust	2,000	-
	5,500	31,000

##### Restricted funds:

South London & Maudsley NHS Trust	-	10,000
City Parochial Foundation	18,750	5,000
Mind (National)	1,348	2,688
South East London Community Foundation	-	5,000
Lewisham PCT (Health First)	5,000	-
Survivors' Poetry	500	-
Awards for All	5,000	-
LB Lambeth	10,000	-
Fast Forward Grants (European Social Fund/LB Lambeth)	9,800	-
	50,398	22,688

### 4 Investment income

	2004 £	2003 £
Interest receivable	409	348

### 5 Other incoming resources

	2004 £	2003 £
Mind Shop	9,206	11,980

# LAMBETH MIND

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2004

### 6 Total resources expended

	Total 2004 £	Total 2003 £
Charitable expenditure:		
Direct charitable expenditure	55,121	56,493
Management and administration	739	764
	<u>55,860</u>	<u>57,257</u>
Other costs relating to direct charitable expenditure comprise:		
<b>Unrestricted funds</b>		
Wages & salaries	(7,614)	(25,886)
Volunteer expenses	(1,206)	(17)
Training	(229)	(2,351)
Insurance	(469)	(769)
Accommodation costs	(2,546)	(2,686)
Printing, postage & stationery	(1,328)	-
Subscriptions	(205)	(685)
Telephone	(940)	(580)
Equipment leasing	(423)	(1,249)
Travel	(37)	(43)
Sundry & equipment costs	(806)	(1,791)
Trustees & AGM expenses	(257)	(607)
	<u>(16,060)</u>	<u>(36,664)</u>
<b>Restricted funds</b>		
Wages and salaries	(24,041)	(7,038)
Volunteer expenses	(1,115)	(1,784)
Training	(1,018)	(855)
Insurance	(500)	-
Accommodation costs	(2,282)	(2,000)
Printing, postage & stationery	(1,083)	(3,690)
Subscriptions	(230)	-
Telephone	(1,000)	(936)
Newsletter	(2,747)	(2,066)
Equipment leasing	(500)	-
Sundry & equipment costs	(3,592)	-
Database	-	(507)
Depreciation	(953)	(953)
	<u>(39,061)</u>	<u>(19,829)</u>
	<u>(55,121)</u>	<u>(56,493)</u>

# LAMBETH MIND

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2004

Management and administration is made up of accountancy fees.

### 7 Committee expenses

Nine members of the committee were reimbursed a total of £204 for travelling expenses (2003 Six £552).

The company's standard insurance policy with National Mind includes trustee liability.

### 8 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2004 Number	2003 Number
Co-ordinator and admin assistant	2	1

There were no employees whose annual emoluments were £50,000 or more.

### 9 Taxation

As a registered charity the company is not liable to taxation under section 505 of ICTA 1988.

### 10 Tangible fixed assets

	Equipment £
<b>Cost</b>	
At 1 April 2003 and at 31 March 2004	3,812
<b>Depreciation</b>	
At 1 April 2003	953
Charge for the year	953
<b>At 31 March 2004</b>	<b>1,906</b>
<b>Net book value</b>	
At 31 March 2004	1,906
At 31 March 2003	2,859

### 11 Debtors

	2004 £	2003 £
Other debtors	8,220	2,688

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## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2004

12 Creditors: amounts falling due within one year	2004 £	2003 £
Bank overdrafts	-	388
Taxes and social security costs	-	699
Other creditors	3,330	3,330
Accruals	935	705
	<u>4,265</u>	<u>5,122</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:

	Movement in funds			
	Balance at 1 April 2003	Incoming resources	Resources expended	Balance at 31 March 2004
	£	£	£	£
Database project	843	-	(281)	562
Telephone system	2,016	-	(672)	1,344
City Parochial Foundation	-	18,750	(18,750)	-
Newsletter	-	9,800	(9,800)	-
Training self development/advocacy	-	1,348	(1,348)	-
Poetry group/workshop	-	5,500	(3,210)	2,290
Directory & database/website	-	15,000	(5,000)	10,000
	<u>2,859</u>	<u>50,398</u>	<u>(39,061)</u>	<u>14,196</u>

Database project: the design and compilation of database of at least 450 mental health services and other resources.

Telephone system: the undepreciated balance of the telephone system cost funded by Mind.

City Parochial Foundation: covered the Administration and Advice Officer plus running costs.

Newsletter: funding (Fast Forward Grants) covered print and production of publication and support and training for a volunteer editorial team.

Training self development/advocacy: Mind's Local Mind Associations Fund (LMAF) covered extra training for volunteers and employees, plus training equipment and materials (TV/Video and videos).

Poetry group/workshop: fortnightly workshops on Saturday afternoons offering a creative space for writing and sharing work.

Directory & database website: to produce resource directory in book form and on-line directory with details of over 450 mental health services and other resources.

# LAMBETH MIND

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2004

### 14 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2004 are represented by:			
Tangible fixed assets	-	1,906	1,906
Current assets	20,543	12,485	33,028
Creditors: amounts falling due within one year	(4,070)	(195)	(4,265)
	<u>16,473</u>	<u>14,196</u>	<u>30,669</u>