

**SUFFOLK MIND**  
(A company limited by guarantee)

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**



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**SUFFOLK MIND**  
**(A company limited by guarantee)**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2020**

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<b>Trustees</b>	Ian White, Chair Tim Mutum, Vice-chair Alan Hanson, Treasurer (resigned 15 October 2019) Dr Emma Brierly Colin Hopkins (appointed 30 April 2019) Kelly Sayers (appointed 31 March 2020) Ciara Scallan (resigned 14 February 2020, appointed 22 April 2020) Victoria Southgate (appointed 31 March 2020) Nigel Suckling (resigned 16 October 2019) Leanne Thorndyke (appointed 30 April 2019) Julian Tyndale-Biscoe (resigned 5 October 2019) Richard West (appointed 31 March 2020)
<b>Company registered number</b>	02611510
<b>Charity registered number</b>	1003061
<b>Registered office</b>	Quay Place Key Street Ipswich Suffolk IP4 1BZ
<b>Company secretary</b>	Linda Phelan
<b>Chief executive officer</b>	Jon Neal
<b>Independent auditors</b>	Larking Gowen LLP Chartered Accountants 1 Claydon Business Park Great Blakenham Ipswich IP6 0NL
<b>Bankers</b>	Barclays Bank Plc 691 Woodbridge Road Ipswich Suffolk IP4 4NA

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**SUFFOLK MIND**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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The Trustees present their annual report together with the audited financial statements of the company for the year 1 April 2019 to 31 March 2020. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the 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 (FRS102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective January 2015).

Since the company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors Report) Regulations 2013 has been omitted.

Suffolk Mind is a registered company, limited by guarantee, and a charity registered with the Charity Commission. The charity is governed by its Memorandum and Articles of Association adopted on 16 May 1991 and amended on 31 January 2019. The objects for which Suffolk Mind is established are to promote and protect mental well-being and to support and assist those experiencing mental ill health.

## **STRATEGY AND OBJECTIVES**

### **Our overarching goal**

We want to make Suffolk the best place in the world for talking about and taking care of mental health.

### **Our priorities**

- Continue to review and adapt our services in light of the COVID-19 pandemic
- Diversify our income base and bring our finances back into surplus while investing reserves in value adding activities
- Retain, recruit, develop and empower a highly talented board and team of staff and volunteers to enable us to achieve our mission and remain a viable sustainable charity underpinned by effective governance
- Provide safe, effective, clinically compliant services, across the mental health continuum, that enable people to make a life that works, and provide excellent value for money for those who fund them
- Deliver an education and training programme – online, through schools, businesses, statutory services and elsewhere – to introduce the emotional needs & resources model and prevent mental ill-health
- Constantly evaluate, review and refine our services to ensure they are of the highest possible quality.

### **Our values**

- We strive for quality – wanting to have the best people to create and deliver outstanding services for the people who use them
- We are creative – never accepting that the way things are currently done needs to be the way things continue
- We are positive and realistic – the resources of the public sector are stretched, so we can't rely on funding from that source. But we can be more efficient, delivering the greatest impact possible with the resource we can find
- We commit to treating our staff, and the people that use our services, with respect – responding to their needs, helping them make a life that works as much as we can, and valuing their contribution.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**Our approach to mental health**

All of us have mental health, just as we have physical health. Both are equally important and anyone can become mentally unwell if they are unable to meet their physical and emotional needs. The COVID-19 pandemic has put additional strain on everyone. We are all on the mental health continuum – and we move up and down it depending on how we cope with the challenges of life and the stresses that it creates. Suffolk Mind works across the continuum, from wellbeing to 'severe and enduring' mental ill-health, providing support & information for everyone.

Our services and products are based upon an 'organising idea' that we all have physical and emotional needs and a set of skills and resources that we're born with to meet those needs. This is referred to as the Emotional Needs & Resources Model. We recognise 12 physical and emotional needs: attention, control, emotional connection, respect, food and drink, achievement, sleep, security, community, meaning and purpose, privacy and movement.

**Public Benefit**

The trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit. In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'. Suffolk Mind provides residential and support services for those with higher needs plus a range of services in the community.

Our online presence has gone from strength to strength with an average of 6000 visitors to our website each month (19,285 page views) and a steady increase on our social media sites to 7,363 in March 2020.

**ACTIVITIES, ACHIEVEMENT AND PERFORMANCE**

Our wide range of therapeutic services and training enable everyone to understand mental wellbeing and help to improve or maintain their own. Skills learned can also help people to support others. This knowledge can be applied at both home and work to help everyone to get the best from your life and to feel happier and healthier.

During the year all services remained well run and safe with good outcomes.

**Housing**

Our aim is to provide supported accommodation to ensure a successful tenancy for those that have suffered mental illness. Our housing services embrace recovery approaches for mental health and wellbeing; a holistic, enabling, person centred approach to mental distress, disadvantage and social exclusion.

Montrose House is a residential care home for residents with long term mental health needs. It has been rated as Outstanding by the Care Quality Commission and in 2017 won Care Service of the Year. Montrose House staff provide 24 hour care and support tailored to the needs of the individual including support with personal care (washing/dressing) and medication. Meals are provided with residents encouraged to help themselves to drinks, snacks and light meals to maintain their independence. Staff work closely with the local mental health teams, GP surgeries and other health professionals to ensure residents emotional and physical needs are met.

Six sites in the Suffolk Coastal area provide housing and recovery support to individuals who have experienced mental health issues and may have spent time in hospital. Staff are able to offer support to help identify the needs of tenants and explore ways in which they can get their needs met. Tenants can be supported to attend college courses, to find voluntary work and to seek opportunities to find meaningful activities that help promote their recovery. They may be supported to reconnect with their family, offered information on sleep and diet. All

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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tenants have a co-produced support plan personal to their own needs. The service is not intended to provide long-term support and when tenants feel ready they will be supported to move-on to their own flat or home, usually within two years or less. We also run a floating support service and help tenants to setup and run peer group activities.

The Green Road service in Cambridgeshire provides housing and support services to individuals with enduring mental health issues. Tenants have their own flats. Support staff are available on-site and provide high levels of one-to-one support with all aspects of daily living such as cooking, shopping and budgeting as well as providing emotional support.

### **Community Services**

Suffolk Mind runs a wide range of services in the community, for individuals, groups and organisations. In 2019 /20 these services included:

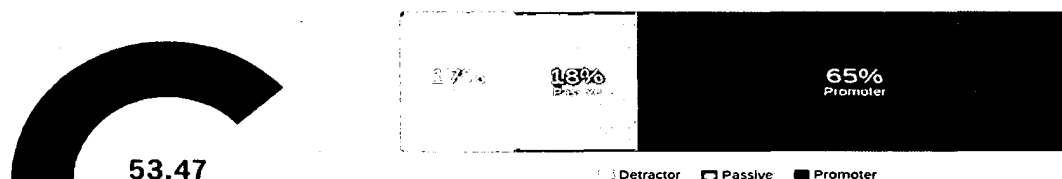
Anger Management  
Anxiety Management  
Children and Young People's services  
Counselling  
Eating Recovery  
Green Care  
SAGES – a joint project with Suffolk Libraries and Suffolk Family Carers  
Suffolk Night Owls  
Suffolk Work Well  
Waves  
Workplace Wellbeing

During 2019/20 more than 22,000 individuals used our services. We had 92 active volunteers who donated 6700 hours of their time and 1379 supporters signed up as Friends of Suffolk Mind.

All of our services are evaluated by our clients. In 2019/20 significant highlights were:

- 100% of people using our counselling services reported an improvement to wellbeing
- 100% of those attending our courses would recommend them to others
- Suffolk Night Owls took more than 5000 calls, texts and emails
- 112 clients attended our Waves programme for those with a personality disorder
- Suffolk Work Well had 280 referrals
- Our Eating Recovery Service had 8 clients
- 36 regular participants visited our allotments with four Green Care volunteers
- Our 0300 111 6000 number handled 9,571 calls and emails, an increase of 23% from last year
- Workplace Wellbeing services had a Net Promoter Score of 53.47.

**On a scale from 0-10, how likely are attendees to recommend Your Needs Met, Effective Communication or Sleep Well, Work Well to a friend or colleague?**



This overall Net Promoter Score is the percentage of promoters minus the percentage of detractors. NPS ranges from -100 (meaning everyone is a detractor) to +100 (meaning everyone is a promoter). Most companies consider a decent Net Promoter Score to be >0%. Any positive NPS good. An NPS of +50 is excellent.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**Fundraising**

Charity of the Year

Suffolk Mind was Charity of the Year for 25 organisations who raised £16,000 in unrestricted funds for us to use towards delivering and developing services to improve the mental wellbeing of people across our county.

The Chairman of Suffolk County Council chose us to be his nominated charity partner this year. He created a number of activities including an art exhibition and a series of countryside walks, to both raise money and awareness. He also hosted various fundraising events. Due to Covid-19, this partnership will continue into 2020/21.

FireWalk

With the help of the East of England CoOp we held a charity Firewalk which raised £25,000.

For more information on our services please visit our website Suffolk Mind Services at <https://www.suffolkmind.org.uk/services/> and see our Impact Report at <https://www.suffolkmind.org.uk/about-us/>.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

The charity's board of trustees meets four times a year, with additional meetings if necessary. The board is responsible for strategic direction, for ensuring proper governance of Suffolk Mind's activities and for risk management.

Trustees are recruited through a rigorous process of advertisement, shortlisting and interview by two trustees, including the chair, and involving the chief executive. All trustee appointments are ratified by the full board. New trustees have a period of induction. All trustees attend our Suffolk's Needs Met courses and receive additional training relevant to their role.

A paid chief executive is appointed by the trustees to manage the day-to-day operations of the charity. The board expects the chief executive to take both strategic and operational decisions based on its formal ratification of the annual business plan and the budget. The board requires that all decision-making will be within the remit of Suffolk Mind's objectives and policies as set out in the charity's Scheme of Delegation.

**Pay policy for senior staff**

Suffolk Mind is committed to ensuring that all jobs are consistently evaluated and a job evaluation policy is in place to ensure that the process is both equitable and transparent, irrespective of the size or level of the job role. Remuneration levels have been benchmarked against similar roles in the sector. This ensures that all staff, including the senior leadership team, are paid at the appropriate level for the role, capability and performance. The CEO approves remuneration of the senior management team and the Board approves the CEO's remuneration package.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**Related parties: National Mind**

Suffolk Mind is one of more than one hundred local Minds accredited by Mind, a national charity committed to promoting better mental health. In 2019 we were pleased to receive the Mind Quality Mark.

'Suffolk Mind is creative and innovative in all that it does. Everyone the review team met was energetic, passionate and encouraged to share their ideas. Suffolk Mind has developed robust, effective partnerships with a diverse range of organisations across sectors and within the Mind network. The positive culture and support for the workforce is outstanding and Suffolk Mind has a positive impact on the lives of those it supports. Service users spoke highly of their experiences and staff work in ways to ensure individuals are central to the planning of their own support.'

The charity has a wholly owned subsidiary, Suffolk Mind (Trading) Limited. This company remained dormant for the duration of the year.

**FINANCIAL REVIEW**

**a. Going concern**

COVID-19 had a huge impact on our services from March 2020 onwards. We had to close our offices and Quay Place. 20 of our staff were furloughed, others continued to work from home. We had to stand down our volunteers. Our staff have been outstanding and innovative, running services on-line and offering telephone support. We have developed new ways of doing things and have responded quickly to the challenge of delivering new services, such as Suffolk Mind Connect, to assist the NHS.

This has not been without its difficulties. Income generation opportunities are harder to find, competition for donations has hugely increased and many of our supporters are themselves suffering financial hardship as the economic downturn takes hold. In 2020/21 we will continue to deliver services across the mental health continuum seeking to look after the mental wellbeing of the people of Suffolk. We will seek extra funding where we can, continue to review our expenditure and spend from reserves where we cannot.

In June 2020 the trustees took the difficult decision to resign the lease at Quay Place and to look for more affordable options, continuing to work with our partners at the Churches Conservation Trust, while we consider what future service provision will look like post COVID-19.

Having revised our forecasts and business plans and after making appropriate enquiries the trustees have a reasonable expectation that the company does have adequate resources to continue in operational existence for the foreseeable future. Trustees continue to monitor the situation closely looking at the impact on cash flow and forecasts. The trustees have identified no material uncertainties which would mean that the charity would be unable to operate for the foreseeable future. For this reason, the trustees continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.



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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**b. Financial position**

Trustees receive regular reports on the charity's financial position.

In 2019/20 Suffolk Mind recorded a deficit of £66,166.

Funding for the charity's activities comes from a variety of sources, principally Suffolk County Council, East Suffolk and West Suffolk Clinical Commissioning Groups (CCG) and Cambridgeshire CCG, enabling Suffolk Mind to provide housing and other support services. Suffolk Mind continues to diversify income sources in line with one of its strategic objectives.

**c. Principal risks and uncertainties**

Trustees regularly review the charity's risk position and compliance with relevant regulatory and statutory requirements. The Trustees have assessed the major risks to which Suffolk Mind is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

**d. Reserves policy**

The trustees review the reserves policy annually and have set aside reserves to protect the continuity of the charity's work in the event of a shortfall in income, to replace assets when required and to provide the capital to deliver our strategic plan in line with expectations and needs for the year ahead. The service income protection reserve represents a minimum of three months' operating expenditure to ensure continuity in the event of funding cuts. The organisational development reserve represents the amounts expected to be needed to support Suffolk Mind's strategy and it now stands at £100,000. Specific reserves are also held to fund asset maintenance and replacement and building repairs and amount to £132,000. Restricted reserves at the year end amount to £8,931 with total reserves of £1,534,319.

**e. Material investments policy**

The investment policy sets out the purposes for which Suffolk Mind makes and retains investments. The key factors that are taken into account are risk and liquidity. Trustees ensure that Suffolk Mind has sufficient liquid reserves to meet short term needs and invest surplus funds elsewhere to provide the charity with security of capital and a reasonable degree of liquidity.

Due to the uncertainties presented by Brexit and ongoing market volatility during 2019 and 2020, the trustees continued to hold all reserves in cash. This decision remains under review. Our cash holding as at 31 March 2020 was £1,444,788.

**PLANS FOR FUTURE PERIODS**

As the impact of COVID-19 continues to affect the mental health of the people of Suffolk we anticipate an ongoing and increasing demand for our services. In response to requests from the local NHS we have launched the new Suffolk Mind Connect service, new telephone counselling services for men and for those aged 70+ all of which we hope will continue into 2020/2021 and beyond. We will continue to seek out new opportunities to deliver services to individuals.

Our Workplace Wellbeing programme will be another key service offering support to businesses, schools and public sector organisations providing training, counselling, and emotional needs audits. Where our services have currently moved on-line we expect significant growth in demand when we are able to move back into the workplace regaining pre COVID-19 momentum.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**Statement of Trustees' responsibilities**

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

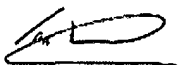
The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Disclosure of information to auditors**

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Approved by order of the members of the board of Trustees and signed on their behalf by:



**Ian White**  
Chair of Trustees

Date: 13.07.2020



**Tim Mutum**  
Vice Chair of Trustees

Date: 13.07.2020

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SUFFOLK MIND**

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**Opinion**

We have audited the financial statements of Suffolk Mind (the 'charitable company') for the year ended 31 March 2020 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

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**SUFFOLK MIND**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SUFFOLK MIND (CONTINUED)**

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**Other information**

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SUFFOLK MIND (CONTINUED)**

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**Responsibilities of trustees**

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' report.

**Use of our report**

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.



**Joanne Fox BA FCA (Senior statutory auditor)**

for and on behalf of  
**Larking Gowen LLP**  
Chartered Accountants  
Statutory Auditors  
Ipswich

Date: 14.07.2020

**SUFFOLK MIND**  
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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2020**

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
<b>Income from:</b>					
Donations and legacies	3	214,594	-	214,594	212,753
Charitable activities	4	2,325,252	202,115	2,527,367	2,366,311
Investments	5	7,313	-	7,313	4,355
Other income	6	98,345	-	98,345	66,742
<b>Total income</b>		<b>2,645,504</b>	<b>202,115</b>	<b>2,847,619</b>	<b>2,650,161</b>
<b>Expenditure on:</b>					
Charitable activities	7	2,579,489	334,296	2,913,785	2,560,070
<b>Total expenditure</b>		<b>2,579,489</b>	<b>334,296</b>	<b>2,913,785</b>	<b>2,560,070</b>
Net gains on investments		-	-	-	34,720
<b>Net income/(expenditure)</b>		<b>66,015</b>	<b>(132,181)</b>	<b>(66,166)</b>	<b>124,811</b>
Transfers between funds	16	195,155	(195,155)	-	-
<b>Net movement in funds</b>		<b>261,170</b>	<b>(327,336)</b>	<b>(66,166)</b>	<b>124,811</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		1,264,218	336,267	1,600,485	1,475,674
Net movement in funds		261,170	(327,336)	(66,166)	124,811
<b>Total funds carried forward</b>		<b>1,525,388</b>	<b>8,931</b>	<b>1,534,319</b>	<b>1,600,485</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 15 to 34 form part of these financial statements.

**SUFFOLK MIND**  
(A company limited by guarantee)  
REGISTERED NUMBER: 02611510

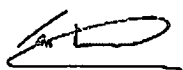
**BALANCE SHEET**  
**AS AT 31 MARCH 2020**

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Intangible assets	11	5,505	-
Tangible assets	12	228,699	258,167
Investments	13	1	1
		<u>234,205</u>	<u>258,168</u>
<b>Current assets</b>			
Debtors	14	224,135	217,645
Cash at bank and in hand		1,444,788	1,430,656
		<u>1,668,923</u>	<u>1,648,301</u>
Creditors: amounts falling due within one year	15	(368,809)	(305,984)
<b>Net current assets</b>		<u>1,300,114</u>	<u>1,342,317</u>
<b>Total net assets</b>		<u><u>1,534,319</u></u>	<u><u>1,600,485</u></u>
<b>Charity funds</b>			
Restricted funds	16	8,931	336,267
Unrestricted funds	16	1,525,388	1,264,218
<b>Total funds</b>		<u><u>1,534,319</u></u>	<u><u>1,600,485</u></u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



.....  
**Ian White**  
Chair of Trustees

Date: 13.07.2020

The notes on pages 15 to 34 form part of these financial statements.

**SUFFOLK MIND**  
(A company limited by guarantee)

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

	Note	2020 £	2019 £
<b>Cash flows from operating activities</b>			
Net cash used in operating activities	18	<b>12,324</b>	78,719
<b>Cash flows from investing activities</b>			
Dividends, interests and rents from investments		7,313	4,355
Purchase of intangible assets		(5,505)	-
Purchase of tangible fixed assets		-	(4,296)
Proceeds from sale of investments		-	592,438
Purchase of investments		-	(84,638)
<b>Net cash provided by investing activities</b>		<b>1,808</b>	<b>507,859</b>
<b>Change in cash and cash equivalents in the year</b>		<b>14,132</b>	<b>586,578</b>
Cash and cash equivalents at the beginning of the year		<b>1,430,656</b>	844,078
<b>Cash and cash equivalents at the end of the year</b>	19	<b>1,444,788</b>	1,430,656

The notes on pages 15 to 34 form part of these financial statements



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**SUFFOLK MIND**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

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**1. General information**

Suffolk Mind is a registered company, limited by guarantee, and a charity registered with the Charity Commission. Suffolk Mind is incorporated in England and Wales, company registration number 02611510 and charity registration number 1003061. The registered office is Quay Place, Key Street, Ipswich, Suffolk, IP4 1BZ.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are presented in sterling, which is the functional currency of the company and are rounded to the nearest £.

Suffolk Mind meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**2.2 Company status**

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

**2.3 Consolidation**

The financial statements do not consolidate the results of the charity and its wholly-owned subsidiary Suffolk Mind (Trading) Limited. Suffolk Mind (Trading) Limited is a dormant company and therefore the company has adopted the exemption from preparing consolidated accounts.

**2.4 Going concern**

The Trustees have considered the company's position at the time of signing the financial statements, and in particular the current issues caused by COVID-19 and its potential impact on the company and the wider economy. As such under the current circumstances, it is difficult to produce forecasts for the remainder of the financial year and medium term. Nevertheless, the Trustees have considered the current financial strength of the company, together with the range of measures the Trustees can take to mitigate ongoing costs, and the support being offered by the UK government.

Based on this, the Trustees have concluded that they have a reasonable expectation that the company will have adequate resources to continue in operational existence for the foreseeable future, and at least twelve months from the date of signing these financial statements, they therefore continue to adopt the going concern basis of accounting in preparing these financial statements.

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**SUFFOLK MIND**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

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**2. Accounting policies (continued)**

**2.5 Income**

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grant income is included when the related conditions for the grant have been met.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the company has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the company, can be reliably measured.

Donations are credited to the revenue account when received. The charity received the benefit of work carried out by volunteers but no monetary value is placed upon this in the accounts.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**2.6 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

All expenditure is accounted for on an accruals basis. Direct charitable expenditure includes the direct costs of the activities and depreciation on related assets. Where costs relate to more than one functional costs category, they have been apportioned as a percentage of staff employed on the relevant service.

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**SUFFOLK MIND**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

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**2. Accounting policies (continued)**

**2.7 Intangible assets and amortisation**

Intangible assets costing £3,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

The estimated useful lives are as follows:

Amortisation is provided on the following basis:

Computer software	-	5 years straight line
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**2.8 Tangible fixed assets and depreciation**

Tangible fixed assets costing £3,000 or more are capitalised. Properties are valued at cost, or at open market valuation at the time of receipt when acquired without consideration..

Tangible fixed assets are carried at costs, net of depreciation and any provision for impairment. Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives on the following bases:

Freehold property (including improvements)	- No depreciation is provided where, in the opinion of the Trustees, the estimated residual value is in excess of the net book value.
Long-term leasehold property	- over 5 years straight line
Motor vehicles	- over 7 years straight line
Fixtures and fittings	- over 3 to 5 years straight line

**2.9 Investments**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities incorporating income and expenditure account.

Investments in subsidiaries are valued at cost less provision for impairment.

**2.10 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

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**SUFFOLK MIND**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**2. Accounting policies (continued)**

**2.11 Operating leases**

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

**2.12 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.13 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.14 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

**2.15 Pensions**

The company contributes to the charity's stakeholder pension scheme and the multi-employer pension schemes of the National Health Service (for those staff members previously employed by the National Health Service). Details of these contributions are given in Note 22.

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**SUFFOLK MIND**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

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**2. Accounting policies (continued)**

**2.16 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**3. Income from donations and legacies**

	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
Donations	214,594	-	<b>214,594</b>	120,187 92,566
	<u>214,594</u>	<u>-</u>	<u><b>214,594</b></u>	<u>212,753</u>
<i>Total 2019</i>	<u>210,653</u>	<u>2,100</u>	<u>212,753</u>	

**SUFFOLK MIND**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

**4. Income from charitable activities**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Housing Services	1,717,142	-	1,717,142	1,710,619
Courses & workshops	-	26,044	26,044	24,285
Community services	825	6,035	6,860	12,497
Qu'ran & emotional health education	650	185	835	132
Healthy Mind Counselling	56,865	110	56,975	45,501
Volunteering / Suffolk Advice, Guidance & Emotional Support	-	26,000	26,000	49,290
Suffolk Night Owls	170,000	-	170,000	73,000
Workplace Wellbeing	197,731	-	197,731	100,808
Green Care	250	12,742	12,992	592
Quay Place	1,740	8,000	9,740	4,261
Personality Disorder Services	138,000	-	138,000	83,849
Suffolk Work Well	-	114,399	114,399	-
Children & Young People	107	8,600	8,707	-
Evolve Trans	14,706	-	14,706	-
Eating Recovery	8,386	-	8,386	-
Early Adopters Project	18,850	-	18,850	-
Quay Place restoration work	-	-	-	261,477
<b>Total 2020</b>	<b>2,325,252</b>	<b>202,115</b>	<b>2,527,367</b>	<b>2,366,311</b>
<i>Total 2019</i>	<i>2,008,089</i>	<i>358,222</i>	<i>2,366,311</i>	

**SUFFOLK MIND**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

**5. Investment income**

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
COIF charity investments	7,313	7,313	4,280
Interest received	-	-	75
	<u>7,313</u>	<u>7,313</u>	<u>4,355</u>

In 2019, all investment income received was unrestricted.

**6. Other incoming resources**

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Other income	98,345	98,345	66,742

In 2019, all other income was unrestricted.

**7. Analysis of expenditure by activities**

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £	Total funds 2019 £
Contracts and grants for the provision of services	2,234,102	679,683	2,913,785	2,560,070
<i>Total 2019</i>	<u>2,077,005</u>	<u>483,065</u>	<u>2,560,070</u>	

**SUFFOLK MIND**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

**7. Analysis of expenditure by activities (continued)**

**Analysis of direct costs**

	<b>Activities 2020 £</b>	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
Wages and salaries	1,520,380	<b>1,520,380</b>	1,456,019
Depreciation	18,458	<b>18,458</b>	2,311
Training	36,522	<b>36,522</b>	20,906
Other staff costs	111,755	<b>111,755</b>	96,558
Maintenance, furniture and equipment	78,654	<b>78,654</b>	68,057
Rent, rates and utilities	293,002	<b>293,002</b>	262,745
User related costs	34,897	<b>34,897</b>	43,407
General administration	140,434	<b>140,434</b>	110,855
Quay Place restoration work	-	-	16,147
	<u>2,234,102</u>	<u><b>2,234,102</b></u>	<u>2,077,005</u>

Other staff costs include: agency staff; travel; recruitment; and other staff related expenditure.

Maintenance, furniture and equipment include: furniture and equipment costs; servicing; and cleaning expenditure.

Rent, rates and utilities include: heat; light; water; telephone; rent; rates; and maintenance charges from Housing Associations.

User related costs include: catering; residents' welfare; activity expenses; and vehicle running costs.

General administration includes: printing; postage; stationery; professional fees; insurance; services development; IT costs; and bank charges.



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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

**7. Analysis of expenditure by activities (continued)**

**Analysis of support costs**

	Activities 2020 £	Total funds 2020 £	Total funds 2019 £
Wages and salaries	401,819	401,819	261,397
Depreciation	11,011	11,011	10,625
Training	10,753	10,753	2,327
Other staff costs	41,062	41,062	21,805
Maintenance, furniture and equipment	26,297	26,297	20,596
Rent, rates and utilities	49,107	49,107	42,347
User related costs	2,878	2,878	1,834
General administration	113,112	113,112	83,339
Fundraising costs	-	-	8,226
Governance costs - other	11,881	11,881	17,250
Governance costs - staff costs	11,763	11,763	13,319
	<u>679,683</u>	<u>679,683</u>	<u>483,065</u>

Other staff costs include: agency staff; travel; recruitment; and other staff related expenditure.

Maintenance, furniture and equipment include: furniture and equipment costs; servicing; and cleaning expenditure.

Rent, rates and utilities include: heat; light; water; telephone; rent; and rates.

User related costs include: catering; and activity expenses.

General administration includes: printing; postage; stationery; professional fees; insurance; services development; IT costs; and bank charges.

Governance costs include: auditors' remuneration; insurance; Trustee expenses and training; and Company Secretarial.

**8. Auditors' remuneration**

	2020 £	2019 £
Fees payable to the company's auditor for the audit of the company's annual accounts	<u>9,600</u>	<u>9,300</u>

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**SUFFOLK MIND**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

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**9. Staff costs**

	2020 £	2019 £
Wages and salaries	1,745,468	1,564,177
Social security costs	132,714	117,456
Operating costs of defined benefit pension schemes	55,780	49,102
	<u>1,933,962</u>	<u>1,730,735</u>

The average number of persons employed by the company during the year was as follows:

	2020 No.	2019 No.
Average number of employees	<u>105</u>	<u>93</u>

The average monthly number of employees during the year expressed as full-time equivalents was as follows (including casual and part-time staff):

	2020 No.	2019 No.
Average number of employees	<u>66</u>	<u>58</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2020 No.	2019 No.
In the band £60,001 - £70,000	1	1

The key management personnel of the charity, comprise the trustees, the Chief Executive Officer, the Head of Operations, the Head of Business Operations, the Head of Mental Health Education and the Head of Support Services. The total employee benefits of the key management personnel of the charity were £245,367 (2019: £246,985).

**10. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 31 March 2020, expenses totaling £893 were reimbursed or paid directly to 5 Trustees (2019 - £1,250 to 7 Trustees).

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**SUFFOLK MIND**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

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**11. Intangible assets**

	<b>Computer software £</b>
<b>Cost</b>	
Additions	5,505
At 31 March 2020	<u>5,505</u>
<b>Net book value</b>	
At 31 March 2020	<u>5,505</u>
At 31 March 2019	<u>-</u>

**SUFFOLK MIND**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

**12. Tangible fixed assets**

	Freehold property £	Long-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Total £
<b>Cost or valuation</b>					
At 1 April 2019	303,218	72,284	9,247	263,367	648,116
At 31 March 2020	303,218	72,284	9,247	263,367	648,116
<b>Depreciation</b>					
At 1 April 2019	101,853	61,467	5,783	220,846	389,949
Charge for the year	-	3,019	2,311	24,138	29,468
At 31 March 2020	101,853	64,486	8,094	244,984	419,417
<b>Net book value</b>					
At 31 March 2020	201,365	7,798	1,153	18,383	228,699
At 31 March 2019	201,365	10,817	3,464	42,521	258,167

**13. Fixed asset investments**

	Investments in subsidiary companies £
<b>Cost or valuation</b>	
At 1 April 2019	1
At 31 March 2020	1
<b>Net book value</b>	
At 31 March 2020	1
At 31 March 2019	1

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**SUFFOLK MIND**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**Principal subsidiaries**

The following was a subsidiary undertaking of the company:

<b>Name</b>	<b>Company number</b>	<b>Holding</b>
Suffolk Mind (Trading) Limited	03222021	100%

The financial results of the subsidiary for the period were:

<b>Name</b>	<b>Net assets £</b>
Suffolk Mind (Trading) Limited	1

**14. Debtors**

	<b>2020 £</b>	<b>2019 £</b>
<b>Due within one year</b>		
Trade debtors	129,149	130,396
Other debtors	56,165	21,807
Prepayments and accrued income	38,821	65,442
	<u>224,135</u>	<u>217,645</u>

**SUFFOLK MIND**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

**15. Creditors: Amounts falling due within one year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>63,321</b>	<b>42,023</b>
Other taxation and social security	<b>37,977</b>	<b>30,828</b>
Other creditors	<b>11,241</b>	<b>6,627</b>
Accruals and deferred income	<b>256,270</b>	<b>226,506</b>
	<b>368,809</b>	<b>305,984</b>
	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Deferred income at 1 April 2019	<b>161,251</b>	<b>92,843</b>
Resources deferred during the year	<b>187,038</b>	<b>161,251</b>
Amounts released from previous periods	<b>(151,241)</b>	<b>(92,843)</b>
	<b>197,048</b>	<b>161,251</b>

**SUFFOLK MIND**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

**16. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
Service Income Protection	900,000	-	-	-	900,000
Quay Place	114,534	-	(114,534)	-	-
Organisational Development Fund	100,000	-	-	-	100,000
Building maintenance, furniture & equipment replacement fund	72,000	-	-	-	72,000
Asset replacement fund	60,000	-	-	-	60,000
	<u>1,246,534</u>	<u>-</u>	<u>(114,534)</u>	<u>-</u>	<u>1,132,000</u>
<b>General funds</b>					
General Funds	<u>17,684</u>	<u>2,645,504</u>	<u>(2,464,955)</u>	<u>195,155</u>	<u>393,388</u>
<b>Total Unrestricted funds</b>	<u>1,264,218</u>	<u>2,645,504</u>	<u>(2,579,489)</u>	<u>195,155</u>	<u>1,525,388</u>
<b>Restricted funds</b>					
Courses & Workshops	-	26,044	(26,044)	-	-
Qu'ran & emotional health education	-	185	(185)	-	-
Healthy Mind Counselling	-	110	(110)	-	-
Volunteers / Suffolk Advice, Guidance & Emotional Support	30,243	26,000	(56,243)	-	-
Workplace Wellbeing	1,813	-	(1,813)	-	-
Community services	4,550	6,035	(10,995)	-	(410)
Suffolk Work Well	-	114,399	(105,058)	-	9,341
Children & Young People	-	8,600	(8,600)	-	-
Green Care	-	12,742	(12,742)	-	-
Quay Place	1,092	8,000	(9,092)	-	-
Quay Place restoration works	298,569	-	(103,414)	(195,155)	-
	<u>336,267</u>	<u>202,115</u>	<u>(334,296)</u>	<u>(195,155)</u>	<u>8,931</u>
<b>Total of funds</b>	<u>1,600,485</u>	<u>2,847,619</u>	<u>(2,913,785)</u>	<u>-</u>	<u>1,534,319</u>

**SUFFOLK MIND**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

**16. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 April 2018 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 March 2019 £</i>
<b>Unrestricted funds</b>						
<b>Designated funds</b>						
Service Income Protection	900,000	-	-	-	-	900,000
Quay Place	114,534	-	-	-	-	114,534
Organisational Development Fund	198,000	-	-	(98,000)	-	100,000
Building maintenance, furniture & equipment replacement fund	72,000	-	-	-	-	72,000
Asset replacement fund	60,000	-	-	-	-	60,000
	<u>1,344,534</u>	<u>-</u>	<u>-</u>	<u>(98,000)</u>	<u>-</u>	<u>1,246,534</u>
<b>General funds</b>						
General Funds	<u>47,971</u>	<u>2,289,839</u>	<u>(2,440,205)</u>	<u>85,359</u>	<u>34,720</u>	<u>17,684</u>
<b>Total Unrestricted funds</b>	<u>1,392,505</u>	<u>2,289,839</u>	<u>(2,440,205)</u>	<u>(12,641)</u>	<u>34,720</u>	<u>1,264,218</u>
<b>Restricted funds</b>						
Courses & Workshops	3,494	24,285	(27,993)	214	-	-
Qu'ran & emotional health education	-	29	(29)	-	-	-
Healthy Mind Counselling	-	10,094	(10,094)	-	-	-
Volunteers / Suffolk Advice, Guidance & Emotional Support	3,528	49,290	(22,575)	-	-	30,243
Workplace Wellbeing	1,813	3,100	(3,100)	-	-	1,813
Community services	1,550	10,497	(7,497)	-	-	4,550
Green Care	9,211	592	(22,230)	12,427	-	-
Quay Place	1,092	958	(958)	-	-	1,092
Quay Place restoration works	62,481	261,477	(25,389)	-	-	298,569
	<u>83,169</u>	<u>360,322</u>	<u>(119,865)</u>	<u>12,641</u>	<u>-</u>	<u>336,267</u>
<b>Total of funds</b>	<u>1,475,674</u>	<u>2,650,161</u>	<u>(2,560,070)</u>	<u>-</u>	<u>34,720</u>	<u>1,600,485</u>



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The carry forward deficit balance on the Community Services restricted fund will return to a surplus during the next financial year and is the result of a timing difference.

The transfer from the Quay Place restoration works restricted fund to the unrestricted general fund represents expenditure incurred during the year ended 31 March 2019 on Quay Place and shown in the unrestricted general fund in the prior year.

**Unrestricted funds**

**Service income protection:** The designated funds set aside representing three months' operating expenditure to ensure continuity in the event of funding cuts.

**Quay Place:** The designated funds available for the development of Quay Place.

**Organisational development fund:** The designated funds available and expected to be needed to support Suffolk Mind's strategy.

**Building maintenance, furniture and equipment replacement fund:** The designated funds available to ensure that the charity is able to repair and replace items as required.

**Asset replacement fund:** The designated funds available to replace significant assets as required.

**Restricted funds**

**Courses and workshops:** The funding available from Suffolk Community Foundation for the provision of courses and workshops to improve the emotional health and wellbeing of individuals.

**Qu'ran & emotional health education:** The funding available for the provision of Qu'ran and emotional health education.

**Health Mind Counselling:** The funding available for the provision of healthy mind counselling.

**Volunteers / Suffolk Advice, Guidance and Emotional Support:** The funding available from partnerships agreements with Suffolk Libraries and Suffolk Family Carers, for the provision of information, advice, guidance and emotional support for mental health and wellbeing in Suffolk.

**Workplace Wellbeing:** The funding available for the provision of workplace wellbeing services.

**Community services:** The funding available for the provision of community services from National Mind Connector funds and partnerships agreements with Suffolk Libraries to support the Me, Myself and Baby project.

**Suffolk Work Well:** The funding available from the Big Lottery Fund to provide proactive and emotional support to individuals and ensure that people with mental health problems who want to remain in paid / voluntary employment receive appropriate support.

**Children & Young People:** The funding available for the provision of community services to children and young people.

**Green Care:** The funding available for the provision of Green Care services.

**Quay Place:** The funding available for services at Quay Place.

**Quay Place restoration works:** The funding available from the Heritage Lottery Fund for the restoration of Quay Place.

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**17. Analysis of net assets between funds**

**Analysis of net assets between funds - current period**

	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Tangible fixed assets	228,699	-	228,699
Intangible fixed assets	5,505	-	5,505
Fixed asset investments	1	-	1
Current assets	1,659,992	8,931	1,668,923
Creditors due within one year	(368,809)	-	(368,809)
<b>Total</b>	<b>1,525,388</b>	<b>8,931</b>	<b>1,534,319</b>

**Analysis of net assets between funds - prior period**

	<i>Unrestricted funds 2019 £</i>	<i>Restricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Tangible fixed assets	258,167	-	258,167
Fixed asset investments	1	-	1
Current assets	1,312,034	336,267	1,648,301
Creditors due within one year	(305,984)	-	(305,984)
<b>Total</b>	<b>1,264,218</b>	<b>336,267</b>	<b>1,600,485</b>

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**18. Reconciliation of net movement in funds to net cash flow from operating activities**

	2020 £	2019 £
Net income for the period (as per Statement of Financial Activities)	(66,166)	124,811
<b>Adjustments for:</b>		
Depreciation charges	29,468	29,083
Gains/(losses) on investments	-	(34,720)
Dividends, interests and rents from investments	(7,313)	(4,355)
Increase in debtors	(6,490)	(103,407)
Increase in creditors	62,825	67,307
<b>Net cash provided by operating activities</b>	<b>12,324</b>	<b>78,719</b>

**19. Analysis of cash and cash equivalents**

	2020 £	2019 £
Cash in hand	1,444,788	1,430,656
<b>Total cash and cash equivalents</b>	<b>1,444,788</b>	<b>1,430,656</b>

**20. Analysis of Net Debt**

	At 1 April 2019 £	Cash flows £	At 31 March 2020 £
Cash at bank and in hand	1,430,656	14,132	1,444,788
	<b>1,430,656</b>	<b>14,132</b>	<b>1,444,788</b>

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**21. Pension commitments**

The charity contributes to the company's stakeholder pension scheme, the assets of which are held in independently administered funds. Total contributions to the pension scheme during the year are disclosed in note 9.

The company also participates in a multi-employer pension scheme for staff who were previously employed by the National Health Service. The pension liability is the responsibility of the Nation Health Service Pension Scheme. As a result it is not possible to identify the assets and liabilities of the scheme which are attributable to the company.

At the year end, contributions totaling £NIL (2019: £NIL) were outstanding.

**22. Operating lease commitments**

At 31 March 2020 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2020 £	2019 £
Not later than 1 year	37,208	36,769
Later than 1 year and not later than 5 years	18,670	55,878
	<u>55,878</u>	<u>92,647</u>

The following lease payments have been recognised as an expense in the Statement of financial activities:

	2020 £	2019 £
Operating lease rentals	<u>36,769</u>	<u>33,896</u>

**23. Related party transactions**

There were no related party transactions during the year.