

Charity number 1033000  
Company number 2853335

**NORTHAMPTON AND DISTRICT MIND LIMITED**

**DIRECTORS' AND TRUSTEES'  
REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 1999**

HARRIS & CO  
Chartered Accountants and Registered Auditors  
Towerfield  
66 Derngate  
Northampton  
NN1 1UH



## NORTHAMPTON AND DISTRICT MIND LIMITED

COMPANY INFORMATION

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## DIRECTORS AND TRUSTEES

Mr R Barden  
Mr B Potts  
Mr J Hopper  
Mr D Spencer  
Mr N Terry  
Mr A Michael  
Mr T Schofield  
Mr K Oswin

## SECRETARY

Mr I Gordon

## COMPANY NUMBER

2853335 (England and Wales)

## CHARITY NUMBER

1033000

## REGISTERED OFFICE

6-7 Regent Square  
Northampton  
NN1 2NQ

## BANKERS

National Westminster Bank plc  
41 The Drapery  
Northampton  
NN1 2EY

## AUDITORS

Harris & Co  
Chartered Accountants and  
Registered Auditors  
Towerfield  
66 Derngate  
Northampton  
NN1 1UH

## NORTHAMPTON AND DISTRICT MIND LIMITED

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## NORTHAMPTON AND DISTRICT MIND LIMITED

REPORT OF THE DIRECTORS AND TRUSTEES FOR THE YEAR ENDED 31 MARCH 1999

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The directors and trustees present their report and accounts for the year ended 31 March 1999.

1. OBJECTS OF THE CHARITY, PRINCIPAL ACTIVITIES AND ORGANISATION OF OUR WORK

The charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association.

The main activities of the company are principally to promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental disorders or conditions of emotional or mental distress.

2. DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS THIS YEAR

Both the level of business and the year end financial position were satisfactory, and the directors expect that the present level of activity will be sustained for the foreseeable future.

3. TRANSACTIONS AND FINANCIAL POSITION

The statement of financial activities shows net cash expenditure for the year of £852, and our unrestricted reserves stand at £257,184 in total.

4. TANGIBLE FIXED ASSETS FOR USE BY THE CHARITY

Details of movements in fixed assets are set out in note 12 to the accounts. During the year £27,032 was spent on refurbishing the freehold property. In the opinion of the Trustees, the improvements to leasehold property are not valued at a materially different sum from the original cost shown in the accounts.

5. FUNDS AVAILABLE

The present level of funding is adequate to support the continuation of all facilities now in operation for the medium term, and the trustees consider the financial position of the charity to be satisfactory.

## NORTHAMPTON AND DISTRICT MIND LIMITED

## REPORT OF THE DIRECTORS AND TRUSTEES FOR THE YEAR ENDED 31 MARCH 1999 (CONTINUED)

## 6. DIRECTORS AND TRUSTEES

All directors of the company are also trustees of the charity, and there are no other trustees. All of the trustees named on page 1 served throughout the year. The Board has the power to appoint additional trustees as it considers fit to do so.

## 7. STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its results for that period. In preparing those financial statements the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- d) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business.

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

## 8. APPROVAL

This report was approved by the board of directors and trustees on 20 October 1999 and signed on its behalf.

T Schofield  
Trustee

## NORTHAMPTON AND DISTRICT MIND LIMITED

## AUDITORS' REPORT TO THE TRUSTEES OF NORTHAMPTON AND DISTRICT MIND LIMITED

We have audited the financial statements on pages 6 to 17 which have been prepared under the historical cost convention and the accounting policies set out on pages 8 to 10.

## RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As described on page 4, the charity's trustees are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those financial statements and to report our opinion to you.

## BASIS OF OPINION

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, 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 financial statements are free from material misstatement, whether caused by fraud or by other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

## OPINION

In our opinion the financial statements give a true and fair view of the state of the company's affairs at 31 March 1999 and of its financial activities and deficit for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.

HARRIS & CO  
Chartered Accountants and Registered Auditors  
Northampton  
20 October 1999

## NORTHAMPTON AND DISTRICT MIND LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 1999

	Notes	Unrest- ricted 1999 £	Rest- ricted 1999 £	Total 1999 £	Unrest- ricted 1998 £	Rest- ricted 1998 £	Total 1998 £
<b>INCOMING RESOURCES</b>							
Donations and gifts	2	1439	2000	3439	988	-	988
Grants received	3	-	13830	13830	-	14500	14500
Contractual income	4	236500	-	236500	232453	-	232453
Fundraising ventures	5	26111	-	26111	17059	-	17059
Investment income	6	3941	-	3491	8966	-	8966
Other income	7	850	-	850	544	-	544
<b>Total income</b>		<u>268841</u>	<u>15830</u>	<u>284671</u>	<u>260010</u>	<u>14500</u>	<u>274510</u>
<b>RESOURCES EXPENDED - CASH</b>							
Direct charitable expenditure	8	259736	17660	277396	269006	14500	283506
Fund raising costs	9	4989	-	4989	-	-	-
Other expenditure							
Management and administration	10	3138	-	3138	2871	-	2871
<b>Total cash expenditure</b>		<u>267863</u>	<u>17660</u>	<u>285523</u>	<u>271877</u>	<u>14500</u>	<u>286377</u>
<b>NET CASH INCOME</b>		<u>978</u>	<u>(1830)</u>	<u>(852)</u>	<u>(11867)</u>	<u>-</u>	<u>(11867)</u>
<b>RESOURCES EXPENDED - NON-CASH</b>							
Direct charitable expenditure	8	17351	-	17351	2523	-	2523
<b>NET INCOME FOR THE YEAR</b>	11	<u>(16373)</u>	<u>(1830)</u>	<u>(18203)</u>	<u>(14390)</u>	<u>-</u>	<u>(14390)</u>
Reserves brought forward		<u>273557</u>	<u>4330</u>	<u>277887</u>	<u>287947</u>	<u>4330</u>	<u>292277</u>
Reserves carried forward		<u>257184</u>	<u>2500</u>	<u>259684</u>	<u>273557</u>	<u>4330</u>	<u>277887</u>

There were no recognised gains or losses for 1999 or 1998 other than those included in the Statement of Financial Activities.

The notes on pages 8 to 17 form part of these accounts.

## NORTHAMPTON AND DISTRICT MIND LIMITED

## BALANCE SHEET AT 31 MARCH 1999

	Note	1999		1998	
		£	£	£	£
Fixed assets					
Tangible assets	13		292346		277989
Current assets					
Investments	14	69310		76070	
Debtors	15	1029		436	
Cash at bank and in hand		22615		40302	
		<u>92954</u>		<u>116808</u>	
Creditors: amounts falling due within one year	16	(57616)		(40410)	
Net current assets			<u>34338</u>		<u>76398</u>
Total assets less current liabilities			<u>327684</u>		<u>354387</u>
Creditors: amounts due after one year	17		(68000)		(76500)
Net assets			<u>259684</u>		<u>277887</u>
			=====		=====
Capital					
Unrestricted funds	19	257184		273557	
Restricted funds	20	2500		4330	
			<u>259684</u>		<u>277887</u>
			=====		=====

Approved by the directors and trustees on 20 October 1999 and signed on their behalf

T Schofield  
Trustee

The notes on pages 8 to 17 form part of these accounts.



## NORTHAMPTON AND DISTRICT MIND LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1999

## 1. ACCOUNTING POLICIES

## 1.1 Basis of preparation of accounts

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Directors' and Trustees' Report and all of which are continuing.

The accounts have been prepared in accordance with the Statement of Recommended Practice for charity accounts.

The charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small charity.

## 1.2 Tangible fixed assets for use by the charity and depreciation

Tangible fixed assets for use by the charity are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

	%	
Freehold buildings	4	) straight line
Furniture, fixtures and fittings	25	) basis

## 1.3 Income

Voluntary income and donations are accounted for as received by the charity. The income from fund raising ventures is shown gross, with the associated costs included in fundraising costs. No permanent endowments have been received in the period. Grants are accounted for when received.

## 1.4 Investments

Investments are stated at market value. Realised and unrealised gains and losses on investments are dealt with in the Statement of Financial Activities. Investment income plus associated tax recoverable is credited to income on an accruals basis, using dates of payment for dividends, and daily accrual for interest.

## NORTHAMPTON AND DISTRICT MIND LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1999  
(CONTINUED)

## 1.5 Value added tax

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

## 1.6 Finance leases

Assets obtained under finance leases are capitalised as tangible fixed assets. Depreciation is charged over the shorter of the length of the lease and the estimated useful life of the asset. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the charity. Obligations under such leases are included in creditors net of the finance charge allocated to future periods. The finance element of each payment is charged to the Statement of Financial Activities so as to produce a constant periodic rate on the net obligation outstanding in each period.

## 1.7 Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are reflected in the Statement of Financial Activities as incurred.

## 1.8 Fundraising costs

Fundraising expenditure comprises costs incurred in inducing people and organisations to contribute financially to the charity's work. This includes the cost of advertising for donations and the staging of special fundraising events.

## 1.9 Management and administration expenditure

Expenditure on management and administration of the charity includes all expenditure not directly related to the charitable activity or fundraising ventures. This includes cost of renting and running office premises, staff salaries for administrative staff and audit fees.

## 1.10 Capital grants received

SSAP4 requires capital grants to be released to the statement of financial activities over the period of the life of the related asset.

## NORTHAMPTON AND DISTRICT MIND LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1999  
(CONTINUED)

## 2 DONATIONS AND GIFTS

	Unrestr- icted 1999 £	Restr- icted 1999 £	Total 1999 £	Unrestr- icted 1998 £	Restr- icted 1998 £	Total 1998 £
Donations	1413	-	1413	929	-	929
MISG	-	1500	1500	-	-	-
Poundstretcher	-	500	500	-	-	-
Membership fees	26	-	26	59	-	59
	<u>1439</u>	<u>2000</u>	<u>3439</u>	<u>988</u>	<u>-</u>	<u>988</u>

## 3 GRANTS RECEIVED

The following grants were received during the year:

	Unrestr- icted 1999 £	Restr- icted 1999 £	Total 1999 £	Unrestr- icted 1998 £	Restr- icted 1998 £	Total 1998 £
Route 97	-	13830	13830	-	14500	14500
	<u>-</u>	<u>13830</u>	<u>13830</u>	<u>-</u>	<u>14500</u>	<u>14500</u>

## 4 CONTRACTUAL INCOME

The following unrestricted income was received under contracts during the year:

	1999 £	1998 £
Northamptonshire County Council and Northamptonshire Health Authority	196500	192453
St Andrews Advocacy	40000	40000
	<u>236500</u>	<u>232453</u>

## NORTHAMPTON AND DISTRICT MIND LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1999  
(CONTINUED)

## 5 FUNDRAISING INCOME

	1999 £	1998 £
Shop profit share	17300	16473
Miscellaneous income	8811	586
	<u>26111</u>	<u>17059</u>
	=====	=====

Income from the shop profit share is accounted for on a receipts basis.

## 6 INVESTMENT INCOME

	1999 £	1998 £
Share dividends	2814	3251
Bank interest	1127	5715
	<u>3941</u>	<u>8966</u>
	=====	=====

## 7 OTHER INCOME

	1999 £	1998 £
Other income	850	544
	<u>850</u>	<u>544</u>
	=====	=====

This income is from the final distribution of the assets of the former County Association.

## NORTHAMPTON AND DISTRICT MIND LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1999  
(CONTINUED)

## 8 DIRECT CHARITABLE EXPENDITURE - CASH

	Unrestr- icted 1999 £	Restr- icted 1999 £	Total 1999 £	Unrestr- icted 1998 £	Restr- icted 1998 £	Total 1998 £
Provision of activities and holidays	2428	178	2606	5340	248	5588
Wages and salaries	212394	12295	224689	221489	12779	234268
Office and equipment repairs	2186	1112	3298	827	-	827
Travel expenses	1788	466	2254	3317	439	3756
Cleaning and miscellaneous	12066	174	12240	1879	19	1898
Stationery /photocopier	5304	15	5319	6564	41	6605
Wages administration	360	-	360	360	-	360
Legal and professional	35	1028	1063	547	-	547
Security	749	-	749	276	-	276
Rent and rates	9559	2046	11605	9767	527	10294
Heat and light	1642	-	1642	1974	-	1974
Insurances	1542	-	1542	1773	-	1773
Telephone	3016	113	3129	4106	35	4141
Repairs and maintenance	692	-	692	394	17	411
Recruitment costs	423	-	423	917	-	917
Books and subscriptions	541	63	604	547	233	780
Training	497	135	632	2591	131	2722
Volunteers expenses	3881	35	3916	3156	31	3187
Service improvements	633	-	633	3182	-	3182
	<u>259736</u>	<u>17660</u>	<u>277396</u>	<u>269006</u>	<u>14500</u>	<u>283506</u>

## NORTHAMPTON AND DISTRICT MIND LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1999  
(CONTINUED)

## 8(cont'd) DIRECT CHARITABLE EXPENDITURE - NON-CASH

	Unrestr- icted 1999 £	Restr- icted 1999 £	Total 1999 £	Unrestr- icted 1998 £	Restr- icted 1998 £	Total 1998 £
Depreciation of fixed assets	10591	7242	17833	15030	-	15030
Loss in value of investments	6760	-	6760	(12507)	-	(12507)
Release of Anchor House Appeal Fund	-	(7242)	(7242)	-	-	-
	<u>17351</u>	<u>-</u>	<u>17351</u>	<u>2523</u>	<u>-</u>	<u>2523</u>

## 9 FUND RAISING COSTS

	1999 £	1998 £
Wages and salaries	4500	-
Heat and light	489	-
	<u>4989</u>	<u>-</u>
	=====	=====

## 10 ADMINISTRATION EXPENDITURE

	1999 £	1998 £
Audit	910	900
Bank charges	266	549
Bank interest	1962	158
Loan arrangement fee	-	1264
	<u>3138</u>	<u>2871</u>
	=====	=====

## 11 NET INCOME FOR THE YEAR

The net income for the year is stated after charging:

	1999 £	1998 £
Depreciation of tangible fixed assets		
- owned by the charity	17833	13269
Audit fees	910	900

## NORTHAMPTON AND DISTRICT MIND LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1999  
(CONTINUED)

## 12 STAFF COSTS

No remuneration was paid to trustees in the year. The costs of the staff were:

	1999 £	1998 £
Wages and salaries	204499	211588
Social security costs	15473	15881
Pension costs	9217	6799
	<u>229189</u>	<u>234268</u>
	=====	=====

The average weekly number of staff employed by the charity during the year was as follows:

	1999	1998
Direct charitable work	23	23
	=====	=====

## 13 TANGIBLE FIXED ASSETS

	Freehold buildings £	Equipment Furniture, fixtures and fittings £	Total £
<b>COST</b>			
At 1 April 1998	319032	10805	329837
Additions	27032	5158	32190
At 31 March 1999	<u>364064</u>	<u>15963</u>	<u>362027</u>
	=====	=====	=====
<b>DEPRECIATION</b>			
At 1 April 1998	43160	8688	51848
Charge for year	13842	3991	17833
At 31 March 1999	<u>57002</u>	<u>12679</u>	<u>69681</u>
	=====	=====	=====
<b>NET BOOK VALUE</b>			
At 31 March 1998	275872	2117	277989
	=====	=====	=====
At 31 March 1999	<u>289062</u>	<u>3284</u>	<u>292346</u>
	=====	=====	=====

The improvements to furniture, fixtures and fittings are all used directly for charitable purposes.

## NORTHAMPTON AND DISTRICT MIND LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1999  
(CONTINUED)

In accordance with the Companies Act, freehold buildings are depreciated over their useful life. This depreciation does not necessarily reflect an actual diminution in value. Consequently the net book value of the freehold buildings does not necessarily correspond with the market value. For insurance purposes the buildings are valued at £250,000.

## 14 INVESTMENTS

	1999 £	1998 £
UK listed investments at market value	69310 =====	76070 =====

## 15 DEBTORS

	1999 £	1998 £
CAF vouchers	500	-
Due from CVS	-	188
Tax recoverable	529	248
	1029 =====	436 =====

## 16 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	1999 £	1998 £
Accruals	843	843
Deferred income	39378	26765
Bank loan	8500	8500
Amounts on retention	8255	4302
CVS	640	-
	57616 =====	40410 =====

Deferred income is made up of grants received which are restricted to certain types of future expenditure.

The deferred income is analysed as follows:

	£
MISG grant for 1998/99	
expenditure on service improvements	3500
Route 97 finance	6915
Anchor House Appeal Fund	28963
	39378 =====



## NORTHAMPTON AND DISTRICT MIND LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1999  
(CONTINUED)

## 17 CREDITORS: AMOUNTS DUE AFTER ONE YEAR

	1999 £	1998 £
Bank loan	68000 =====	76500 =====
Maturity of debt		
	1999 £	1998 £
Amounts payable:		
Within one year	8500	8500
Within two to five years	42500	42500
After more than five years	22500	34000
	76500 =====	85000 =====

The loan interest is 2.25% above bank base rate.

The bank loan is secured by a fixed and floating charge over the assets of the company.

## 18 ANALYSIS OF FUND BALANCES BETWEEN THE NET ASSETS

	Unrestr- icted 1999 £	Restr- icted 1999 £	Total 1999 £	Unrestr- icted 1998 £	Restr- icted 1998 £	Total 1998 £
Tangible fixed assets	292346	-	292346	277397	-	277397
Investments	69310	-	69310	76070	-	76070
Net current (liabilities) /assets	(36472)	2500	(33972)	(3410)	4330	920
Long term liabilities	(68000)	-	(68000)	(76500)	-	(76500)
Total funds	257184 =====	2500 =====	259684 =====	273557 =====	4330 =====	277887 =====

In general, funds held are available to use in pursuit of the company's charitable objectives. There are certain funds which are restricted in their use (restricted funds). Unrestricted and restricted funds are described in more detail in notes 19 and 20.

## NORTHAMPTON AND DISTRICT MIND LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1999  
(CONTINUED)

## 19 UNRESTRICTED FUNDS

The unrestricted funds are available for any expenditure which fulfils the charity's objectives.

## 20 RESTRICTED FUNDS

Restricted funds comprise:

	1999 £	1998 £
Hazel Pullen fund	2500	2500
Soroptimists	-	1000
Young offenders	-	830
	<u>2500</u> =====	<u>4330</u> =====

These funds may only be disbursed on certain expenditure.

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