

**ANDOVER MIND LIMITED**

**(A company limited by guarantee)**

**Company No. 2935549**

**Charity No. 1039094**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 2007**

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**ANDOVER MIND LIMITED**  
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**FOR THE YEAR ENDED 31 MARCH 2007**

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**REPORT OF THE EXECUTIVE COMMITTEE FOR THE YEAR ENDED**  
**31 MARCH 2007**

The Executive Committee, who are trustees of the charity for the purposes of the Charities Act and directors of the charity for the purposes of the Companies Act (throughout the accounts collectively referred to as the executive committee), present their report and audited financial statements for the year ended 31 March 2007

**Reference and Administrative Information**

Charity Name	Andover Mind
Charity Registration number	1039094
Company Registration number	2935549
Operational Address	Arcade House Westbrook Close South Street Andover SP10 2BN
Registered Office	35 Chequers Court Brown Street Salisbury Wiltshire SP1 2AS

**Executive Committee**

Mrs R Arkley	Chair	Retired 26 September 2006
Mr M J Jefferies		Retired 26 September 2006
Mrs B K Moreton		Retired 26 September 2006
Mrs J C T Verity	Chair	Appointed 26 September 2006
Mr M Mumford	Vice Chair	Appointed 26 September 2006
Mr M J Smith	Treasurer	
Mr R J Kidd		
Mrs E Lloyd		
Mrs R K Lines		
Ms A McGuigan		
Mr J Peel Yates		Appointed 1 October 2006
Mrs A Devine		Appointed 1 October 2006
Miss S Beesley		Appointed 1 October 2006
Mr S Pooley		Appointed 4 December 2006

**Secretary**

Mr M J Smith

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**Senior Management Team**

Mrs Debra Ramchurn  
Miss Hannah Mutter  
Mrs Iris Stevens

Services Manager  
Day Service Manager  
Business Administrator

**Auditors**

Hugh Davies & Co Ltd, Chartered Accountants,  
35 Chequers Court, Brown Street, Salisbury, SP1 2AS

**Bankers**

NatWest Bank Plc, 21 Chantry Way, Andover, SP10 1LL  
Alliance & Leicester Business Banking

**Structure, Governance and Management**

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 5th July 1994 and registered as a charity on 3rd October 1986. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.00 per member.

Recruitment and Appointment of Executive Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's articles are known as members of the committee. Under the requirements of the Memorandum and Articles of Association the members of the committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the Executive Committee retire by rotation and, being eligible, offer themselves for re-election.

It is a requirement of our Articles of Association that at least two members of the committee must be service users. The Executive Committee is keen to ensure that this request is met and that the views and ideas of service users are represented on the committee. Service users are encouraged to stand for election at the AGM. At the present time 4 out of 11 members are service users.

The more traditional business, social work and medical skills are represented on the committee. In an effort to maintain this broad skill mix, members of the committee are requested to provide a list of their skills and in the event of particular skills being lost due to retirements, we have advertised locally for new members but without success. We have approached individuals to offer themselves for election to the committee. This has proved more successful. There is a formal interview process.

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Trustee Induction and Training

Most trustees are already familiar with the practical work of the charity having been encouraged to work as centre volunteers in various capacities

Additionally, all trustees are invited and encouraged to attend training sessions, to familiarise themselves with the charity and the context within which it operates. Training opportunities are selected to meet the needs of individuals, for example, accounts, finances and budgeting, recruitment and training techniques and we have also been fortunate enough to have the Chief Executive of the Test Valley Community Services lead a training session for all committee members. This covered

- The obligations of committee members
- The main documents which set out the operational framework for the charity including the Memorandum and Articles
- Resourcing and the current financial position as set out in the latest published accounts
- Future plans and objectives

The members that attended this course commented on how valuable it was to take part in, and it is hoped to be able to offer this training again, as we recruit new executive committee members

A pack has also been prepared drawing information from the various Charity Commission publications signposted through the Commission's guide "The Essential Trustee". This is distributed to all new trustees along with the Memorandum and Articles and the latest financial statements

All new trustees have an induction session with our personnel and training officer who ensures that they understand their responsibilities and explains the charity's policies and procedures. She also arranges an individual programme for trustees to ensure that they visit and discuss the work of each area of business in the centre

Risk Management

The charity has reviewed the major risks to which it is exposed. When appropriate, systems and procedures have been established to mitigate the risk which the charity faces. Selected staff have undertaken Hampshire County Council training for those who work with vulnerable adults and children

External risks to funding continue to be monitored by the executive committee and the management team. They aim to identify a wide range of sources for new funding from public and corporate sectors. They also explore, supported by the fundraising committee, the viability of fund raising events and planned personal giving, in order to produce a strategic funding plan. Internal procedures are in place to minimise risk in relation to the handling of financial matters and the authorisation of transactions and contracts

Procedures are in place to ensure compliance with Health and Safety regulations relating to the safety of service users, staff, volunteers and visitors to the centre

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The service contract which the charity has with Hampshire County Council specifies standards in all areas of work which are designed to minimise risk and provide safe professional services to clients and a safe working environment for staff and volunteers

The continuing implementation of the government standards set out in “The National Service Framework for Mental Health” and in “Action on Mental Health – A guide to Promoting Social Inclusion”, ensures a consistent and high quality of services delivered by the charity

Mind has its own Quality Standards “Quality in Management” against which it judges all aspects of local projects. All projects are submitted to scrutiny against these standards every five years, in order to obtain affiliation. Andover Mind received renewal of its affiliation in 2005. Standards and procedures are reviewed on a rolling programme against these standards

### Organisational Structure

Andover Mind can have an Executive Committee of up to 15 members who meet six weekly and are responsible for the strategic direction and policy of the Charity. At present the committee has 11 members from a variety of professional backgrounds relevant to the work of the charity. The services manager attends the committee but has no voting rights

A scheme of delegation is in place and day-to-day responsibility for the provision of the services rests with the services manager along with the two deputy managers. The services manager is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The services manager has responsibility for the day-to-day operational management of the centre, individual supervision of the senior staff team and also ensuring that the team continue to develop their skills and working practices in line with good practice

### Related Parties

The charity reviews and updates its Business Plan annually. This plan sets out the mission statement, the aims of the charity and the strategic direction for its development. The plan identifies the need to work in partnership with other voluntary organisations and with the statutory sector. At national level the development of services is steered by the ten year plan set out in “The National Service Framework for Mental Health” and by “Action on Mental Health – A Guide to Promoting Social Inclusion”. The implementation of this policy guidance in Andover is overseen by the Local Implementation Team (LIT), on which local statutory and voluntary organisations are represented. The general manager of the charity attends the LIT. Two groups associated with LIT are the Carers, Users and Service Providers (CUSP) and the Multi Agency Team (MAT). The latter is concerned with establishing local priorities in relation to national policy and the former gives a voice to service users and carers in the development of services. The charity is represented on these groups

The charity has an effective working partnership with the local Community Mental Health Team (CMHT) both in terms of day-to-day work with service users and in terms of planning well co-ordinated services

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There are quarterly contract monitoring meetings with Hampshire County Council and the NHS Mid - Hants Primary Care Trust to review progress of work agreed in the service contract and to resolve any problems

Objectives and Activities

The charity's mission statement as set out in the Business Plan is

Our vision is of a society which enhances the lives of local people with mental ill-health by providing services which enable them to achieve their potential and participate in society

The aims of the charity as spelt out in the business plan are

- To encourage service users to take an active role in planning, delivery and evaluation of the service
- To focus our services on social inclusion
- To influence good practice in mental health care planning and organisation through direct advice and we are committed to working with our networks to realise our vision for the future
- To have the right staff, appropriately trained, so that our services deliver maximum benefit for our service users and create a healthy workplace for them
- To work with existing funders and explore new funding and trading opportunities to ensure the financial viability of the charity

**Our values are:**

QUALITY	continuous improvement
EQUALITY	equal opportunities for staff, service users and volunteers
RESPECT	we respect all individuals and encourage service users to respect one another  we behave in a way that makes Andover Mind a respected organisation
KNOWLEDGE	we keep up to date with information relating to mental health and we share knowledge with our stakeholders
PARTICIPATION	we encourage and support service users to participate in society

Achievements and Performance

The main activities of the charity are the provision of community support services, a resource centre, a vocational advice and job retention service, an information and advice service, promotional activity to reduce the stigma associated with mental ill-health and hosting and managing the service user involvement project

Last year, the charity commissioned a satisfaction questionnaire undertaken by the Andover Service User Involvement Project. The results of this questionnaire were positive with the majority of service users who completed the questionnaire expressing their

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satisfaction with the services and the processes for consulting them about change. The charity has decided to distribute satisfaction questionnaires every six months. This expression of satisfaction is particularly important as the charity had been through a period of change, developing from a drop-in centre to a more focussed service which encourages service users to achieve their potential and participate in their local community.

The Resource Centre

The centre team, which is staffed by 5 staff and is based at the resource centre, provides support for more than 35 service users who have serious and enduring mental illness. The purpose of resource centre is to maintain well being and to develop the independence of our service users. They are referred from the Community Mental Health Team for support in such areas as life skills, living skills or accessing community activities. On a practical level, we help service users to learn necessary skills to help them to live independently and to find an identity in the community. On an emotional level, we work on self-esteem, self-confidence and building and maintaining friendships and relationships. We explore with service users what they hope to achieve from life, identify the barriers and set up learning opportunities to help them get over or around the barriers. Service users receive individual help and advice and they are also encouraged to join in activities both within and outside the centre. We help them maintain their successes and build on them so that they can fulfil their hopes and achieve their potential.

Community Support Services

The community support service continues to grow and develop, in response to the national policy promoting social inclusion. The objective is to enable those with mental health problems to live in their own community and use local facilities rather than becoming dependent on the facilities and activities in the resource centre.

Referrals come through the local Community Mental Health Team, the Assertive Outreach Team and General Practitioners in the Andover area. New service users are allocated their individual key worker who meets them outside of the centre. The key worker and the service user together identify the aims and aspirations of the service user, from which they develop a plan designed to prevent relapse and to aid recovery. The service users' contact with the charity is focussed on the achievement of these plans and may be a short intervention of a few months or may last for a year to eighteen months.

Vocational Advice and Job Retention Service

There are three main aims to this service 1) Vocational Advice, 2) Job Retention 3) Support in Employment. Keeping people with mental ill-health in work and supporting people back to work has been identified by the Social Exclusion Unit as key priority areas in promoting social inclusion for people with mental ill-health. The service is staffed by 2 part time workers who have a separate office in a building near to the main centre. The need for separate accommodation was identified at the outset of the project in order to demonstrate that it offers a specific service focussed solely on obtaining and retaining work. Service users can access this service independently without attending the main centre.



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Referrals are made by the Community Mental Health Team, General Practitioners and by the staff at the centre. In addition, the service continues to forge links with local general practitioners to promote the service, and with local employers, as part of the charity's anti-stigma campaign.

Benefits Advice

This continues to be a valuable service which is provided by a longstanding experienced worker on one day a week. She supports service users to ensure that they get the benefits to which they are entitled and provides advice to those interested in returning to work about the effect this will have on their benefits.

During the year she has worked with 90 clients and kept 145 appointments. In addition she has attended employment tribunals and dealt with requests for advice from service users and professionals.

Over the coming year this service will be under reform, according to new guidelines by the statutory funders.

Advice and Information

Andover Mind has a major role to play in raising awareness of mental health issues. The service provides advice on mental health matters for members of the public who telephone or call into the centre. The advice includes information on local services and ensures that people are redirected to specialist services as appropriate. We offer internet access to service users and carers to keep up to date with the latest information on diagnosis and treatments.

Anti-stigma Campaign

Andover Mind has long recognised the need to engage with and inform the wider community about mental health issues and the charity has worked to combat stereotyping and stigma.

When the government introduced an initiative to fight the social exclusion of people with mental health problems, the charity decided to mount a stronger campaign designed to reach all corners of the community. With a Health Improvement and Social Inclusion Grant and a grant from National Mind, a group of service users and staff made a video under the guidance of a professional producer. The video demonstrates how three service users fought the stigma attached to their illness and reached their potential in their work and in their relationships. A team of service users have been trained to deliver the video and lead the discussions which follow. After publicity in the local press they are in great demand. They have been invited to visit schools, churches, professional groups, groups of businessmen and employers. Not only does the video arouse interest in our work and a greater understanding of mental illness, it also helps to raise much needed funds and recruit volunteers to assist the staff in all aspects of the charity's work.

The Charity Shop

The charity shop occupies a large part of the ground floor at the centre. It sells donated furniture and bric-a-brac.

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The purpose of the shop is to raise money for the charity and provide a supply of good quality, reasonably priced, second hand furniture, within the town. Its presence raises awareness of the work of Andover Mind. A paid manager oversees the running of the shop and is assisted by team volunteers, some of whom are recruited from the local community and others who are our service users. The manager is also assisted by a paid, part time driver, which allows us to pick up donated furniture for free, and there is also a sliding scale of charges for delivery.

The shop now faces competition from other premises and charity shops who deal in second hand furniture. We are currently looking at new ways of raising the shop revenue including the use of gift aid agreements in relation to the furniture.

**Mid Hants Service User Involvement Project**

This is an independent project which works with service users to involve them in the planning, delivery and evaluation of their own care. The project is hosted and managed by Andover Mind, with a satellite office in Priory Gardens in Winchester. An important part of the Project's work is to keep service users informed and involved in consultations where changes and developments of services may occur. The Project is involved in the design and auditing of satisfaction and evaluation questionnaires for each particular service provider. Service users have also undergone training to enable them to be part of the recruitment and selection of staff.

Project staff have been instrumental in setting up a variety of self-help groups for many different conditions. The longest-standing of these is the MDF (Manic Depression Fellowship) group where those with bi-polar can support each other and learn more about their illness. The newest group is the OCD (Obsessive Compulsive Disorder) group, which was set up to act as a follow-on group for those who have used psychology services in Winchester and who wish to continue supporting each other.

**Financial Review**

We endeavour to keep a tight control on our limited resources and continue to look for and explore new sources of funding, alongside current income from statutory funders.

**Principal Funding Sources**

The principal funding sources for the charity are currently by way of grant and contract income from Hampshire County Council, the Hampshire Primary Care Trust and Test Valley Borough Council. As a result of increasing constraints on local authority expenditure, the charity has to seek funding from a much broader group of agencies and from charitable trusts.

**Investment Policy**

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are few opportunities for long term investment. Grants received in advance are placed on deposit, where they are available for drawdown at short notice.

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**Reserves Policy**

With the introduction of three year contracts the charity has realigned its policy on reserves. In future we will seek to hold sufficient reserves to cover the loss of all our non-contracted income for a period of six months.

Restricted funds will be excluded, as any amounts held are for defined purposes. On the basis of our current income this figure would be £40,000. In addition we would also provide an additional £10,000 to cover redundancy and other costs associated with the closure of some of our activities. In total the figures we would aim to keep in unrestricted reserves is £50,000 against the current situation of £40,000.

**Plans for Future Periods**

- 1) We are looking to develop and extend the Mid Hants Service User Project across a wider locality
- 2) We will continue to develop and expand our new Counselling Service by means of a pilot scheme and will monitor the results closely
- 3) We will be reviewing our Vocational Advice and Job Retention Service, dependant on the changing agenda of government guidelines
- 4) We will be undergoing a major review of our future funding, in line with the introduction of a competitive tendering process, required by current E U legislation

**Responsibilities of the Executive Committee**

Company law requires the Executive Committee to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Executive Committee should follow best practice and

- Select suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent, and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue on that basis

The Executive Committee is responsible for maintaining 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 financial statements comply with Companies Act 1985. The Executive Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Members of the Executive Committee**

Members of the Executive Committee who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1

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In accordance with company law, as the company's directors, we certify that

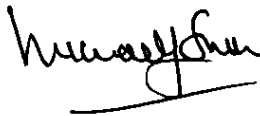
- So far as we are aware, there is no relevant audit information of which the company's auditors are unaware, and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information

**Auditors**

Hugh Davies and Co Ltd was re-appointed as the charitable company's auditors during the year and has expressed their willingness to continue in that capacity

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued March 2005) and in accordance with the special provisions of Part V11 of the Companies Act 1985 relating to small entities

Approved by the Executive Committee on 25 September 2007 and signed on its behalf by

A handwritten signature in black ink, appearing to read 'M J Smith', with a horizontal line underneath.

Mr M J Smith (Company Secretary)

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**AUDITORS' REPORT**

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF ANDOVER MIND LIMITED**

We have audited the financial statements of Andover Mind Limited for the year ended 31 March 2007 set out on pages 12 to 21 which have been prepared under the basis of the accounting policies set out on page 14

This report is made solely to the charity's trustees, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's trustees those matters which we are required to state to them in an auditor's 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**RESPECTIVE RESPONSIBILITIES OF THE DIRECTORS AND AUDITORS**

As described in the Trustees' Report the company's trustees are responsible for the preparation of financial statements, which are required to be prepared in accordance with applicable law and United Kingdom Accounting Standards ( United Kingdom Generally Accepted Accounting Practice ). Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards of Auditing ( UK and Ireland )

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Trustees' report is consistent with the accounts, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or the information specified by law regarding Trustees' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Trustees' report, and consider whether it is consistent with the audited accounts. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the accounts. Our responsibilities do not extend to any other information.

**BASIS OF OPINION**

We conducted our audit in accordance with International Standards on Auditing ( UK and Ireland ) issued by the Auditing Practices Board. An audit included 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 judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company'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 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 in accordance with United Kingdom Generally Accepted Accounting Practice of the state of the charity's affairs as at 31 March 2007 and of its incoming resources and application of resources in the year then ended,
- The financial statements have been properly prepared in accordance with the Companies Act 1985, and
- The information given in the Trustees' report is consistent with the financial statements for the year ended 31 March 2007.

*Hugh Davies & Co Limited*

**HUGH DAVIES & CO. LIMITED**

Registered Auditors

Chartered Accountants

35 Chequers Court

Brown Street

Salisbury

SP1 2AS

Date 25 September 2007

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**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE**  
**ACCOUNT )FOR THE YEAR ENDED 31 MARCH 2007**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2007 £	Total Funds 2006 £
<b>Incoming Resources</b>					
<b>Incoming resources from generated funds:</b>					
<i>Voluntary income</i>					
Donations and grants	2	214,794	80,599	295,393	282,082
<i>Activities for generating funds,</i>					
Fundraising and trading activities	3	63,901	-	63,901	66,121
<i>Investment income</i>	4	3,150	-	3,150	2,303
				-	
<b>Total Incoming Resources</b>		<b>281,845</b>	<b>80,599</b>	<b>362,444</b>	<b>350,506</b>
<b>Resources Expended</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income		700	-	700	700
Fundraising and trading costs		80,906	-	80,906	69,782
<b>Investment management costs</b>		<b>100</b>	<b>-</b>	<b>100</b>	<b>100</b>
<b>Charitable activities</b>		<b>189,619</b>	<b>59,495</b>	<b>249,114</b>	<b>288,594</b>
<b>Governance costs</b>		<b>3,787</b>	<b>-</b>	<b>3,787</b>	<b>4,109</b>
<b>Total Resources Expended</b>	5	<b>275,112</b>	<b>59,495</b>	<b>334,607</b>	<b>363,285</b>
<b>Net Incoming/(Outgoing) Resources for the year before transfers</b>	7	<b>6,733</b>	<b>21,104</b>	<b>27,837</b>	<b>(12,779)</b>
Transfers		-	-	-	-
<b>Net movement in funds</b>		<b>6,733</b>	<b>21,104</b>	<b>27,837</b>	<b>(12,779)</b>
<b>Reconciliation of funds</b>					
<b>Total funds brought forward</b>		<b>31,268</b>	<b>20,434</b>	<b>51,702</b>	<b>64,481</b>
<b>Total funds carried forward</b>		<b>38,001</b>	<b>41,538</b>	<b>79,539</b>	<b>51,702</b>

All of the company's operations are classed as continuing. The company has no recognised surpluses or deficits other than the net incoming resources for the year. The movement on reserves is shown above.

The notes on pages 14 to 21 form part of these financial statements.

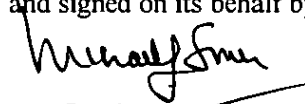
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**BALANCE SHEET AT 31 MARCH 2007**

	Notes	2007	2006
		£	£
<b>FIXED ASSETS</b>			
Tangible assets	11	3,334	4,667
<b>CURRENT ASSETS</b>			
Debtors	12	2,735	1,800
Cash at bank and on deposit		<u>77,981</u>	<u>53,752</u>
		80,716	55,552
<b>CREDITORS</b>			
Amounts due within one year	13	<u>(4,511)</u>	<u>(8,517)</u>
<b>NET CURRENT ASSETS</b>		<u>76,205</u>	<u>47,035</u>
<b>NET ASSETS</b>		<u>79,539</u>	<u>51,702</u>
<b>FUNDS</b>			
Unrestricted funds		38,001	31,268
Restricted funds	14	<u>41,538</u>	<u>20,434</u>
		<u>79,539</u>	<u>51,702</u>

These accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act relating to small entities

The financial statements were approved by the board on 25 September 2007 and signed on its behalf by

  
M J Smith

Trustee

The notes on pages 14 to 21 form part of these financial statements

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2007**

**1 ACCOUNTING POLICIES**

The principal accounting policies are summarised below

- a) The financial statements have been prepared in accordance with applicable accounting standards and follow the recommendations in Statement of Recommended Practice 'Accounting for Charities', issued in March 2005, and in accordance with the Financial Standard for Smaller Entities, (effective January 2005), the Companies Act 1985
- b) Voluntary income received by way of donations and gifts is included in full in the Statement of Financial Activities when received
- c) Revenue grants are shown in the Statement of Financial Activities in the year to which they relate and when the conditions for receipt have been complied with Where the grant has to be matched to a different period the deferred element is deducted from incoming resources and carried forward in liabilities
- d) Restricted funds represent grants and donations which are allocated by the donor for specific purposes Expenditure which meets the criteria is identified to that fund
- e) Designated funds are unrestricted funds earmarked by the directors for particular purposes
- f) Assets that cost more than £500 are capitalised at cost price  
Depreciation is provided using the following rates and bases to reduce by annual instalments the cost, less estimated residual value, of the tangible assets over their estimated useful lives -

Leasehold Properties	Straight line over 5 years
Motor Vehicles	25% on straight line basis
Computers	33% on straight line basis
Equipment	50% on straight line basis
- g) Rentals payable under operating leases are taken to the profit and loss account on a straight line basis over the lease term
- h) Expenditure is recognised on an accrual basis as a liability is incurred  
Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of fundraising and trading  
Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity  
All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource Costs related to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in note 5



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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2007**

**2 VOLUNTARY INCOME**

	Unrestricted funds £	Restricted funds £	Total 2007 £	Total 2006 £
<u>Grants</u>				
Hants Partnership Trust	-	2,060	2,060	-
Mid Hants Primary Care Trust	-	2,051	2,051	46,408
Hants CC Social Services	199,000	72,105	271,105	219,110
Test Valley Community Services	-	-	-	1,415
Test Valley Borough Council	5,000	-	5,000	6,497
National Mind	-	-	-	1,990
<u>Donations, legacies &amp; similar income</u>				
General donations	10,794	883	11,677	6,662
Guinness Trust	-	3,500	3,500	-
	<u>214,794</u>	<u>80,599</u>	<u>295,393</u>	<u>282,082</u>

**3 FUNDRAISING AND TRADING ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total 2007 £	Total 2006 £
Shop income	43,474	-	43,474	48,868
Restaurant income	1,849	-	1,849	10,478
Fundraising income	13,751	-	13,751	6,073
Sundry income	2,427	-	2,427	702
Rent	2,400	-	2,400	-
	<u>63,901</u>	<u>-</u>	<u>63,901</u>	<u>66,121</u>

**4 INVESTMENT INCOME**

	Unrestricted funds £	Restricted funds £	Total 2007 £	Total 2006 £
Interest Receivable	3,150	-	3,150	2,303
	<u>3,150</u>	<u>-</u>	<u>3,150</u>	<u>2,303</u>

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**5 TOTAL RESOURCES EXPENDED**

Costs allocated to activities	Basis	Voluntary income	Fundraising and trading	Investment management	Charitable activities	Governance	Total 2007	Total 2006
		£	£	£		£	£	£
Staff costs	%	100	10,520	100	51,168	-	61,888	66,137
Office expenses	%	600	1,400	-	6,957	-	8,957	6,046
Bank charges	%	-	52	-	252	-	304	541
Payroll preparation, accountancy and professional fees	%	-	-	-	-	-	-	1,771
AGM costs		-	-	-	-	1,000	1,000	1,000
H R & Staff training	%	-	1,510	-	8,555	-	10,065	20,022
Sundries	%	-	1,305	-	6,372	-	7,677	2,978
Premises expenses	%	-	6,179	-	30,166	-	36,345	35,754
Depreciation & amortisation	%	-	200	-	1,136	-	1,336	2,982
Audit Fees	Direct	-	-	-	-	2,574	2,574	2,900
Directors expenses	Direct	-	-	-	-	213	213	209
Direct costs	Direct 5a	-	59,495	-	144,508	-	204,003	215,476
Fundraising costs	Direct 5b	-	245	-	-	-	245	7,469
		700	80,906	100	249,114	3,787	334,607	363,285

The percentage basis applied to costs that are not directly allocated is based upon the amalgamation of a number of factors including the time spent, the usage and the floor area occupied where they are relevant

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**6a DIRECT COSTS**

	Unrestricted funds £	Restricted funds £	Total 2007 £	Total 2006 £
<b>Direct costs:</b>				
Respite Care	-	1,733	1,733	1,087
Day services/Centre	98,048	-	98,048	101,698
Vocational Services	16,962	-	16,962	21,898
Shop	24,559	-	24,559	20,507
Art Group	-	2,233	2,233	-
Kitchen	1,378	-	1,378	19,706
Leckford	-	7,006	7,006	9,246
Take - A - Break	-	100	100	843
Benefits Advisor	3,561	-	3,561	3,562
Service User - Involvement project	-	47,309	47,309	19,276
Service User - Empowerment project	-	1,084	1,084	5,108
Light boxes	-	-	-	973
Project spotlight	-	30	30	11,572
	<u>144,508</u>	<u>59,495</u>	<u>204,003</u>	<u>215,476</u>

**6b FUNDRAISING COSTS**

	Unrestricted funds £	Restricted funds £	Total 2007 £	Total 2006 £
Staff Costs	-	-	-	-
Professional fees	-	-	-	6,346
Fundraising and volunteer expenses	205	-	205	-
Leaflets and Advertising	40	-	40	1,123
	<u>245</u>	<u>-</u>	<u>245</u>	<u>7,469</u>

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**FOR THE YEAR ENDED 31 MARCH 2007**

**7 NET INCOMING RESOURCES FOR THE YEAR**

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
This is stated after charging		
Depreciation	<u>1,333</u>	<u>2,981</u>
Auditors remuneration		
for audit services	<u>2,574</u>	<u>2,900</u>
for other services	<u>-</u>	<u>1,738</u>

**8 EMPLOYEE INFORMATION**

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Staff costs -		
Wages and salaries	222,676	223,604
Social security costs	<u>16,508</u>	<u>15,705</u>
	<u>239,184</u>	<u>239,309</u>

No employee earned more than £60,000

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was made up as follows

	<b>Number</b>	<b>Number</b>
Direct charitable work	9	8
Administration	<u>5</u>	<u>4</u>
	<u>14</u>	<u>12</u>

**9 TAXATION**

The company is a registered charity and as such is not liable for taxation on any profit in the year

**10 TRUSTEE REMUNERATION AND RELATED PARTY TRANSACTIONS**

No trustee received any remuneration during the year Expenses totalling £213 (2006 £209) were reimbursed to 2 trustees during the year

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2007**

**11 TANGIBLE ASSETS**

	Leasehold improvements £	Computers & Equipment £	Motor £	Total £
<b>Cost</b>				
At 1 April 2006	40,840	37,799	31,937	110,576
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2007	40,840	37,799	31,937	110,576
<b>Depreciation</b>	SL over 5 years	33/50% SL	25% SL	
At 1 April 2006	36,173	37,799	31,937	105,909
Charge for the year	1,333	-	-	1,333
Eliminated on disposal	-	-	-	-
At 31 March 2007	37,506	37,799	31,937	107,242
<b>Net Book Value</b>				
At 31 March 2007	3,334	-	-	3,334
At 31 March 2006	4,667	-	-	4,667

**12 DEBTORS**

	2007 £	2006 £
Other debtors and prepayments	2,735	1,800
	2,735	1,800

All debtors are due within one year

**13 CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2007 £	2006 £
Other creditors, accruals and deferred income	4,511	8,517
	4,511	8,517

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2007**

**14 RESTRICTED FUNDS**

	As at 01/04/2006	Income	Expenses	Transfer	As at 31/03/2007
Respite care project	12,647	194	(1,733)	-	11,108
Take- A - Break	578	-	(100)	-	478
Service User Involvement Project	2,674	65,995	(47,309)	-	21,360
Light boxes	528	-	-	-	528
Leckford	-	8,661	(7,006)	-	1,655
Project spotlight	518	1,685	(30)	-	2,173
Service User Empowerment Project	3,489	564	(1,084)	-	2,969
Guinness Art Group	-	3,500	(2,233)	-	1,267
	<u>20,434</u>	<u>80,599</u>	<u>(59,495)</u>	<u>-</u>	<u>41,538</u>

**Purposes of restricted funds**

**Respite care project**

This project has been in existence for some 7 years to fund short breaks for service users. With the balance of the money received from the sale of the caravan we have budgeted to help 250-300 people over the next 3-5 years.

**Take- A - Break**

This fund was a one-off Grant to give breaks to carers of service users to maintain the well-being of their mental health. There is no time limit on this fund.

**Service User Involvement Project**

This money is specifically given to provide an independent focus for the development of service user involvement in all decision making processes and in the delivery of services which affect them, and ensuring wider representation and feedback at local and strategic levels.

**Light boxes**

This is a one off payment and not time limited from Hampshire County Council Social Services Department to enable service users with a diagnosis of S A D to borrow a light box from Andover Mind, for a period of up to 4 weeks, enabling a therapeutic and positive outcome.

**Leckford**

This money is given specifically to run an out-reach project for people experiencing dementia.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2007**

**14 Purposes of restricted funds cont**

**Project Spotlight**

This is a one off grant, with contributions from several sources, for the production of an anti-stigma video by a BBC producer. Three service users talked about the difficulties they faced when living with a mental illness and how they had overcome them.

**Service User Empowerment Project**

These monies form part of the funding for the Andover Service User Project. Specifically, they are used to enable service users to access self-help groups, training, conferences and seminars.

**Guinness Art Group**

The money was donated by the Walter Guinness charitable trust to enable Andover Mind to run an art and lecture arts group.

The use of art as a therapy has proved successful and is a very well attended group.

**15 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2007 £</b>
Fixed assets	3,334	-	3,334
Current assets	39,121	41,595	80,716
Current liabilities	(4,454)	(57)	(4,511)
	<u>38,001</u>	<u>41,538</u>	<u>79,539</u>