

**ANDOVER MIND LIMITED**

**(A company limited by guarantee)**

**Company No. 2935549**

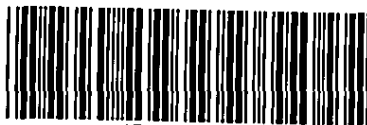
**Charity No. 1039094**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 2009**

WEDNESDAY



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02/09/2009

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COMPANIES HOUSE

**ANDOVER MIND LIMITED**  
**(A company limited by guarantee)**

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**FOR THE YEAR ENDED 31 MARCH 2009**

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**Report of the Executive Committee for the year ended 31st March 2009**

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 the audited financial statements for the year ended 31<sup>st</sup> March 2009.

**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**

Dr J C T Verity	Chair	
Mr M Mumford	Vice Chair	
Mr M J Smith	Treasurer	Resigned 2 October 2008
Mr A S Beadle	Treasurer	Appointed 21 July 2008
Mr R J Kidd		
Mrs R K Lines		
Ms A McGuigan		Resigned 2 October 2008
Miss S Beesley		
Mrs A Devine		Resigned 17 February 2009
Mr J Peel Yates		Resigned 2 October 2008
Mr R Laversuch		Appointed 2 October 2008
Mrs F Humphries		Appointed 11 August 2008

**Secretary**

Mr M J Smith	Resigned 2 October 2008
Mr A S Beadle	Appointed 2 October 2008

**ANDOVER MIND LTD**  
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**Senior Management Team**

Mrs Debra Ramchurn  
Miss Hannah Mutter  
Mrs Iris Stevens

Chief Executive Officer  
Community Support Services 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, Bridle Road, Bootle, Merseyside, GIR 0AA

**Structure, Governance and Management**

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 3rd June 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 3 out of 8 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 will then advertise locally for new members. We have also 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

Trustees may already be familiar with the practical work of the charity as they are encouraged to work as centre volunteers in various capacities, to gain an insight into the charity.

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 in the past 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.

In reviewing our induction procedures, an extended induction will be put into place, allowing ample time for any prospective trustee to cover all aspects of Andover Mind services.

#### 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 contracts currently in place specify 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.

We try to keep ourselves abreast of all current and future government guidelines and standards.

Mind has its own Quality Standards, "Quality Management in Mind", against which it judges all aspects of local projects. All projects are submitted to scrutiny against these standards every three years, in order to retain / obtain affiliation.

#### 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 8 members from a variety of professional backgrounds relevant to the work of the charity. The chief executive officer 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 chief executive officer along with the two deputy managers. The chief executive officer is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The chief executive officer 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 bi-annually. This plan sets out the mission statement, and the aims objectives of the charity. The plan identifies the need to work in partnership with all mental health providers whether in the voluntary or statutory sector. The implementation of national policy and guidance is overseen by the Local Implementation Team (LIT), on which local statutory and voluntary organisations are represented. The chief executive officer 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) and other specialist mental health teams, both in terms of day-to-day work with service users and in terms of planning well co-ordinated services.

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

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#### Objectives and Activities

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

*Andover Mind is a local charity for people who experience, or are affected by, mental health distress. We provide a range of services designed to enable people to achieve their individual potential and to participate in society. We also engage with the local community to promote mental health awareness and to challenge stigma and discrimination.*

In reviewing our objectives and activities, the trustees have kept in mind the Charity Commission's guidance on **public benefit**. The benefit we aim to provide to our service users is the focus of our Mission Statement above.

#### **Our aims 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 – We are committed to quality standards in everything we do.

Equality – We promote equal opportunities for our staff, volunteers and service users.

Respect – We respect all individuals, we encourage service users to respect each other and we behave in a way which makes Andover Mind a respected organisation.

Knowledge – We keep up to date with information relating to mental health; our policies and actions are based on our knowledge and we share our knowledge with all stakeholders.

Participation – We encourage clients, volunteers and the wider community to participate in the work of Andover Mind and we participate in joint working in pursuit of our vision.

Innovation – We continue to look for new ways to deliver our services to bring maximum benefits to service users.

Empowerment – The information, support and services we offer are designed to enable service users to play a significant role in the management of their own care.

#### **Vision**

In the future, people who experience or are affected by mental health distress, will achieve their own potential, free from stigma and discrimination, within a tolerant and enlightened society.

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#### 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, hosting and managing the service user involvement project and promotional activity to reduce the stigma associated with mental ill-health, in line with "Time to Change" through our fit4life physical well-being project.

Each year, the charity commissions service evaluation led by the Mid Hants Service User Involvement Project. The project links with service users to gain feedback and service user evaluation. Service user evaluation is particularly important in developing current and future services, in meeting the needs of service users.

#### The Resource Centre

The resource centre staff provide support for more than 45 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 has grown and developed in response to the national policy promoting social inclusion and recovery orientated practice.

Referrals come through the local Community Mental Health Team, the Assertive Outreach Team, the team dealing with Early Intervention in Psychosis and the Crisis Resolution and Home Treatment team. New service users are allocated their individual key worker who meets them outside in the community. The key worker and service user work collaboratively, focusing on recovery, according to their own individual needs.

#### Vocational Advice and Job Retention Service

There are three main aims to this service 1) Vocational Advice, 2) Job Retention 3) Support in Employment. 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.



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#### Benefits Support

As part of a reform process and following new guidelines from our funders, Benefits Support is now given by our Resource Centre and Community Support Service staff.

The staff will support service users to research and access any benefits that they might be able to claim; they will then support the service user to fill in any forms necessary.

Should any claim be rejected and the service user wish to ask for an Appeal, that may subsequently go to tribunal, they will be supported by the Citizens Advice Bureau.

#### Fit4life Project

This project is 1 of 28 local community projects country-wide, that focuses on physical and mental well being. The project is funded for 3 years by "The Big Lottery" through "Time to Change", an initiative run by 3 national, mental health organisations. This project began in October 2007 and is leading on innovative work with physical well being in a socially inclusive agenda.

#### 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 in person into the centre. The advice includes information on local services and ensures that people are redirected to specialist services as appropriate.

#### 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. The charity's "Fit4life" project is part of the national programme, "Time to Change", that focuses on changing attitudes, challenging discrimination and improving well-being.

Andover Mind leads one of 28 local projects that are based around the country, in addressing the negative effects of social exclusion and discrimination on mental well-being. The programme is now in its second year, in which evaluation and impact measurement is crucial.

#### 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.

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 a team of 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; there is also a sliding scale of charges for delivery.

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The shop now faces competition from other premises and charity shops who deal in second hand furniture. We are always looking at new ways of raising the shop revenue ; the use of gift aid agreements in relation to the furniture is a valuable addition to our income from the shop.

#### Mid Hants and Eastleigh Service User Involvement Project

These are independent projects which work 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 satellite offices in Priory Gardens in Winchester and Leigh Road in Eastleigh. 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 various service providers. 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. They also run 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 and the Hampshire Primary Care Trust. 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.

#### 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.

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Restricted funds will be excluded, as any amounts held as they 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 we would aim to keep a minimum of £50,000 in unrestricted reserves, a level we have now attained.

#### Plans for Future Periods

- 1) We will maintain and develop our Counselling Service and will monitor the results closely.
- 2) We will be reviewing our Vocational Advice and Job Retention Service, dependant on the changing agenda of regional and government guidelines.
- 3) 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.
- 4) We aim to increase added value on our current service provision.
- 5) We will look for new ways of working with Older Persons Services.
- 6) We plan to set up and monitor a Dementia Advice Service.

#### 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.

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.

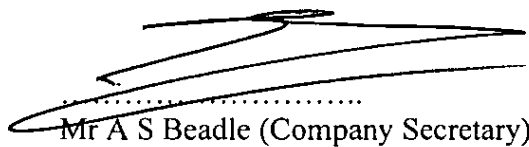
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Auditors

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 *26 August 2009* and signed on its behalf by:



.....  
Mr A S Beadle (Company Secretary)

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

We have audited the financial statements of Andover Mind for the year ended 31 March 2009 which comprise the Statement of Financial Activities (including Income and Expenditure account), the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's members, 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 members those matters that 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 Trustees and Auditors**

The trustees (who are also directors of Andover Mind for the purpose of company law) responsibilities for preparing the Trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

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 and whether the information given in the Trustees' annual report is consistent with these financial statements.

We also report to you if, in our opinion, 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 other transactions is not disclosed.

We read the Trustee's annual report, and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of audit opinion**

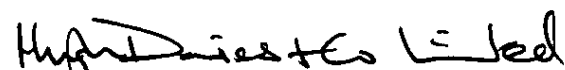
We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees 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 2009 and of its incoming resources and application of resources, including its income and expenditure, for 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.



Hugh Davies & Co. Limited  
Chartered Accountants  
Registered Auditors

Date: 1 September 2009

35 Chequers Court  
Brown Street  
Salisbury  
Wiltshire  
SP1 2AS

**ANDOVER MIND LIMITED**  
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**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE  
ACCOUNT )FOR THE YEAR ENDED 31 MARCH 2009**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2009 £	Total Funds 2008 £
<b>Incoming Resources</b>					
<b>Incoming resources from generated funds:</b>					
<i>Voluntary income:</i>					
Donations and grants	2	224,192	132,375	356,567	340,724
<i>Activities for generating funds;</i>					
Fundraising and trading activities	3	65,684	-	65,684	58,090
<i>Investment income</i>	4	2,972	-	2,972	4,796
<b>Total Incoming Resources</b>		<u>292,848</u>	<u>132,375</u>	<u>425,223</u>	<u>403,610</u>
<b>Resources Expended</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income		1,000	-	1,000	800
Fundraising and trading costs		59,850	-	59,850	56,863
Investment management costs		200	-	200	100
<b>Charitable activities</b>		222,588	137,604	360,192	326,050
<b>Governance costs</b>		3,825	-	3,825	3,759
<b>Total Resources Expended</b>	5	<u>287,463</u>	<u>137,604</u>	<u>425,067</u>	<u>387,572</u>
<b>Net Incoming Resources for the year before transfers</b>	7	5,385	(5,229)	156	16,038
Transfers		-	-	-	-
<b>Net movement in funds</b>		5,385	(5,229)	156	16,038
<b>Reconciliation of funds</b>					
<b>Total funds brought forward</b>		<u>48,160</u>	<u>47,417</u>	<u>95,577</u>	<u>79,539</u>
<b>Total funds carried forward</b>		<u>53,545</u>	<u>42,188</u>	<u>95,733</u>	<u>95,577</u>

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 2009**

	Notes	2009		2008	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	11		9,037		2,000
<b>CURRENT ASSETS</b>					
Debtors	12	2,324		1,000	
Cash at bank and on deposit		87,416		95,382	
		<u>89,740</u>		<u>96,382</u>	
<b>CREDITORS</b>					
Amounts due within one year	13	<u>(3,044)</u>		<u>(2,805)</u>	
<b>NET CURRENT ASSETS</b>			<u>86,696</u>		<u>93,577</u>
<b>NET ASSETS</b>			<u>95,733</u>		<u>95,577</u>
<b>FUNDS</b>					
Unrestricted funds			53,545		48,160
Restricted funds	14		<u>42,188</u>		<u>47,417</u>
			<u>95,733</u>		<u>95,577</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 ..... *26 August 2009* .....  
and signed on its behalf by

.....  
A Beadle

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 2009**

**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 2007), 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 2009**

**2 VOLUNTARY INCOME**

	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
<u>Grants</u>				
Hants Partnership Trust	-	4,000	4,000	4,000
Mid Hants Primary Care Trust	49,149	2,204	51,353	50,198
Hants CC Social Services	168,500	89,132	257,632	245,108
Test Valley Borough Council	-	495	495	2,500
National Mind	-	27,152	27,152	19,652
<u>Donations, legacies &amp; similar income</u>				
General donations	6,543	20	6,563	13,266
Guinness Trust	-	3,500	3,500	3,500
Co-op	-	-	-	2,500
Basepoint	-	5,872	5,872	-
	<u>224,192</u>	<u>132,375</u>	<u>356,567</u>	<u>340,724</u>

**3 FUNDRAISING AND TRADING ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
Shop income	48,022	-	48,022	43,127
Restaurant income	3,744	-	3,744	1,370
Fundraising income	7,213	-	7,213	9,319
Sundry income	4,305	-	4,305	1,874
Rent	2,400	-	2,400	2,400
	<u>65,684</u>	<u>-</u>	<u>65,684</u>	<u>58,090</u>

**4 INVESTMENT INCOME**

	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
Interest receivable	2,972	-	2,972	4,796
	<u>2,972</u>	<u>-</u>	<u>2,972</u>	<u>4,796</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 2009 £	Total 2008 £
Staff costs	%	300	14,771	200	49,451	-	64,722	66,396
Office expenses	%	700	1,613	-	4,839	-	7,152	5,823
Bank charges	%	-	54	-	383	-	437	330
AGM costs		-	-	-	-	1,000	1,000	1,000
H.R & Staff training	%	-	2,394	-	16,755	-	19,149	17,797
Sundries	%	-	189	-	1,328	-	1,517	3,021
Premises expenses	%	-	5,178	-	34,650	-	39,828	39,507
Depreciation & amortisation	% 6c	-	516	-	3,609	-	4,125	1,333
Audit Fees	Direct	-	-	-	-	2,618	2,618	2,642
Directors expenses	Direct	-	-	-	-	207	207	117
Direct costs	Direct 6a	-	34,123	-	249,177	-	283,300	249,352
Fundraising costs	Direct 6b	-	1,012	-	-	-	1,012	254
		<u>1,000</u>	<u>59,850</u>	<u>200</u>	<u>360,192</u>	<u>3,825</u>	<u>425,067</u>	<u>387,572</u>

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 2009 £	Total 2008 £
<b>Direct costs:</b>				
Respite Care	-	927	927	2,390
Take - A - Break	-	64	64	-
Day services/Centre	105,751	-	105,751	102,107
Vocational Services	19,307	977	20,284	19,450
Shop	16,873	-	16,873	18,642
Art Group	-	1,235	1,235	2,505
Kitchen	3,602	-	3,602	1,352
Leckford	-	7,045	7,045	7,788
Benefits Advisor	-	-	-	376
Service User - Involvement project	-	90,420	90,420	80,328
Service User - Empowerment project	-	1,856	1,856	313
Light boxes	-	-	-	359
Fit for Life	-	30,894	30,894	12,873
Counselling	1,456	2,283	3,739	745
Mind Publication	103	-	103	124
Wellbeing - Green fingers	-	507	507	-
	<u>147,092</u>	<u>136,208</u>	<u>283,300</u>	<u>249,352</u>

**6b FUNDRAISING COSTS**

	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
Fundraising and volunteer expenses	1,012	-	1,012	-
Leaflets and Advertising	-	-	-	254
	<u>1,012</u>	<u>-</u>	<u>1,012</u>	<u>254</u>

**6c DEPRECIATION & AMORTISATION**

	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
Depreciation	2,729	1,396	4,125	1,332
	<u>2,729</u>	<u>1,396</u>	<u>4,125</u>	<u>1,332</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2009**

**7 NET INCOMING RESOURCES FOR THE YEAR**

	2009	2008
	£	£
This is stated after charging:		
Depreciation	4,125	1,334
Auditors remuneration:		
for audit services	2,618	2,550
for other services	-	-

**8 EMPLOYEE INFORMATION**

	2009	2008
	£	£
Staff costs:-		
Wages and salaries	294,835	266,749
Social security costs	19,312	18,439
	314,147	285,188

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:

	Number	Number
Direct charitable work	11	10
Administration	4	5
	15	15

**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 £207 (2008:£117) were reimbursed to trustees during the year. Three of the current trustees are service users. 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.

**11 FINANCIAL COMMITMENTS**

At the year end the charity was committed to capital expenditure totalling £3,144. This amount has not been charged to the balance sheet.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2009**

**11 TANGIBLE ASSETS**

	<b>Leasehold improvements £</b>	<b>Computers &amp; Equipment £</b>	<b>Motor £</b>	<b>Total £</b>
<b>Cost</b>				
At 1 April 2008	40,840	37,799	31,937	110,576
Additions	-	-	11,162	11,162
Disposals	-	-	(24,000)	(24,000)
At 31 March 2009	<u>40,840</u>	<u>37,799</u>	<u>19,099</u>	<u>97,738</u>
<b>Depreciation</b>	<b>SL over 5 years</b>	<b>33/50% SL</b>	<b>25% SL</b>	
At 1 April 2008	38,840	37,799	31,937	108,576
Charge for the year	1,334	-	2,791	4,125
Eliminated on disposal	-	-	(24,000)	(24,000)
At 31 March 2009	<u>40,174</u>	<u>37,799</u>	<u>10,728</u>	<u>88,701</u>
<b>Net Book Value</b>				
At 31 March 2009	<u>666</u>	<u>-</u>	<u>8,371</u>	<u>9,037</u>
At 31 March 2008	<u>2,000</u>	<u>-</u>	<u>-</u>	<u>2,000</u>

**12 DEBTORS**

	<b>2009 £</b>	<b>2008 £</b>
Other debtors and prepayments	<u>2,324</u>	<u>1,000</u>
	<u>2,324</u>	<u>1,000</u>

All debtors are due within one year.

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

	<b>2009 £</b>	<b>2008 £</b>
Other creditors and accruals	<u>3,044</u>	<u>2,805</u>
	<u>3,044</u>	<u>2,805</u>

**ANDOVER MIND LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2009**

**14 RESTRICTED FUNDS**

	As at 01/04/2008	Income	Expenses	Transfer	As at 31/03/2009
Respite care project	8,862	-	(927)	-	7,935
Take- A - Break	478	-	(64)	-	414
Service User Involvement Project	19,337	84,737	(90,420)	-	13,654
Light boxes	168	-	-	-	168
Leckford	2,764	9,099	(7,045)	-	4,818
Project spotlight	733	-	-	-	733
Service User Empowerment Project	2,657	-	(1,856)	-	801
Guinness Art Group	2,262	3,520	(1,235)	-	4,547
Fit for Life	6,779	27,152	(30,894)	-	3,037
Co-op Counselling	2,500	-	(2,283)	-	217
Vocational Advice	877	-	(877)	-	-
Wellbeing - Green Fingers	-	1,500	(507)	-	993
HISI Grant - VA Seminar 09	-	495	(100)	-	395
Basepoint - Minibus	-	5,872	(1,396)	-	4,476
	<u>47,417</u>	<u>132,375</u>	<u>(137,604)</u>	<u>-</u>	<u>42,188</u>

**Purposes of restricted funds**

**Respite care project**

This project has been in existence for some 8 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 within a period of 5-6 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.

**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.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2009**

**14 Purposes of restricted funds cont**

**Guinness Art Group**

The money was donated by the Walter Guinness charitable trust and helps to fund our art group, the creative arts group and any outings that the group might take part in. The use of art as a therapy has proved very successful and the group is very well attended.

**Fit For Life**

This project is funded by "The Big Lottery", through our affiliation with National Mind, for a period of 3 years. Its purpose is to focus on the connection between physical health and mental well being.

**Co-op Counselling**

This is a one-off grant and not time limited. It was awarded to enable us to improve the decoration and surroundings of the various rooms used for our Counselling Service.

**Vocational Advice**

This was a one-off grant from the HISI Fund to enable the Vocational Advice Service to hold a seminar for local and country-wide employers. The purpose of the seminar was to give advice and information about mental health in the workplace and how they could benefit by working with our Vocational Advisors.

**Wellbeing - Green Fingers**

This is a one-off grant given by Hampshire County Council for Andover Mind to run a project focusing on "outdoor" work, i.e. allotment, gardening, etc, and its benefit to peoples general well-being

**HISI Grant - VA Seminar 09**

This was a one-off grant from the HISI Fund to enable the Vocational Advice Service to work alongside Test Valley Community Services, in running a seminar aimed particularly at Voluntary Sector Agencies, as employers.

The purpose of the seminar was to give advice and information about mental health in the workplace and how these agencies could benefit by working with our Vocational Advisors.

**Basepoint - Minibus**

This was a matched funding grant to assist us to purchase a new minibus.

**15 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds £	Restricted funds £	Total 2009 £
Fixed assets	4,851	4,186	9,037
Current assets	51,738	38,002	89,740
Current liabilities	(3,044)	-	(3,044)
	<u>53,545</u>	<u>42,188</u>	<u>95,733</u>