

ANDOVER MIND LIMITED
(A company limited by guarantee)

Company No. 2935549
Charity No. 1039094

FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2011

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ANDOVER MIND LIMITED
(A company limited by guarantee)

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FOR THE YEAR ENDED 31 MARCH 2011

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Report of the Executive Committee for the year ended 31st March 2011

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 31st March 2011.

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
Web:	www.andovermind.org.uk
Registered Office	35 Chequers Court Brown Street Salisbury Wiltshire SP1 2AS

Executive Committee

Dr J C T Verity	Chair	Re-elected 14 October 2010
Mr M Mumford	Vice Chair	
Mr A S Beadle	Treasurer	
Miss S Beesley		Resigned 24 January 2011
Mr D McKenzie-Robinson		
Mr C Percival		Appointed 8 November 2010
Mr A Appleby		Resigned 27 July 2011
Mrs M M Lawson		Appointed 16 May 2011

Secretary

Mr A S Beadle

Senior Management Team

Mrs D Ramchurn	Chief Executive Officer
Mrs M Taylor	Community Support Services Manager
Mrs I Stevens	Business Administrator

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Auditors

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

Bankers

NatWest Bank Plc, 21 Chantry Way, Andover, SP10 1LL
Alliance & Leicester Business Banking (Santander), 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, may offer themselves for re-election.

It is a requirement of our Articles of Association that at least two members of the committee should 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.

Business experience, 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 also approach suitable individuals to offer themselves for election to the committee, which has proved successful. There is a formal interview process.

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.

A three month induction programme is mandatory, allowing time for prospective trustees to cover all aspects of Andover Mind services.

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A pack is available drawn 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, the latest financial statements, recent executive meeting minutes and relevant procedures etc

Additionally, all trustees are 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.

Risk Management

The charity has reviewed the major risks to which it is exposed and the trustees have in place a formal risk register that is regularly updated Where appropriate, systems and procedures have been established to mitigate the risks 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 of sustainable funding from public and corporate sectors They also explore 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.

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 endeavour 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 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. The committee ideally has 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

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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; associated with LIT are the Carers, Users and Service Providers (CUSP) (the charity is represented on this group also).

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 contracts.

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 ensure that we maintain our position as first choice provider of mental health services in the local area
- To understand who our consumers are, both current and potential; what their needs are and how best we can fulfil them.
- To apply the principles of continuous improvement in everything we do
- To develop a diverse funding mix, to maintain the long term stability of Andover Mind

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

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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

Achievements and Performance

The main activities of the charity are the provision of community support services, a modern resource centre, an information and advice service, counselling service, dementia 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 the national project 'Time to Change' We have accreditation under the 'Supporting People Scheme' and we hope to further develop this service

In 2010 a new project started called 'the Ugly Duckling furniture workshop' that enables service users aided by volunteers, to restore furniture that may otherwise have gone to landfill, for sale in our charity shop.

Specific funding has enabled us to recruit a 'volunteer co-ordinator', and already we have recruited additional volunteers to provide valued support to the organisation

Each year, Andover Mind commissions a service evaluation led by the West 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

Efficiencies have improved the way the organisation operates, to cut costs. This has involved all staff.

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The Resource Centre

The resource centre staff provides support for service users who have serious and enduring mental illness. The purpose of the resource centre is to maintain well-being and to develop the independence of our service users. They are referred from the local specialist mental health services, including 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. 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.

Community Support Services

The community support service has grown and developed in response to the national policy in promoting social inclusion and recovery orientated practice.

Referrals come through the local specialist mental health services such as the 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 in the community. The key worker and service user work collaboratively, focusing on recovery, according to their individual needs.

Vocational Advice

This long standing service ended in early 2011 due to its funding being withdrawn, despite the excellent outcomes that came from one to one support with job searching, assisting with CV's, job application, interview preparations and importantly support in job retention.

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

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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 in line with the national programme 'Time to Change' that focuses on changing attitudes, challenging discrimination and improving well-being.

Dementia Adviser

We have a Dementia Adviser who liaises locally with the older persons team and other associated agencies. The very successful project currently supports over 100 persons. This is one of 22 pilot projects around the country.

Older Peoples Mental Health Services

Andover Mind provides an ageless service through providing support for those with functional mental health illness over the age of 65 years providing individual and group support and activities.

We also provide services to those with organic mental health illness for those aged over 65 years and also for those who are under 65 years with early onset dementia. The 'Leckford Group' meets weekly at Andover Mind and is supported by our colleagues in the Older Peoples mental health team. The group offers respite for carers and provides peer support and social activities for those with more moderate forms of Dementia. All those accessing these services are referred by the Older Peoples mental health team and Adult social services.

Counselling

This service continues to flourish and expand, we now run on weekdays, Saturdays and one evening a week, we hope to extend the service to a second evening in the near future.

We will monitor whether the availability of IAPT (Improving Access to Psychological Therapies) in the local area has any affect on our independent service.

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 volunteer driver, which allows us to pick up donated furniture for free; there is however a sliding scale of charges for delivery.

The shop now faces competition from several other 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 and we now restore furniture to make them more saleable.

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Ugly Duckling

Ugly Duckling is a new furniture repair and renovation service run by Andover Mind. The service trains service users in restoring furniture that can be sold in the Mind charity shop. This is achieved by the assistance of volunteers who are able to pass on their knowledge and practical skills.

West Hants 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, Leigh Road in Eastleigh and has expanded to The New Forest. 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 sustainable, ethical funding, alongside current uncertain 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 NHS Hampshire. 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

In conjunction with new service contracts, the charity has realigned its policy on reserves. We 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 are excluded, as any such 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 we aim to keep a minimum of £50,000 in unrestricted reserves.

Plans for Future Periods

1. Develop our current services into a 'Well-being Centre' using our current base and encouraging a resource for the wider community.
2. Strengthening more collaborative partnership working
3. Developing Advocacy services at Andover Mind
4. As a follow on from the Dementia Advice pilot site, deliver a local service developed from this model.
5. Attain accreditation in the "Quality Management in Mind"
6. Develop services for those with early onset dementia.
7. Review our Mission, Values and Aims, to reflect future service delivery changes
8. Enhance our business development and seek further diverse funding sources
9. Our services and businesses will be led by the personalisation agenda. This will impact on how we develop
 - a) Business development
 - b) Marketing and promotion
 - c) Staff training
 - d) Financial and accounting processes

This will enable us to embrace the challenges of personalisation and ensure stability and future development of the organisation and allow us to deliver a flexible model of personalised care.

Responsibilities of the Executive Committee

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Company law requires the Executive Committee to prepare financial statements for the charity for each financial year. The financial statements must be prepared in accordance with United Kingdom Generally Accepted Accounting practice (United Kingdom Accounting Standards and applicable law) and are required to give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Executive Committee are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP
- 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

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The Executive Committee is responsible for keeping 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 2006, the Charities Act 1993 and regulations made there under. 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.

The Executive Committee have confirmed that so far as they are aware, there is no relevant audit information of which the charitable company's auditors are unaware, and that they have taken all steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

Auditors

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

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Executive Committee on 15 August 2011 and signed on its behalf by


Mr A S Beadle (Company Secretary)

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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 2011 which comprise the Statement of Financial Activities (including Income and Expenditure account), the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements.

Opinion on financial statements

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been properly prepared in accordance with the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' annual report for the financial year which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us,
- the financial statements are not in agreement with the accounting records and returns,
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit.



Ian Sheekey (Senior Statutory Auditor)

For and on behalf of **Hugh Davies & Co Limited**, Statutory Auditors

Date **17 August 2011**

35 Chequers Court
Brown Street
Salisbury
Wiltshire
SP1 2AS

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**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE
ACCOUNT)FOR THE YEAR ENDED 31 MARCH 2011**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2011 £	Total Funds 2010 £
Incoming Resources					
Incoming resources from generated funds:					
<i>Voluntary income</i>					
Donations and grants	2	217,720	212,620	430,340	411,083
<i>Activities for generating funds,</i>					
Fundraising and trading activities	3	49,995	-	49,995	56,388
<i>Investment income</i>	4	1,206	-	1,206	352
Total Incoming Resources		<u>268,921</u>	<u>212,620</u>	<u>481,541</u>	<u>467,823</u>
Resources Expended					
Costs of generating funds					
Costs of generating voluntary income		2,000	-	2,000	1,700
Fundraising and trading costs		41,233	-	41,233	44,627
Investment management costs		500	-	500	300
Charitable activities		214,099	199,140	413,239	413,987
Governance costs		4,300	-	4,300	3,660
Total Resources Expended	5	<u>262,132</u>	<u>199,140</u>	<u>461,272</u>	<u>464,274</u>
Net Incoming Resources for the year before transfers/Net Income for the year	7	6,789	13,480	20,269	3,549
Transfers		<u>2,160</u>	<u>(2,160)</u>	<u>-</u>	<u>-</u>
Net movement in funds		8,949	11,320	20,269	3,549
Reconciliation of funds					
Total funds brought forward		<u>53,726</u>	<u>45,556</u>	<u>99,282</u>	<u>95,733</u>
Total funds carried forward		<u>62,675</u>	<u>56,876</u>	<u>119,551</u>	<u>99,282</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 22 form part of these financial statements.

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BALANCE SHEET AT 31 MARCH 2011

	Notes	2011	2010
		£	£
FIXED ASSETS			
Tangible assets	12	6,220	14,149
CURRENT ASSETS			
Debtors	13	1,301	4,651
Cash at bank and on deposit		<u>127,586</u>	<u>87,421</u>
		128,887	92,072
CREDITORS			
Amounts due within one year	14	<u>(15,556)</u>	<u>(6,939)</u>
NET CURRENT ASSETS		<u>113,331</u>	<u>85,133</u>
NET ASSETS		<u>119,551</u>	<u>99,282</u>
FUNDS			
Unrestricted funds	15	62,675	53,726
Restricted funds	16	<u>56,876</u>	<u>45,556</u>
		<u>119,551</u>	<u>99,282</u>

These accounts have been prepared in accordance with the special provisions of the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective April 2008) relating to small entities

The financial statements were approved by the board on 15 August 2011
and signed on its behalf by

A Beadle

Trustee

The notes on pages 14 to 22 form part of these financial statements

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

1 ACCOUNTING POLICIES

The principal accounting policies are summarised below

- a) The financial statements have been prepared under the historical cost convention and comply with the Companies Act 2006, and the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities", published in March 2005 (revised May 2008) and applicable accounting standards
- 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 2/5 years
Motor Vehicles	25% on straight line basis
Computers	33% on straight line basis
Equipment	20%-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
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2 VOLUNTARY INCOME

	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
<u>Grants</u>				
Hants Partnership Trust	-	1,000	1,000	4,000
Mid Hants Primary Care Trust	49,984	2,242	52,226	52,226
Hants CC Social Services	156,737	164,469	321,206	286,315
Test Valley Borough Council	-	3,000	3,000	3,000
National Mind	-	14,311	14,311	33,989
Lloyds TSB	-	10,000	10,000	-
Big lottery	-	10,000	10,000	-
Sobell Foundation	-	3,000	3,000	-
Testway Housing	-	1,000	1,000	-
Jules Thorn	-	750	750	-
Tesco	-	750	750	-
Cotton Trust	-	500	500	-
<u>Donations, legacies & similar income</u>				
General donations	10,999	1,598	12,597	20,510
Guinness Trust	-	-	-	7,500
Basepoint	-	-	-	3,543
	<u>217,720</u>	<u>212,620</u>	<u>430,340</u>	<u>411,083</u>

3 FUNDRAISING AND TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
Shop income	34,283	-	34,283	38,373
Restaurant income	8,695	-	8,695	5,520
Fundraising income	3,202	-	3,202	3,829
Sundry income	3,815	-	3,815	8,666
	<u>49,995</u>	<u>-</u>	<u>49,995</u>	<u>56,388</u>

4 INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
Interest receivable	<u>1,206</u>	<u>-</u>	<u>1,206</u>	<u>352</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011**

5 TOTAL RESOURCES EXPENDED

Costs allocated to activities	Basis	Voluntary income	Fundraising and trading	Investment management	Charitable activities	Governance	Total 2011	Total 2010
		£	£	£	£	£	£	£
Staff costs	%	1,200	10,964	500	32,570	-	45,234	67,551
Office expenses	%	800	1,822	-	5,778	-	8,400	8,463
Bank charges	%	-	97	-	551	-	648	530
AGM costs	Direct	-	-	-	-	1,000	1,000	1,000
H R & staff training	%	-	2,428	-	13,759	-	16,187	18,250
Sundries	%	-	671	-	2,689	-	3,360	1,904
Premises expenses	%	-	3,868	-	34,810	-	38,678	45,052
Depreciation & amortisation	% 6c	-	963	-	6,966	-	7,929	8,596
Audit fees	Direct	-	-	-	-	3,293	3,293	2,649
Directors expenses	Direct	-	-	-	-	7	7	11
Direct costs	Direct 6a	-	19,986	-	316,116	-	336,102	309,701
Fundraising costs	Direct 6b	-	434	-	-	-	434	567
		2,000	41,233	500	413,239	4,300	461,272	464,274

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 2011 £	Total 2010 £
Direct costs:				
Respite Care	-	-	-	1,552
Take - A - Break	-	414	414	-
Day services/Centre	93,822	-	93,822	104,546
Older Persons	-	10,154	10,154	-
Vocational Services	28,854	-	28,854	21,018
Shop	15,011	-	15,011	15,103
Art Group	-	3,877	3,877	1,654
Kitchen	4,975	-	4,975	3,923
Leckford	-	10,656	10,656	10,491
Service User - Involvement project	-	99,642	99,642	92,420
Service User - Empowerment project	-	257	257	544
Project Spotlight	-	983	983	-
Fit for Life	-	14,143	14,143	30,053
Counselling	978	-	978	1,523
Mind Publication	108	-	108	167
Wellbeing - Green fingers	-	49	49	893
HISI Grant - VA Seminar 09	-	-	-	395
Dementia Advice Project	-	38,353	38,353	20,259
Day Centre Development	-	2,000	2,000	5,151
Refurbishment project	-	5,177	5,177	9
Physical Wellbeing - Co-op	-	181	181	-
Volunteer Co-ordinator	-	6,468	6,468	-
	<u>143,748</u>	<u>192,354</u>	<u>336,102</u>	<u>309,701</u>

6b FUNDRAISING COSTS

	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
Fundraising and volunteer expenses	<u>434</u>	<u>-</u>	<u>434</u>	<u>567</u>

6c DEPRECIATION & AMORTISATION

	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
Depreciation	<u>1,143</u>	<u>6,786</u>	<u>7,929</u>	<u>8,596</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

7 NET INCOMING RESOURCES FOR THE YEAR

	2011	2010
	£	£
This is stated after charging		
Depreciation	<u>7,929</u>	<u>8,596</u>
Auditors remuneration		
for audit services	<u>3,293</u>	<u>2,649</u>
for other services	<u>-</u>	<u>-</u>

8 EMPLOYEE INFORMATION

	2011	2010
	£	£
Staff costs -		
Wages and salaries	309,556	303,118
Social security costs	<u>20,699</u>	<u>19,482</u>
	<u>330,255</u>	<u>322,600</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

	Number	Number
Direct charitable work	10	11
Administration	<u>4</u>	<u>4</u>
	<u>14</u>	<u>15</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 relating to travel costs totalling £7 (2010:£11) were reimbursed to 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 2011

11 FINANCIAL COMMITMENTS

At the year end the charity had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2011	2010
	£	£
Expiry date		
Within one year	2,700	-
Between one and five years	-	-
In over five years	26,832	26,832
	<u>29,532</u>	<u>26,832</u>

12 TANGIBLE ASSETS

	Leasehold improvements	Computers & Equipment	Motor	Total
	£	£	£	£
Cost				
At 1 April 2010	51,230	18,965	19,099	89,294
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2011	<u>51,230</u>	<u>18,965</u>	<u>19,099</u>	<u>89,294</u>
Depreciation	SL over 2/5 years	20-50% SL	25% SL	
At 1 April 2010	45,315	16,311	13,519	75,145
Charge for the year	4,475	664	2,790	7,929
Eliminated on disposal	-	-	-	-
At 31 March 2011	<u>49,790</u>	<u>16,975</u>	<u>16,309</u>	<u>83,074</u>
Net Book Value				
At 31 March 2011	<u>1,440</u>	<u>1,990</u>	<u>2,790</u>	<u>6,220</u>
At 31 March 2010	<u>5,915</u>	<u>2,654</u>	<u>5,580</u>	<u>14,149</u>

13 DEBTORS

	2011	2010
	£	£
Other debtors and prepayments	1,301	4,651
	<u>1,301</u>	<u>4,651</u>

All debtors are due within one year

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

14 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2011 £	2010 £
Other creditors and accruals	15,556	6,939
	<u>15,556</u>	<u>6,939</u>

15 UNRESTRICTED FUNDS

	As at 01/04/2010	Income	Expenses	Transfer	As at 31/03/2011
General fund	53,726	268,921	(262,132)	(7,840)	52,675
Designated fund - contingency fund	-	-	-	10,000	10,000
	<u>53,726</u>	<u>268,921</u>	<u>(262,132)</u>	<u>2,160</u>	<u>62,675</u>

The trustees have this year established a separate designated fund. The contingency fund will work in conjunction with the reserves policy, should we need to re-focus in line with major service re-design.

16 RESTRICTED FUNDS

	As at 01/04/2010	Income	Expenses	Transfer	As at 31/03/2011
Respite care project	5,084	-	(1,299)	-	3,785
Take- A - Break	414	-	(414)	-	-
Service User Involvement Project	8,537	104,476	(99,642)	-	13,371
Light boxes	168	-	-	-	168
Leckford	3,637	9,464	(10,656)	-	2,445
Project spotlight	983	-	(983)	-	-
Service User Empowerment Project	257	-	(257)	-	-
Guinness Arts Group	6,393	-	(3,877)	-	2,516
Fit for Life	1,992	14,311	(14,143)	(2,160)	-
Wellbeing - Green Fingers	100	-	(49)	-	51
Basepoint - Minibus	2,984	-	(1,492)	-	1,492
Dementia Advice project	3,521	42,752	(38,353)	-	7,920
Day Service Development	3,330	-	(2,000)	-	1,330
Refurbishment project - Ugly Duckling	2,481	16,000	(5,177)	-	13,304
Physical Wellbeing - Co-op	1,680	61	(181)	-	1,560
Premises adaptations	3,995	3,000	(3,995)	-	3,000
Volunteer Co-ordinator	-	10,300	(6,468)	-	3,832
Older persons	-	10,256	(10,154)	-	102
Software Monitoring	-	2,000	-	-	2,000
	<u>45,556</u>	<u>212,620</u>	<u>(199,140)</u>	<u>(2,160)</u>	<u>56,876</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

16 Purposes of restricted funds

Respite care project

Part of the money in this fund comes from the sale of our community caravan and continues to support services users who wish to take short holiday breaks. The balance of the fund supports the purchase of our minibus, which is match-funded by Basepoint.

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. All the funds have been used and will not be replenished.

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. This balance will allow for repair and replacement.

Leckford

This money is given specifically to run an out-reach project for people experiencing early onset of 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. The balance has been added to, from fees raised from promotional work and will be used for the benefit of service users. All the funds have been used and will not be replenished.

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 well-being of their mental health. All the funds have been used and will not be replenished.

Guinness Art Group

The money was donated by the Walter Guinness charitable trust and helps to fund our creative arts group and any outings that the group might take part in. The use of art as a therapy has proved very successful, we have also engaged in music therapy as a pilot scheme.

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. This contract has now come to a close and all funds expended.

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.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

16 Purposes of restricted funds cont

Basepoint - Minibus

This money comes as a matched funding grant to assist us to purchase a new minibus

Dementia Advice Project

Demonstrator site for 18 months, to provide dementia advice, working in partnership with Hampshire County Council, funded by D o H Service monitoring and data feedback will help shape the future commissioning of services in Andover

Day Service Development

Grant received from HSA, to enable development and expansion of groups and activities within the well-being agenda

Refurbishment Project - Ugly Duckling

Grants from diverse sources - Awards for All, Test way Transform, Tesco, Sir Jules Thorn, The Cotton Trust, Test Valley Borough Council

To run a therapeutic group for service users that also provides a furniture renovation and recycling project which benefits the local community

Physical Wellbeing - Co-op

A grant to enable us to focus on health and well-being, supporting service users to access community based activities and sports

Premises Adaptions

Money given to adapt and alter the premises, to be flexible with the current and future needs of the service Money given within this year by the Sobell Foundation, to part-fund a multi-functional Activity Room within the current Resource Centre.

Volunteer Co-Ordinator

Funded with the support of Lloyds TSB Foundation for England and Wales, this grant part funds the salary of a part-time Volunteer Co-ordinator whose job is to provide support to current volunteers and help with the recruitment and training of any new volunteers

Older Persons

A service for those over 65, with functional and organic mental health needs. To provide one to one support and support within a group.

Software Monitoring

Awarded as County Councillors Grant to purchase IT software and hardware, to update equipment to enable a more efficient and accurate collection of information for outcome monitoring

17 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	Total 2011 £
Fixed assets	3,430	2,790	6,220
Current assets	74,801	54,086	128,887
Current liabilities	(15,556)	-	(15,556)
	<u>62,675</u>	<u>56,876</u>	<u>119,551</u>