

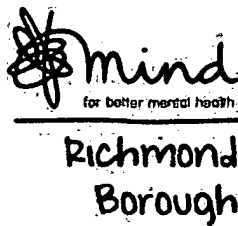
Registered Company No. 07954134

Registered Charity No. 1146297

## **RICHMOND BOROUGH MIND**

**Report of the Trustees and Financial Statements**

**For the year ended 31 MARCH 2022**



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**RICHMOND BOROUGH MIND  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2022**

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## **RICHMOND BOROUGH MIND REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

The Trustees present their report with the financial statements of the Charity for the period ended 31 March 2022.

### **Role**

The objects for which the Association is established are primarily, but not exclusively, within the London Borough of Richmond upon Thames:

- (1) to promote the preservation of good mental health in particular by enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.
- (2) to relieve the needs of people with mental health problems by working to increase the understanding of mental health and mental health problems by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination.

### **Officeholders, Trustees and Management**

<b>Trustees</b>	Richard Hurst, Chair Philip Congdon, Treasurer Kim Tasso Monika Waller Colette Noe (Resigned August 2022) Nasrin Farahani Eva Papadopoulou (Resigned January 2022) Joanna Nakielny Lisa Leonard Samuel Hopcroft Jasdeep Bains (Appointed February 2022) Katharine Rodde (Appointed February 2022)
<b>Charity No.</b>	1146297
<b>Company No.</b>	07954134
<b>Chief Executive</b>	Val Farmer
<b>Principal office</b>	UK House, 82 Heath Road, Twickenham, Middlesex, TW1 4BW
<b>Bankers</b>	CAF Bank Limited, 25 Kings Hill, West Malling, Kent ME19 4JQ
<b>Auditors</b>	Goldwins Limited, 75 Maygrove Road, West Hampstead, London NW6 2EG

# **RICHMOND BOROUGH MIND REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

## **Structure, Governance and Management**

### **Constitution**

Richmond Borough Mind (RB Mind) is a charity operating under a written constitution. It was incorporated on 17<sup>th</sup> February 2012. It was registered as a charity on 8<sup>th</sup> March 2012. The earlier Charity (number 263810) was formed in April 2001 from a merger of Twickenham Mind, founded in 1959, and Richmond and Barnes Mind, founded in 1971, and its assets and liabilities were transferred on 1<sup>st</sup> April 2012 to the new Charity which commenced operation from that date.

### **Trustees**

Members of the Board are elected annually at the Annual General Meeting. Between Annual General Meetings new members can be appointed, with formal tenure commencing following election at the AGM.

On retirement or resignation of any Trustee, the board reviews the skills across the board to identify any gaps and will recruit to fill those skills.

Trustees are recruited through a process of advertisement and participation at local volunteer open days, followed always by application and interview by a Nominations Committee, with the aim of securing a good range of experience and skills for the Trustee board. There are no outside bodies entitled to appoint Trustees. New Trustees are inducted through visits to services, documents (including the Charity Commission's guide 'The Essential Trustee') and opportunities to attend training on governance and the Trustee role or mental health issues.

During 2022 the Trustees have recruited a new Chair through external means, as the current Chair, Richard Hurst, completes his tenure and retires from the board in December 2022.

### **Risk Management**

The Trustees have reviewed and updated the risk management processes against the Charity Commission guidance. Trustees consistently review the major risks to which the Charity is exposed, and where practical, take steps to guard against or mitigate them. RB Mind has clear, regularly updated policies on professional good practice and on areas such as safeguarding, health and safety and financial procedures.

All Trustees are required to undertake safeguarding training, and one Trustee is designated the Safeguarding Lead, ensuring the Board has sight and understanding of safeguarding issues, policy and procedures and their implementation. Staff receive appropriate training, and compliance and standards of performance are monitored through the appraisal and supervision process, and reported through the committee structures.

All staff undertake training in Safeguarding, Cyber Fraud and relevant financial processes.

### **Governance structure**

The Board meets six times a year and is responsible for the strategic direction and policy of the Charity. The Full Board delegates tasks to two sub committees:

## **RICHMOND BOROUGH MIND REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

1. Finance Committee meets prior to each Board meeting to review management accounts and cash flow, and to ensure financial procedures are adhered to and updated as necessary. Business development is within the remit of this committee.
2. Governance and Quality Committee meets prior to each Board to review risk management in detail, consider project and staff performance and resourcing and to support RB Mind's overall quality management. Human resources and organisational development are within the remit of this committee.

The Charity's Chief Executive attends and advises each committee, with the support of relevant staff, and has delegated responsibility for the running of the Charity and its performance. The Charity maintains a Schedule of Delegation detailing where responsibilities are held across the board, committees and the executive teams.

### **Governance and Quality**

RB Mind works to the Mind Quality Management (MQM) standard, originally developed with the Charity Commission. A full peer review against the MQM standards is carried out every three years, and most recently over spring of 2022. RB Mind achieved success in all standards. The Board continues to review the charity's governance against the Charity Governance Code for larger charities (revised December 2020). The Charity continues to self-assess using the recently developed Digital Governance Code.

### **Executive and staff pay**

The Chief Executive and senior staff salaries are reviewed annually by a sub-group of the Board, benchmarking with other local Minds, the wider voluntary sector, and referring to ACEVO's pay survey when available.

Staff remuneration is also reviewed annually by the Board against the rate of inflation and consideration is given to a general increase taking into account the organisation's financial position. In 2021/22 a general increase of 2% was given, and this increased to 3% from April 2022. The Board has adopted the London Living Wage as the minimum for all staff, including locums.

A group personal pension scheme is available to all staff, with a minimum staff contribution of 4% matched by an Employer contribution to a maximum of 5%.

### **Staff Development**

There were 56 full and part-time staff in 2021/22. All staff have access to training throughout the year, both mandatory and specialist as required. There is a regular, anonymous staff survey to measure staff well-being and happiness about various aspects of their roles and employment. The organisation was also supported by 105 volunteers who receive relevant training and development.

### **Statement of Trustees' responsibilities**

The Trustees are responsible for preparing the Annual Report and financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

## **RICHMOND BOROUGH MIND REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and its financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Acts. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as each Trustee is aware, there is no relevant information (information needed by the Charity's auditors in connection with preparing their report) of which the Charity's auditors are unaware.

Each Trustee has taken all the steps that he or she ought to have taken as a Trustee in order to make himself or herself aware of any relevant audit information and to establish that the Charity's auditors are aware of that information. All Trustees have signed the new Automatic Disqualification declaration introduced in August 2019.

### **RB Mind's local and national partners**

RB Mind is affiliated to National Mind but is an independent organisation. Limited funding is received from National Mind, through applications for project-based grants. Through affiliation fees National Mind provides block insurance and access to outsourced HR and employment advice.

Access to information and resources is provided through a Mind intranet run by National Mind, and through the annual Mind Conference. RB Mind's knowledge base is strengthened through sharing best practice with other local Minds. RB Mind is active in Mind in London, a collaborative body of London Minds which provides opportunities for sharing resources, learning from best practice, joint fundraising and joint procurement activity where appropriate. This has enabled RB Mind to be one of three London Mind partners with the Brandon Centre providing pan-London support to parents whose teenage children are on the waiting lists for Children and Adolescent Mental Health Services (CAMHS).

Locally, RB Mind is actively involved in the Carers Strategy Group, Clinical Commissioning Group's Community Involvement Group, Local Authority's Care and Support Partnership Board, local Health and Wellbeing Network, Equalities Stakeholders Scrutiny Board, and more.

RB Mind works in partnership with other local charities (Age UK, Ruils, Integrated Neurological Society (INS), Richmond AID, Citizens Advice Richmond and others) and the two mental health trusts (East London NHS Foundation Trust and South West London and St George's Mental Health Trust) in the provision of local services.

## **RICHMOND BOROUGH MIND REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

### **Key Achievements in 2021/2022**

1. Reaching nearly 8,000 people through Services and Training, an increase of 26% on the previous year, and returning to pre-pandemic levels.
2. Meeting the Mind Quality Management Standards and achieving excellence in three areas: Effective Services, Collaboration, and Cooperation within the Mind Federation.
3. Establishing of a formal relationship under Memorandum of Understanding with South West London local Minds enabling access to a greater range of service opportunities for Richmond Service Users.
4. Introduction of Outreach services in three hubs across the borough, reaching more diverse communities.
5. Youth Zone developed across Richmond and Kingston in partnership with Mind in Kingston.
6. Awarded a contract to support the Digital Inclusion of Mental Health Service Users.
7. Celebrating 10 years in partnership with East London NHS Trust to provide IAPT services in Richmond.

### **Strategic Objectives for 2021-2024**

The Trustees reviewed the Strategic Objectives set in 2021/22 in light of the current economy, developments in health and social care, and in line with National Mind priorities and agreed that the priorities remain appropriate for 2022/23.

1. ***Engage and support more people in the London Borough of Richmond upon Thames, with particular focus on young people and minority communities which remain under-represented in RB Mind services***

**Young People:** RB Mind has grown and developed a number of services for young people, reaching 2,350 young people and their parents or carers through a number of new initiatives. See page 12 for details of the youth services provision.

#### **Reaching more diverse communities:**

**Outreach hubs:** Recognising the link between deprivation and mental health, RB Mind has focussed on providing services within those local communities by setting up weekly hubs in three community venues based near areas of higher deprivation, or working with clients with complex needs: Whitton Centre, Castlenau Centre, Vineyard Centre. Support is also provided to a South Asian Women's group, and a number of faith-based organisations, and a partnership hub for women affected by domestic violence.

The Peer Group Network will include a group for people from the LGBTQ+ community. To support this work all staff and volunteers have taken training in Unconscious Bias, becoming Anti-Racist, PREVENT, and LGBTQ+ awareness.

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**2. Ensure sustainability and growth of the Charity by increasing income and maximising service capacity**

**Business Development** priorities have been Youth Services and Psychotherapy and Counselling. The latter is a self-funded service, and has been remodelled to reduce external supervision cost and increase capacity to support more counsellors.

**Organisational Development:** The Trustees have agreed to invest in consultancy support for up to six months to develop our core structure and service staffing models to reflect recent growth and pending opportunities. This work will complete by March 2023.

**Training:** with increased awareness and interest in mental health there has been a significant increase in demand for training in mental health awareness, managing stress, training managers in supporting staff, and a range of related courses. The new training brochure reflects a more professional approach and a number of larger local employers have asked for repeated and bespoke training on a range of issues. Clients include Abellio, Richmond and Wandsworth Councils and South West London Health Partnership. This is a growth area both for raising income and for raising awareness about mental health. Income has doubled in 18 months.

**3. Increase our visibility, influence and impact**

**Influencing:**

RB Mind has signed a Memorandum of Understanding with three other local Minds in South West London to reflect the national move to health and social care being managed through Integrated Care Systems (ICS) at a regional level. This ensures that Mind can provide a South West London regional response to service developments within the new health and social care structures.

This partnership also supports the NHS plans for Community Mental Health Transformation and has enabled joint working across the local South West London Minds on a number of initiatives including Suicide Bereavement Support. RB Mind sits on the South West London (SWL) Mental Health Transformation Board, and Suicide Prevention

Forum, working with the SWL Integrated Care Board to ensure visibility for Richmond Borough residents.

In 2021 RB Mind set up the Richmond Mental Health and Wellbeing Alliance to ensure that the local voluntary sector organisations providing support to mental health service users and carers have a voice and are able to influence within the new regional structures. This group is co-chaired with the Local Authority, and this year has contributed to the local Mental Health Needs Assessment and development of community mental health services.

**Impact:**

A Task and Finish group comprising Trustees and Senior Managers is developing an organisation-wide evaluation framework to enable better monitoring and reporting of the differences services are making to the lives of service users and carers. This work will culminate in a shared model for gathering and analysing data by March 2023.

**Visibility:**

Adopting the new Mind branding in a complete redevelopment of the RB Mind website (launching in Autumn 2022) and across social media is increasing the numbers of people



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receiving the Mindful Memo newsletter, fundraising for RB Mind and registering for services.

**4. Engage and develop staff and volunteers to ensure the highest quality services and high staff and volunteer satisfaction**

The annual staff survey and away day focussed on the development and support needs for staff, with an internal staffing group working on ideas for improving communications and wellbeing. A new monthly staff newsletter has been well-received.

All staff have access to an Employee Assistance Programme, Wellbeing Action Plans and a range of training.

Staff retention is being addressed through a benchmarking exercise on pay bands, and review of reward packages is being undertaken.

Volunteers are celebrated through certificates of achievement and a range of training and skills development. Volunteers are hugely valued within all aspect of RB Mind's work and many volunteers become employees within RB Mind services.

**Future plans and considerations:**

The impact of the pandemic has continued throughout 2021/22. Service Users of all services have provided feedback through surveys and community meetings on how they prefer to receive services. In response all services continue to offer a blend of online, phone and face to face support.

The Cost of Living crisis is an area of concern for both service users and the sustainability of the organisation. RB Mind is represented on a number of local VCSE and Mind forums focussing on developing a range of support. There is widespread concern throughout the sector about recruitment and retention, and increasing costs of service provision.

**Accommodation Review**

RB Mind operates in the main through two buildings, UK House in Heath Road Twickenham, for which a lease is held until September 2023, and 32 Hampton Road, Twickenham, which RB Mind has owned since it was bequeathed in the 1970s. Both buildings have presented challenges in meeting the increasing number, size and needs of services. During 2022/23 RB Mind is working with external consultants to fully review current and future needs of services and to consider options for the existing buildings. The aim is to identify the most appropriate and efficient configuration of buildings to optimise service and office capacity for the coming years.

**The people we aim to benefit**

The Trustees have considered the Charity Commission's guidance on public benefit when reviewing the work of the Charity and our future activities.

RB Mind's client groups are young people, adults, including older adults with mental health needs living in Richmond borough, and their carers. Services span low to moderate to more complex needs.

**Our Services:**

Richmond Borough Mind provides services across the spectrum of mental health needs, from low to moderate needs to more complex needs and for people in crisis.

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**Services for people with Complex Needs / Support in Crisis**

**Wellbeing Centre**

100 people were supported in the Wellbeing Centre, many of whom were new referrals.

The Wellbeing Centre is funded by the Local Authority and Richmond Clinical Commissioning Group. It offers a range of psychoeducational and practical one-to-one support and group activities aimed at improving confidence and self-esteem, working with service users to achieve life goals.

Service users are often under mental health services and need more intensive support.

The team works closely with the community mental health teams, social services, Citizens Advice, Richmond AID, Turner's House (local artists and a community horticulturist) and Kew Gardens.

Specialised groups, Recovery from Trauma and Hearing Voices, provide in-depth support, and many people who may have been in services for years see a significant improvement in their mental health.

**Journey Recovery Hub (Crisis Cafes)**

195 people were supported, an increase of 70%. This was the second year of service and the pandemic somewhat hampered the launch, and prevented open access. However there has been a steady growth in numbers.

Two hubs providing out-of-hours non-clinical crisis support operate in RB Mind's community building at 32 Hampton Road and the Alfriston Centre in Kingston. Support is provided for people in pending crisis every evening and at the weekend. Clients report to the hubs suffering from isolation, COVID anxiety, PTSD, self-harm and eating disorders.

The team play a significant role in crisis prevention, reducing risk of suicide and working with clients to develop their own crisis plans and coping techniques. The aim is to prevent crisis and to serve people who would otherwise attend the local emergency departments. The team works closely with the mental health teams and the police, and referrals continue to increase.

*'You saved my life'* (Service User, Survey 2021)

**Services for people with low to moderate Mental Health Needs:**

**Peer Group Network / Befriending**

28 Peer Volunteers in the Peer Group Network (PGN) supported both peer led groups and provided befriending services.

The Network comprises groups run by and for people who experience mental health problems. The project encourages our members to build their own support networks, develop skills and reduce isolation, and is funded by the local authority through the local Community Independent Living Scheme (CILS) initiative, and with additional support from the Hampton Fund.

This service runs at full capacity with referrals mainly coming from Social Prescribers, GPs, self-referral and other RB Mind services.

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Richmond Wellbeing Service**

In 2021/22 RWS treated over 5000 patients, having expanded the staff team to meet demanding new national targets on access to psychological therapies. The recovery rate reached 70% in some months (50% is the national target).

The Richmond Wellbeing Service offers a range of support to people experiencing common mental health problems such as depression and anxiety, as part of the national Improving Access to Psychological Therapies (IAPT) scheme. The service offers cognitive behavioural techniques to feel better and keep well in the future, mainly through group work. RB Mind is subcontracted to East London Foundation NHS Trust (ELFT) to provide the Low Intensity element of this service, this year celebrating 10 years of successful partnership

In line with the Integrated Care Service model and local partners, this service is transferring to South West London St George's Trust (SWLStG) from December 2022. The Richmond Borough Mind subcontract will be novated, with the intention that the whole service continues as it has done. RB Mind looks forward to working with SWLStG.

**Services spanning all levels of needs**

**Carers in Mind**

575 carers were directly supported in 2021/22.

Families and friends play a vital role in supporting people with mental health problems. The Carers in Mind team in turn supports them with their own mental health needs through one-to-one meetings, information, social activities, psychoeducational workshops and a new therapy group was successfully piloted for a group of Carers.

The team works extensively with the community mental health teams, on wards and with social services to raise awareness of carers' needs and the support available.

The Parent Carer support needs continued to grow, with increasing work across the Youth Services and Carers Teams. This group is seen as a priority in helping to prevent young people's mental health worsening while waiting for statutory services, where the waiting time can be up to 18 months.

*I truly appreciate it and the sharing has been very comforting... knowing that I am not the only parent who finds myself in such incredibly stressful situation as I and others have over the last few years. (Support group member)*

**Helpline**

The Helpline opened in June 2020 as response to the perceived growing needs for emotional support and signposting. Skilled and experienced volunteers provide evening and weekend phone support to a growing number of people. The number of calls each month has increased threefold in 18 months.

**Psychotherapy and Counselling**

135 service users attended therapy, with an average of 20 volunteer counsellors each week.

The service offers a range of psychotherapy and counselling models, providing a safe confidential space to explore and talk with a professional therapist. Clinical supervisors provide

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weekly supervision to the therapy team ensuring the service users are receiving a high quality service meeting the BACP ethical standards.

The service is self-funding, with 30% of clients offered the lowest cost sessions, and some subsidised by funds from The Richmond Charities. RB Mind remains one of the few low cost options for longer term counselling in the borough.

Reflecting the increase in clients presenting with trauma, in 2022/23 the service is being re-modelled, with the appointment of a Clinical Lead with an extensive background in supporting people with trauma. Clinical Supervision will be brought in-house to enhance clinical governance. The number of counsellors will be increased and more community venues identified. Counselling for young people will be introduced to address this ever-growing need.

**Mind 'n Mortlake** is a satellite service of the Wellbeing Centre meeting on a Friday for a range of activities including art, cooking and discussion. The aim behind the social, educational and recreational activities is to assist those with a lack of support, low self-esteem and confidence, helping them make steps towards their goals.

**The Positive Living Group** is funded by the Barnes Fund. The focus is on food and nutrition, learning how to choose and cook healthy foods, and how diet can impact on mental and physical health.

**Youth and Schools Services**

Our Youth Wellbeing projects engaged over 2,350 people, around 1,960 of which were young people aged eight to 25, but also parents, carers and school staff, and outreach activity to increase awareness in the borough.

The three main services areas:

1. *Youth Zone in Kingston*: This youth hub is in development, in partnership with Mind in Kingston and funded by the Richmond and Kingston Clinical Commissioning Group (now ICB). The hub runs open access activities, mentoring, and support and information for young people across Richmond and Kingston. The project has been hampered by the lack of permanent accommodation, but conversations with a number of partner organisations are in progress with appropriate accommodation in sight by December 2022.

2. *Workshops*:

*Transitions workshops in schools*: working closely with Achieving for Children (AfC) the workshops deliver intervention-based support, not treatment, engaging with young people on mental health. The main focus has been a 5-week programme developing life skills for 6th formers and year 12s addressing life skills and managing aspects of mental health in transitioning to work and further or higher education.

*Young People excluded from schools (Reach programme)*: Working with two local charities to deliver this co-produced six week programme for young people excluded from mainstream education. The aim is to get young people back into education. Themed workshops cover anger management, self-esteem, anxiety, substance misuse and common mental health difficulties. Workshops are offered in partnership

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with the police, the Money Charity, Kingston University and Kew Gardens. These workshops are offered in youth settings and include other specialist charities.

*Parent support workshops:* run by the Carers in Mind and Youth Services teams, these workshops support Parents to understand and support the mental health of their children. One series of workshops is specifically for parents whose teenage children are on the waiting list for statutory services.

3. *Community Research, funded by National Mind and the Co-op:* The project focussed on building resilience in young people. As a result the series of workshops were developed to support parents and carers who struggle to support their young people.

The staff team has increased significantly, enabling the recruitment of three young people from the Government's Kickstart Programme, who have been providing invaluable contribution across our youth services.

RB Mind is grateful for funding from the Richmond Voluntary Fund, Hampton Fund, and Coop/National Mind partnership, Kingston and Richmond CCG (now ICB) in supporting the youth services.

**Volunteering**

105 volunteers provided more than 6,000 hours of support across the organisation.

Volunteers are a vital part of our organisation and increase our ability to be able to respond to changing needs locally. Our Volunteer Coordinator, funded in part by Hampton Fund, provides specific support for both volunteers, many of whom have experience of mental health problems, and for the staff who support the volunteers within our projects.

Volunteers run our Helpline, peer groups and youth wellbeing workshops, deliver counselling sessions in our Psychotherapy and Counselling Service, support our Carers in Mind and Wellbeing Centre service activities, and support communications through our social media and attending events.

Our volunteers also delivered skills and mental health awareness workshops to other organisations in the borough enabling the knowledge, skills and experience they have gained in RB Mind being passed on to create a mentally aware community.

*"Volunteering has helped me, it has given me a new focus, as due to ill health and premature retirement I was not in a good state. Volunteering definitely helped maintain my own mental health. I would recommend it".*

**Business Development, Training and Communications**

Covid-19 has reconfigured fundraising, reducing opportunities for face-to-face fundraising events and activities. The impact of the pandemic has led to significant awareness of mental health issues and we have had several individual fundraisers start their own events.

We were delighted to have been chosen as Charity of the Year for the Royal Mid-Surrey Golf Club, who raised £23,000, well above their own target. We look forward to working with Fulwell Golf Club in 2022.

The fully rebranded website will be launched in Autumn 2022 enabling more efficient fundraising and with the longer term intention to provide booking and payment options for training and counselling services.

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Mindful Memo provides regular tips and insights in managing mental health and directing people to relevant services. This newsletter reaches 1,800 people bi-monthly.

Our training activity has increased substantially, offering training to Richmond and Wandsworth Councils and voluntary sector, National Archives and a number of other organisations. In 2022 we have produced a professional brochure outlining 12 courses available to organisations and this will enable more active promotion of training.

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## **Financial Review:**

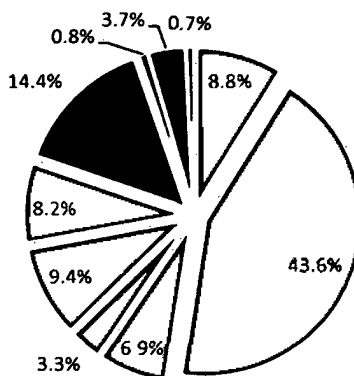
In the year to 31<sup>st</sup> March 2022, income increased by 17% to £1,583,991. The growth is due to additional funding for the Journey Recovery Hub (Crisis Cafes), new funding for Youth Services and Schools projects, and additional funding for our support services.

In the year, expenditure rose by 11% to £1,493,134. Much of the additional expenditure is the staffing cost for Journey Recovery Hub and Youth Services projects.

The principle of Full Cost Recovery has been applied to our projects, based on Full Time Equivalent Staffing of the projects. A surplus of £90,857 results in a positive movement of funds to £641,787 (as shown in the Statement of Financial Activities in the accounts and Note 12 - Funds Analysis).

As ever we are grateful for the support of our local funders and supporters: Barnes Workhouse, Big Yellow Richmond, Bill Brown's 1989 Charitable Trust, Hampton Fund, Richmond Charities and Richmond Parish Lands Charity. Legacies, in memoriam donations, other local organisations and other donations are valuable in the support of our services.

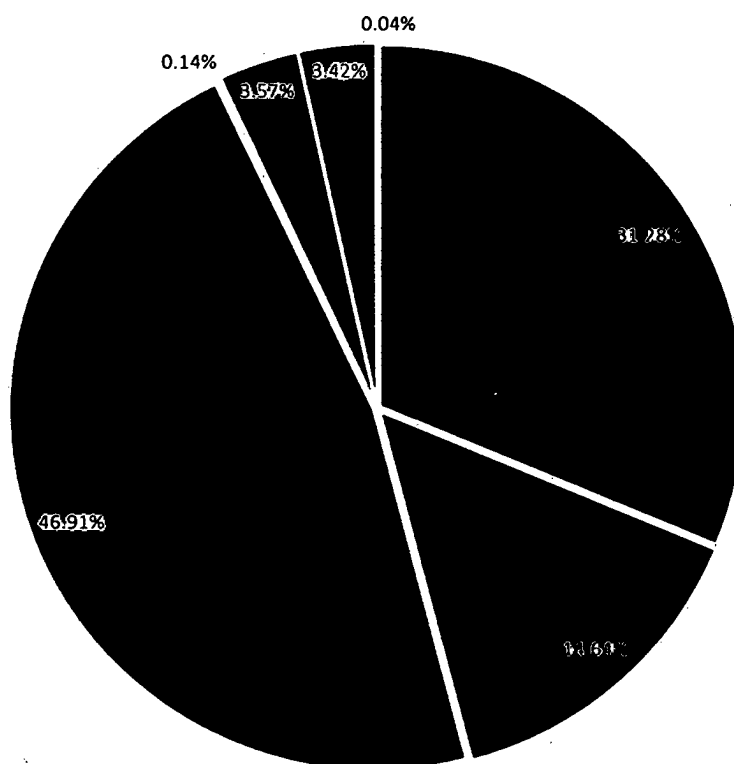
**Income by Fund**



- Support
- Richmond Wellbeing Service (Low Intensity)
- The Wellbeing Centre
- Peer Network
- Youth
- Carers
- Recovery Hub
- Volunteering
- Psychotherapy and Counselling Services
- Training

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**Income Breakdown**



- Restricted Statutory Grants/Contracts
- Restricted Non-Statutory Grants/Funding
- Unrestricted Non-Statutory Grants/Funding and Contracts
- Restricted Donations/Fundraising
- Unrestricted Donations/Fundraising
- Restricted Income - Therapies/Training
- Unrestricted Income - Training/other

**Investment policy**

Interest rates have continued to be low during the course of the year. Cash balances are automatically managed between the interest-bearing CAF Gold account and the CAF Current Account to meet cash flow requirements. The sum invested in the CAF Platinum Account remains at the same level.

Transfers of cash have been made from the CAF Gold Account into the Hampshire Trust Bank, Cambridge Building Society, and Monmouthshire Building Society, with the aims of diversifying cash holding and to obtain slightly higher interest rates, whilst minimising risk.



## **RICHMOND BOROUGH MIND REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

### **Reserves Policy**

RB Mind holds reserves to increase resilience in times of uncertainty, to provide a temporary buffer if funding is lost, and to cover any future potential liabilities that are not provided for in the accounts.

RB Mind's funding model is a mixed one, with substantial funding coming from statutory bodies such as the London Borough of Richmond and the NHS, and the majority of the rest from non-statutory grants. Through building fundraising activity we are trying to increase the level of income generated from donations and other sources in order to provide funds for new projects as well as ensuring that all overheads are covered.

Some projects are funded by a sole funder, others may be funded by a mixture of funders. If funding for a particular project is lost, reserves may be used while alternative funding is sought, but if this is not possible the project would generally be terminated. In some cases a project may be taken over by a different operator.

The Board reviews risks to funding on a regular basis and has contingency plans for the loss of funding.

At the balance sheet date, reserves (after deducting the value of fixed assets and restricted reserves) was £475,704 which represents 3.1 months of future budgeted operating costs.

The Board's target is to hold 3 to 6 months of operating costs as reserves, which based on the current budget, equates to approx. £400-£800,000.

### **Thank you to our funders and fundraisers**

We of course could not offer the services without the support of our funders and fundraisers, and those who give their support in kind. They are acknowledged below and we thank them all most sincerely. In addition, we would like to thank those funders who wish to remain anonymous.

- Age UK
- The Barnes Fund
- Big Yellow, Richmond
- Bill Brown Charitable Settlement 1989
- Co-Op
- Department of Culture, Media and Sport
- East London NHS Foundation Trust
- Hampton Fund
- London Borough of Richmond upon Thames
- Masonic Charitable Foundation
- Mortlake Community Association
- National Mind
- NHS South West London Clinical Commissioning Group
- Pears Foundation
- Richmond Advice and Information on Disability
- Richmond Charities
- Richmond Parish Lands Charity
- Richmond Voluntary Fund
- Royal Mid-Surrey Golf Club
- South West London & St George's Mental Health NHS Trust
- The National Lottery
- Waitrose, Twickenham

**RICHMOND BOROUGH MIND  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2022  
Statement as to Disclosure of Information to Auditors**

The Trustees in office at the date of approval of this report have confirmed that, as far as they are aware, there is no relevant audit information of which the auditors are unaware.

Each of the Trustees has confirmed that they have taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that it has been communicated to the auditors.

The Trustees Report was approved by the Trustees on 10th October 2022 and signed on their behalf by:

A handwritten signature in black ink, appearing to be 'Richard Hurst', with a long horizontal stroke extending to the right.

Richard Hurst  
Chair of Trustees

**RICHMOND BOROUGH MIND  
INDEPENDENT AUDITOR'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2022**

**Opinion**

We have audited the financial statements of Richmond Borough Mind (the 'Charity') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2022 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; (spacing?)
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

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

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

**Other information**

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

**RICHMOND BOROUGH MIND  
INDEPENDENT AUDITOR'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2022**

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

We have nothing to report in this regard.

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

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

- the information given in the Trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' report (incorporating the directors' report) have been prepared in accordance with applicable legal requirements.

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

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which 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 obtained all the information and explanations necessary for the purposes of our audit.

**Responsibilities of the Trustees**

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

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

**Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an

**RICHMOND BOROUGH MIND  
INDEPENDENT AUDITOR'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2022**

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud are set out below.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- We enquired of management, which included obtaining and reviewing supporting documentation, concerning the charity's policies and procedures relating to:
  - The internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- We inspected the minutes of meetings of those charged with governance.
- We reviewed the financial statement disclosures and tested these to supporting documentation to assess compliance with applicable laws and regulations.
- In addressing the risk of fraud through management override of controls, we tested the appropriateness of journal entries and other adjustments, assessed whether the judgements made in making accounting estimates are indicative of a potential bias and tested significant transactions that are unusual or those outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

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 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's members as a body, for our audit work, for this report, or for the opinions we have formed.

*Anthony Epton*

**Anthony Epton (Senior Statutory Auditor)  
for and on behalf of  
Goldwins Limited  
Statutory Auditor  
Chartered Accountants  
75 Maygrove Road  
West Hampstead  
London NW6 2EG**

Date: 8/11/2022.

**RICHMOND BOROUGH MIND  
STATEMENT OF FINANCIAL ACTIVITIES  
(incorporating an income and expenditure account)  
FOR THE YEAR ENDED 31 MARCH 2022**

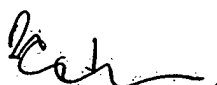
		Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total Funds £
	Notes				
<b>Income from:</b>					
Charitable activities:	3	788,596	776,806	1,565,402	1,348,739
Other trading activities	4	13,692	675	14,367	4,959
Investment income	5	4,222	-	4,222	2,284
<b>Total income</b>		<b>806,510</b>	<b>777,481</b>	<b>1,583,991</b>	<b>1,355,982</b>
<b>Expenditure on:</b>					
Raising funds		53,144	-	53,144	57,133
Charitable activities		687,746	752,244	1,439,990	1,288,918
<b>Total expenditure</b>	6	<b>740,890</b>	<b>752,244</b>	<b>1,493,134</b>	<b>1,346,051</b>
Net income before fund transfers		65,620	25,237	90,857	9,931
Transfers between funds		(11,498)	11,498	-	-
<b>Net movement in funds</b>	13	<b>54,122</b>	<b>36,735</b>	<b>90,857</b>	<b>9,931</b>
<b>Total funds brought forward</b>		<b>531,284</b>	<b>19,646</b>	<b>550,930</b>	<b>540,999</b>
<b>Total funds carried forward</b>		<b>585,406</b>	<b>56,381</b>	<b>641,787</b>	<b>550,930</b>

The attached notes form part of these financial statements.

**RICHMOND BOROUGH MIND  
BALANCE SHEET  
AS AT 31 MARCH 2022**

	Notes	2022 £	2021 £
<b>FIXED ASSETS</b>			
Tangible assets	7	109,702	114,119
Investments		-	21,950
		<u>109,702</u>	<u>136,069</u>
<b>CURRENT ASSETS</b>			
Debtors	8	198,514	85,709
Cash at bank and in hand		<u>715,644</u>	<u>656,324</u>
		<u>914,158</u>	<u>742,033</u>
<b>CREDITORS:</b>			
Amounts falling due within one year	9	<u>(382,073)</u>	<u>(327,172)</u>
<b>Net current assets</b>		<b>532,085</b>	<b>414,861</b>
<b>Total assets less current liabilities</b>		<u><b>641,787</b></u>	<u><b>550,930</b></u>
<b>FUNDS</b>	11		
Unrestricted funds		585,406	531,284
Restricted funds		<u>56,381</u>	<u>19,646</u>
		<u><b>641,787</b></u>	<u><b>550,930</b></u>

The accounts were approved by the board of directors on 28th October 2022 and signed on behalf by



**Richard Hurst (Chair)**  
Company Registration No. 7954134

The attached notes form part of these financial statements.

**RICHMOND BOROUGH MIND  
STATEMENT OF CASH FLOWS  
AS AT 31 MARCH 2022**

	Notes	2022 £	2021 £
<b>Cash flows from operating activities:</b>			
Net cash provided by / (used in) operating activities	14	36,155	202,564
<b>Cash flows from investing activities:</b>			
Interest/ rent/ dividends from investments		1,215	2,284
Sale / (purchase) of fixed assets		<u>21,950</u>	<u>(21,950)</u>
<b>Cash provided by / (used in) investing activities</b>		23,165	(19,666)
<b>Change in cash and cash equivalents in the year</b>		<u>59,320</u>	<u>182,898</u>
Cash and cash equivalents at the beginning of the year		656,324	473,426
<b>Cash and cash equivalents at the end of the year</b>	15	<u><u>715,644</u></u>	<u><u>656,324</u></u>



**RICHMOND BOROUGH MIND  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

**1 ACCOUNTING POLICIES**

**a) Basis of preparation**

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

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

**b) Going concern**

The Trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. The Trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

**c) Income**

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the Charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Income received in advance for the provision of specified service is deferred until the criteria for income recognition are met.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

**d) Donations of gifts, services and facilities**

Donated professional services and donated facilities are recognised as income when the Charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the Charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the Trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the Charity which is the amount the Charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**e) Interest receivable**

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

**RICHMOND BOROUGH MIND  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

**ACCOUNTING POLICIES (continued)**

- f) Fund accounting**  
Unrestricted funds are available to spend on activities that further any of the purposes of Charity. Designated funds are unrestricted funds of the Charity which the Trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.
- g) Expenditure and irrecoverable VAT**  
Value Added Tax is not recoverable by the Charity, and as such, is included in the relevant costs in the Statement of Financial Activities.
- h) Allocation of support costs**  
Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back-office costs, finance, personnel, payroll and governance costs which support the Charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 6.
- i) Operating leases**  
Rental charges are charged on a straight-line basis over the term of the lease.
- j) Tangible fixed assets**  
Fixed assets are all used for the Charity's purposes and are included at cost and are depreciated on a straight-line basis at the following rates: -
- |                                 |   |     |
|---------------------------------|---|-----|
| Freehold buildings              | - | 2%  |
| Fixtures fittings and equipment | - | 10% |
| Office equipment                | - | 10% |
- Only purchases costing more than £1,000 are capitalised.
- k) Stocks**  
Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the Charity would have been willing to pay for the items on the open market.
- l) Debtors**  
Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.
- m) Cash at bank and in hand**  
Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.
- n) Creditors and provisions**  
Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**RICHMOND BOROUGH MIND  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

**2 DETAILED COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	2021 Total funds £
<b>Income from:</b>			
Charitable activities:	757,335	591,404	1,348,739
Other trading activities	-	4,959	4,959
Investment income	2,284	-	2,284
<b>Total income</b>	<u>759,619</u>	<u>596,363</u>	<u>1,355,982</u>
<b>Expenditure on:</b>			
Raising funds	57,133	-	57,133
Charitable activities	676,468	612,450	1,288,918
<b>Total expenditure</b>	<u>733,601</u>	<u>612,450</u>	<u>1,346,051</u>
Net income before fund transfers	26,018	(16,087)	9,931
Transfers between funds	<u>(4,642)</u>	<u>4,642</u>	<u>-</u>
<b>Net movement in funds</b>	21,376	(11,445)	9,931
<b>Total funds brought forward</b>	509,908	31,091	540,999
<b>Total funds carried forward</b>	<u>531,284</u>	<u>19,646</u>	<u>550,930</u>

**RICHMOND BOROUGH MIND**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**3 GRANTS AND DONATIONS**

After allowing for grants in advance brought forward and carried forward

	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
<b>Statutory Grants/Contracts</b>				
London Borough of Richmond Upon Thames	-	100,195	100,195	80,857
Richmond Carers Centre	-	98,038	98,038	79,920
NHS Richmond	-	26,269	26,269	25,754
NHS Richmond –Youth	-	38,000	38,000	-
NHS Richmond -Journey Recovery Hub	-	228,606	228,606	172,045
<b>Non-Statutory Grants/Funding and Contracts</b>				
Hampton Funds	-	48,475	48,475	40,600
Richmond Parish Lands Charity	33,250	47,950	81,200	30,552
Richmond Voluntary Fund	-	37,126	37,126	12,500
East London NHS Foundation Trust	691,056	-	691,056	663,416
Barnes Workhouse Fund	8,500	4,358	12,858	13,223
Bill Brown Charitable Trust	3,750	-	3,750	-
National Lottery Carers Grant	-	2,900	2,900	27,528
National Lottery Youth Befriending	-	-	-	13,480
National Mind Youth grants	-	53,429	53,429	15,866
National Mind IT Covid Emergency Fund	-	-	-	5,000
Age UK	-	24,504	24,504	24,504
Other Grants	-	11,076	11,076	26,681
<b>Other Donations</b>	52,040	2,226	54,266	63,399
<b>Therapies</b>	-	53,654	53,654	53,414
	<u>788,596</u>	<u>776,806</u>	<u>1,565,402</u>	<u>1,348,739</u>

**4 OTHER TRADING ACTIVITIES**

	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
Food income	-	-	-	55
Consultancy	3,100	-	3,100	-
Training income	10,592	675	11,267	4,904
	<u>13,692</u>	<u>675</u>	<u>14,367</u>	<u>4,959</u>

**5 INVESTMENT INCOME**

	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
Sales of shares	3,007	-	3,007	-
Bank interest received	1,215	-	1,215	2,284
	<u>4,222</u>	<u>-</u>	<u>4,222</u>	<u>2,284</u>

**RICHMOND BOROUGH MIND  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

**6 ANALYSIS OF EXPENDITURE**

	Cost of raising funds £	Charitable Activities £	Support costs £	Governance costs £	2022 Total £	2021 Total £
Staff costs	41,451	980,907	177,509	-	1,199,867	1,169,189
Other staff costs	16	71,911	7,021	-	78,948	35,865
Direct projects costs	1,710	83,043	782	-	85,535	25,007
Audit fees	-	-	-	4,000	4,000	4,000
Other governance costs	196	-	1,553	-	1,749	1,448
Legal / professional fees	-	-	1,276	-	1,276	-
Marketing and publication	765	983	142	-	1,890	4,048
Subscriptions	845	852	2,332	-	4,029	2,782
Depreciation	-	4,417	-	-	4,417	4,417
Premises costs	7,126	50,039	17,836	-	75,001	74,541
Office running costs	1,035	18,636	16,751	-	36,422	24,754
	<u>53,144</u>	<u>1,210,788</u>	<u>225,202</u>	<u>4,000</u>	<u>1,493,134</u>	<u>1,346,051</u>
Support costs	-	225,202	(225,202)	-	-	-
Governance costs	-	4,000	-	(4,000)	-	-
<b>Total expenditure 2022</b>	<u><b>53,144</b></u>	<u><b>1,439,990</b></u>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>1,493,134</b></u>	
<b>Total expenditure 2021</b>	<u><b>57,133</b></u>	<u><b>1,288,918</b></u>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>1,346,051</b></u>

Of the total expenditure £740,890 was unrestricted expenditure (2021: £733,601) and £752,244 was restricted expenditure (2021: £612,450).

Support and governance costs refer to the costs involved in operational activity which support the delivery of the charitable aims. They are allocated on the basis of full-time equivalent staff working on each activity.

**7 FIXED ASSETS (FOR THE CHARITY'S OWN USE)**

	Freehold Property £	Fixtures & Fittings £	Office Equipment £	Total £
<b>COST</b>				
At 31 March 2021	110,846	47,861	2,407	161,114
Additions	-	-	-	-
At 31 March 2022	<u>110,846</u>	<u>47,861</u>	<u>2,407</u>	<u>161,114</u>
<b>DEPRECIATION</b>				
At 31 March 2021	17,749	26,839	2,407	46,995
Charge for period	2,217	2,200	-	4,417
At 31 March 2022	<u>19,966</u>	<u>29,039</u>	<u>2,407</u>	<u>51,412</u>
<b>NET BOOK VALUE</b>				
At 31 March 2022	<u>90,880</u>	<u>18,822</u>	<u>-</u>	<u>109,702</u>
At 31 March 2021	<u>93,097</u>	<u>21,022</u>	<u>-</u>	<u>114,119</u>

The Trustees estimate the market value of the freehold property to be £400,000.

**RICHMOND BOROUGH MIND  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

**8 DEBTORS**

	2022	2021
	£	£
Grant and contract debtors	168,543	60,838
Prepayments	18,335	14,735
Accrued income	1,500	-
Other debtors	10,136	10,136
	<u>198,514</u>	<u>85,709</u>

**9 CREDITORS**

	2022	2021
	£	£
Deferred income	308,125	278,790
PAYE/NIC	31,508	25,003
Accruals	27,863	8,698
Other creditors	14,577	14,681
	<u>382,073</u>	<u>327,172</u>

**Deferred income**

	2022	2021
	£	£
Balance at the beginning of the year	278,790	143,924
Amount released to income in the year	(256,620)	(54,136)
Amount deferred in the year	285,955	189,002
Balance at the end of the year	<u>308,125</u>	<u>278,790</u>

Deferred income includes grants received for the purpose of expenditure in a specified future period.

**10 STAFF COSTS**

	2022	2021
	£	£
Salaries and wages	1,082,470	1,053,128
Pension	36,201	36,106
Social Security costs	81,196	79,955
	<u>1,199,867</u>	<u>1,169,189</u>

There were 56 full and part-time employees during the year (2021: 52).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits including pension contributions of the key management personnel were £70,355 (2021: £68,869).

**RICHMOND BOROUGH MIND  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

**11 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

Funds balances at 31 March 2022 are represented by

	Unrestricted Funds £	Restricted Funds £	Total funds 2022 £	Total funds 2021 £
Fixed assets	109,702	-	109,702	136,069
Current assets	857,777	56,381	914,158	742,033
Current liabilities	(382,073)	-	(382,073)	(327,172)
Total Net Assets	<u>585,406</u>	<u>56,381</u>	<u>641,787</u>	<u>550,930</u>

Funds balances at 31 March 2021 were represented by

	Unrestricted Funds £	Restricted Funds £	Total funds 2021 £	Total funds 2020 £
Fixed assets	136,069	-	136,069	118,536
Current assets	722,387	19,646	742,033	614,098
Current liabilities	(327,172)	-	(327,172)	(191,635)
Total Net Assets	<u>531,284</u>	<u>19,646</u>	<u>550,930</u>	<u>540,999</u>

**12 FUNDS ANALYSIS 2022**

	Balance at 01/04/2021 £	Income £	Expenditure £	Transfers £	Balance at 31/03/2022 £
<b>Unrestricted Funds</b>	<u>531,284</u>	<u>806,510</u>	<u>(740,890)</u>	<u>(11,498)</u>	<u>585,406</u>
<b>Restricted Funds</b>					
Carers	10,326	129,735	(113,989)	-	26,072
Therapies	-	58,654	(70,152)	11,498	-
Peer Support	-	52,104	(33,135)	(12,271)	6,698
Wellbeing Centre	8,492	109,904	(110,077)	-	8,319
Volunteering	-	13,000	(25,271)	12,271	-
Bounce / Youth	-	149,604	(135,140)	-	14,464
Journey Recovery Hub	-	228,606	(228,606)	-	-
Kickstart	-	22,685	(22,685)	-	-
Hampton Road Project	828	-	-	-	828
Training	-	7,113	(7,113)	-	-
Digital Inclusion	-	5,485	(5,485)	-	-
SWL Winter Discharge Project	-	591	(591)	-	-
	<u>19,646</u>	<u>777,481</u>	<u>(752,244)</u>	<u>11,498</u>	<u>56,381</u>
<b>TOTAL FUNDS</b>	<u>550,930</u>	<u>1,583,991</u>	<u>(1,493,134)</u>	<u>-</u>	<u>641,787</u>

**RICHMOND BOROUGH MIND  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

**FUNDS ANALYSIS 2021**

	Balance at 01/04/2020 £	Income £	Expenditure £	Transfers £	Balance at 31/03/2021 £
Unrestricted Funds	509,908	759,619	(733,601)	(4,642)	531,284
Restricted Funds					
Carers	23,036	107,983	(114,767)	(5,926)	10,326
Therapies	-	55,414	(73,339)	17,925	-
Peer Support	-	64,937	(38,018)	(26,919)	-
Wellbeing Centre	7,227	106,467	(107,880)	2,678	8,492
IAPT	-	20,006	(20,006)	-	-
Volunteering	-	13,000	(21,456)	8,456	-
Bounce	-	44,020	(62,086)	18,066	-
Journey Recovery Hub	-	172,045	(167,143)	(4,902)	-
Hampton Road Project	828	-	-	-	828
Training	-	12,141	(7,755)	(4,386)	-
SWL Winter Discharge Project	-	350	-	(350)	-
	31,091	596,363	(612,450)	4,642	19,646
<b>TOTAL FUNDS</b>	<b>540,999</b>	<b>1,355,982</b>	<b>(1,346,051)</b>	<b>-</b>	<b>550,930</b>

**Restricted Funds:**

Carers

Carers in Mind supports families and friends supporting someone with a mental health problem. The reserves carried forward of £26,072 are to be spent on service of supporting acute recovery and carers peer support.

Peer Support

Peer Group Network supports both peer lead groups and provides befriending services in the community. The reserves carried forward of £6,698 are to be expensed on this project next year.

Wellbeing Centre, including Positive Living Group

The Wellbeing Centre is a referral only project for adults under the care of the Community Mental Health Team. The reserves of £8,319 carried forward are to be spent on the Wellbeing Centre.

Bounce/Youth

The Youth Services balance carried forward of £14,464 is to be spent on the schools services project in 2023.

Hampton Road Project

The refurbishment, extension, and fit out of our premises at Hampton Road took place in 2018. Funding for the project came from Hampton Fuel Allotment Charity £25,000, Richmond Parish Lands Charity £25,000, Lloyds Bank Foundation (Enable) £10,369, and unrestricted reserves. The expenditure has been capitalised and is shown in fixed assets. Reserves of £828 remain for the fit out, from Richmond Parish Lands Charity reserves transferred to spend for this project.



**RICHMOND BOROUGH MIND  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2022**

**13 RECONCILIATION OF NET INCOME / (EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2022 £	2021 £
Net income / (expenditure) for the reporting period (as per the statement of financial activities)	90,857	9,931
Depreciation	4,417	4,417
Interest, rent and dividends from investments	(1,215)	(2,284)
(Increase) / decrease in debtors	(112,805)	54,963
Increase / (decrease) in creditors	<u>54,901</u>	<u>135,537</u>
Net cash provided by / (used in) operating activities	<u>36,155</u>	<u>202,564</u>

**14 ANALYSIS OF CASH AND CASH EQUIVALENTS**

	At 1 April 2021 £	Cash flows £	Other changes £	At 31 March 2022 £
Cash at bank and in hand	656,324	59,320	-	715,644
Total cash and cash equivalents	<u>656,324</u>	<u>59,320</u>	<u>-</u>	<u>715,644</u>

**15 OPERATING LEASE COMMITMENTS**

	2022 £	2021 £
Less than 1 year	<u>33,600</u>	<u>33,600</u>
	<u>33,600</u>	<u>33,600</u>

Total future minimum lease payments under non-cancellable operating leases.

**16 TRUSTEES**

No Trustee or connected persons received any remuneration.

The Charity held Trustee Indemnity Insurance. The Charity subscribes to the Mind block policy.

**17 RELATED PARTY TRANSACTIONS**

There are no related party transactions to disclose for 2022 (2021: none).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.