

Charity Registration No. 1107896

Company Registration No. 05305203 (England and Wales)

BASILDON MIND (LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014

BASILDON MIND (LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms L Ogilvy-Webb A Plant H Cormack Ms M Plant S Chalk R Chalk R Tyler Ms A Chapman Z Piechowka Mrs G Bates
Secretary	Mr R Tyler
Charity number	1107896
Company number	05305203
Registered office and principal office	440/442 Whitmore Way Basildon Essex SS14 2EZ United Kingdom
Auditors	Maynard Heady LLP Matrix House 12-16 Lionel Road Canvey Island Essex SS8 9DE
Bankers	HSBC 33 Town Square Basildon Essex SS14 1BA
Solicitors	Martin Nossel & Co 10 - 12 Southernhay Basildon Essex SS14 2EZ
Chief executive	Mrs S C Chesney

BASILDON MIND (LIMITED BY GUARANTEE)

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BASILDON MIND (LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2014

The Trustees present their report and accounts for the year ended 31 March 2014.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

Basildon Mind is a company limited by guarantee incorporated on 6 December 2004 and is governed by its Memorandum and Articles dated 24 November 2004. .

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

Ms L Ogilvy-Webb

A Plant

H Cormack

Ms M Plant

S Chalk

R Chalk

R Tyler

R Harris

(Resigned 3 July 2013)

Ms A Chapman

Z Piechowka

(Appointed 8 October 2013)

Mrs G Bates

(Appointed 21 January 2014)

Members nominate trustees and elect office-bearers at the Annual General Meeting. The Board which acts as Executive Committee may co-opt individuals as necessary in the course of the year. Recruitment of trustees particularly for specialised skills may be undertaken through the offices of the Council for Voluntary Services.

A programme of training has been established to ensure new trustees are aware of the structure of the organisation, the committee and decision-making process, legal obligations and financial management. Trustees are involved in financial forecasting and monitoring arrangements and detailed policies and procedures. Use of appropriate training material and courses is encouraged.

The board of trustees which can have up to 20 members administers the charity. The board meets approximately every six weeks. There is a workers' management committee, a fund-raising committee and an organisational sub-committee which covers detailed examination of matters concerning the organisation and finance. A Chief Executive is appointed by the trustees to manage the day to day operations of the charity. To facilitate effective operations the Chief Executive has delegated authority for overseeing the activities of the organisation and for employment matters.

While the charity works in close consultation with the objectives of its principal funders, Health Service Clinical Commissioning Groups and Council Social Services, these bodies do not nominate trustees or board members.

Basildon Mind is affiliated to National Mind, sharing its objectives and campaigning aims. The trustees at Basildon Mind are free to make their own decisions, while due regard is given to overall strategies. The quality standards introduced by National Mind have been implemented.

The trustees have overall responsibility for ensuring that the charity has appropriate systems of controls, financial and otherwise. Procedures are in place to assess business risks and to implement risk management strategies. This involves regular identification of the types of risk the charity faces, prioritising them in terms of potential impact and likelihood of occurrence, and identifying means of mitigating the risks.

BASILDON MIND (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

Objectives and activities

The principal purpose of the charity is to provide residential, day care and community support services to persons within the community with mental health difficulties. The organisation achieves these objectives by offering a drop-in service, a counselling service, an advocacy service and supported accommodation.

The mental health activities of the charity can be defined as follows:

Mental Health Services

This covers various services provided on behalf of Essex County Council Social Services and Clinical Commissioning Groups throughout Basildon District and South Essex.

Housing Project

The organisation operates four homes and three apartments for the accommodation of people with mental health difficulties.

Volunteers

The charity is grateful to the volunteers who have given their time to the many services we offer and congratulates all those who organised and assisted in all fundraising efforts throughout the period. The largest group of volunteers is represented by qualified counsellors who offer free/low cost counselling to those in need. Without them, this service could not function. There is voluntary support in the drop-in service, supplementing the mostly part-time paid staff. Most areas of operation have some volunteer support and both members of the finance team are volunteers. The costs of fundraising are very low in relation to the income produced, which is mainly directed towards the adult free counselling service, as it enjoys little in the way of statutory funding.

Public Benefit

The trustees confirm that they have complied with the duty of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

In carrying out the activities above the trustees consider that Basildon Mind achieves significant benefits on behalf of service users and the community at large. There is ample evidence of this in feedback from service users in questionnaires, meetings and forums.

BASILDON MIND (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

Achievements and performance

Review of Past Year Activities and Plans for the Future

The Day Care centre reports a very productive and successful year. This has been achieved by a dedicated staff in the face of uncertainties regarding future funding and extra pressure associated with an extensive workload. The number of active volunteers has increased.

A considerable amount of re-thinking and re-training has been necessary to assimilate the changes in the transitional stage to personal health budgets. The introduction of the Disclosure and Barring service replacing CRB required further staff training. Referrals have increased and throughout the year we supported over 300 service users, some of whom have moved on into employment, voluntary work or education, others have moved on independently and been positively discharged. A large number of certificates were issued at the annual presentation evening to mark completion of courses and outstanding achievements.

The NHS proposed cuts to our services beginning in the current year and continuing next year which can only be described as severe and many activities have been reduced or taken out completely, such as the Sunday opening, the hire of outside venues, and contract cleaning which is now largely undertaken by staff and members.

Further services will close in the coming year, including the much-used welfare benefits advice. We are grateful once more to the team of volunteers from Fords Dunton who have completed excellent maintenance work, and assisted in providing funding support.

The housing project has been running smoothly, again in the face of financial uncertainties surrounding proposed new personal budgets to replace housing benefit. After examination by the local Council, the third bedroom in one property was deemed too small to be let as a bedroom, and in another it is proposed to utilise a room as a fourth bedroom. Two new kitchens were installed.

The housing manager continues to facilitate meetings with patients in psychiatric hospital wards, listening to complaints and comments to be dealt with locally, and where necessary referred to SEPT.

£7,000 was raised in grants for our youth counselling service which continues to develop to encompass whole families where appropriate. We continue to offer counselling to adults in work for a fee and to a much larger number in need on a sliding scale. In partnership with Women's Aid, we offer counselling to mothers and children at the Basildon Refuge centre. A therapeutic group workshop has been developed and facilitated for members at the Day Care centre for obsessive compulsive disorder sufferers. This has been successful and further workshops are planned. Our counselling service has developed an excellent reputation among the colleges and universities who recommend us to their students who seek placements for training.

The good people from Fords Dunton waved their magic wand over our counselling suite, providing a welcome transformation.

They did the same at our central admin office where staff and volunteers and trustees have grappled with the necessity to deal with remarkable changes in a testing year.

All financial support from Essex County Council for our housing project was terminated at 31 March 2014. A joint effort by several Essex Minds to bid for the new Independent Mental Health advocacy service was not successful, and the present contract ends in June 2014. We continue to provide forensic advocacy services. The IAPT counselling service (improving access to psychological services) terminated during the year. Negotiations with the NHS (SEPT) resulted in a new contract to develop adult counselling for referred clients to commence in the next financial year. Further financial support will be provided to facilitate IAPT compliance in our own counselling activities, and this will replace our sliding scale so that those clients will receive free counselling.

Congratulations are due to our Quality Standards manager, Basi, who took a very necessary break from the beginning of December, and was delivered of a baby girl that month. Preparations for a forthcoming audit of standards have begun.

BASILDON MIND (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

Our associate treasurer, Roger Harris, resigned due to ill health, and we are grateful to him for his sterling efforts in the time he was with us. We welcomed Zbigniew Piechowka (Zibi), who joined us as a trainee accountant, to the associate treasurer position in October.

Many efforts to raise funds have been made, none braver perhaps, than the Fire Walk undertaken by a former member of the Fire Service and other stalwart volunteers, who raised a substantial sum.

Consideration will be given in the coming year to the possibility of a merger with another local branch of Mind, who expressed interest in the idea. We shall endeavour to locate suitable premises in Basildon for a charity shop to supplement our income, while various activities remain in a state of transition from one mode of funding to another. As always, we shall respond to all opportunities which may arise.

Financial review

We did well to turn in only a small deficit of some £6,000 overall in the financial year, following the termination of some activities.

We are fortunate to have reserves we consider to be adequate for our needs at present and in the immediate future- these are intended to cover inevitable delays in receipt of statutory funding, interruptions to cash flow, and to enable us to launch new projects in anticipation of guaranteed income. All surplus funds are retained on cash deposit, no investments are held. Appropriate attention is given to risk.

The charity's accounting system is geared to the separation of income and expenditure for each activity. Budgets for the forthcoming year are where necessary agreed with funders and are otherwise set, allowing for any planned expansion of service provision. Any likely cessation or shortfall in funding is assessed and remedial action proposed. Monitoring of actual receipts and expenditure is ongoing with regular reports to trustees/board members.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Statement of trustees' responsibilities

The Trustees, who are also the directors of Basildon MIND (Limited by Guarantee) for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Trustees 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 accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the and enable them to ensure that the accounts comply with the Companies Act 2006. 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.

BASILDON MIND (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

Disclosure of information to auditors

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

Auditors

A resolution proposing that Maynard Heady LLP be reappointed as auditors of the company will be put to the members.

On behalf of the board of Trustees

.....
H Cormack

Trustee

Dated:

BASILDON MIND (LIMITED BY GUARANTEE)

INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF BASILDON MIND (LIMITED BY GUARANTEE)

We have audited the accounts of Basildon MIND (Limited by Guarantee) for the year ended 31 March 2014 set out on pages 8 to 18. 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 charitable company'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 charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and its 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 statement of trustees' responsibilities, the Trustees, who are also the directors of Basildon MIND (Limited by Guarantee) for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the accounts 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 Ethical Standards for Auditors.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity'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 accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2014 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 prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Report for the financial year for which the accounts are prepared is consistent with the accounts.

BASILDON MIND (LIMITED BY GUARANTEE)

INDEPENDENT AUDITORS' REPORT (CONTINUED)

TO THE MEMBERS OF BASILDON MIND (LIMITED BY GUARANTEE)

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; or
- the accounts are not in agreement with the accounting records and returns; or
- 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.

Mr Ian Simpson FCA (Senior Statutory Auditor)
for and on behalf of Maynard Heady LLP

Chartered Accountants
Statutory Auditor

Matrix House
12-16 Lionel Road
Canvey Island
Essex
SS8 9DE

Dated:

BASILDON MIND (LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2014

	Notes	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
<u>Incoming resources from generated funds</u>					
Donations and legacies	2	27,206	-	27,206	36,132
Activities for generating funds		781	-	781	848
Investment income	3	3,770	-	3,770	1,132
		<u>31,757</u>	<u>-</u>	<u>31,757</u>	<u>38,112</u>
Incoming resources from charitable activities	4	412,455	7,000	419,455	580,979
Total incoming resources		<u>444,212</u>	<u>7,000</u>	<u>451,212</u>	<u>619,091</u>
<u>Resources expended</u>					
Charitable activities					
Drop in day care centre		181,968	-	181,968	190,171
Counselling		65,559	7,000	72,559	141,345
Housing project		123,720	-	123,720	125,530
Advocacy		50,404	-	50,404	138,626
		<u>421,651</u>	<u>7,000</u>	<u>428,651</u>	<u>595,672</u>
Total charitable expenditure		<u>421,651</u>	<u>7,000</u>	<u>428,651</u>	<u>595,672</u>
Governance costs		28,583	-	28,583	33,922
		<u>450,234</u>	<u>7,000</u>	<u>457,234</u>	<u>629,594</u>
Total resources expended		<u>450,234</u>	<u>7,000</u>	<u>457,234</u>	<u>629,594</u>
Net expenditure for the year/ Net movement in funds		<u>(6,022)</u>	<u>-</u>	<u>(6,022)</u>	<u>(10,503)</u>
Fund balances at 1 April 2013		314,871	-	314,871	325,374
Fund balances at 31 March 2014		<u>308,849</u>	<u>-</u>	<u>308,849</u>	<u>314,871</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BASILDON MIND (LIMITED BY GUARANTEE)

BALANCE SHEET

AS AT 31 MARCH 2014

	Notes	2014 £	£	2013 £	£
Fixed assets					
Tangible assets	12		2,793		3,133
Current assets					
Debtors	13	5,224		13,802	
Cash at bank and in hand		309,878		312,282	
		<u>315,102</u>		<u>326,084</u>	
Creditors: amounts falling due within one year	14	<u>(9,046)</u>		<u>(14,346)</u>	
Net current assets			<u>306,056</u>		<u>311,738</u>
Total assets less current liabilities			<u>308,849</u>		<u>314,871</u>
Income funds					
Unrestricted funds			<u>308,849</u>		<u>314,871</u>
			<u>308,849</u>		<u>314,871</u>

The accounts were approved by the Board on

.....
Ms L Ogilvy-Webb
Trustee

.....
H Cormack
Trustee

Company Registration No. 05305203

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1.3 Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. The expenditure includes attributable VAT if it cannot be recovered. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered, subject to conditions which have not been met at the year end date, are noted as a commitment but not accrued as expenditure.

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 relating to a particular activity are allocated directly, others are apportioned on the appropriate basis of floor area, staff time and estimated usage.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold property	25% straight line
Fixtures and fittings (Housing)	25% straight line
Motor vehicles	25% reducing balance
Computer equipment (Valerie Lodge)	25% reducing balance

1.5 Leasing and hire purchase commitments

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred.

1.6 Pensions

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

1.7 Accumulated funds

Unrestricted funds can be used in accordance with the charities objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

2 Donations and legacies

	2014 £	2013 £
Donations and gifts	7,206	1,931
Grants receivable for core activities	20,000	34,201
	<u>27,206</u>	<u>36,132</u>
Donations and gifts		
Unrestricted funds:		
Housing Project donations	6,074	1,931
Drop in day care centre donations	1,132	-
	<u>7,206</u>	<u>1,931</u>
Grants receivable for core activities		
Unrestricted funds:		
Essex County Council Social Services Joint Finance	20,000	34,201
	<u>20,000</u>	<u>34,201</u>

3 Investment income

	2014 £	2013 £
Interest receivable	3,770	1,132

4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
Drop in day care centre	186,370	-	186,370	186,670
Counselling	44,714	7,000	51,714	120,340
Housing project	120,481	-	120,481	118,996
Advocacy	60,890	-	60,890	154,973
	<u>412,455</u>	<u>7,000</u>	<u>419,455</u>	<u>580,979</u>

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

4 Incoming resources from charitable activities

(Continued)

Included within income relating to Drop in day care centre are the following:

Clinical Commissioning Groups	186,370	186,670
	<u>186,370</u>	<u>186,670</u>

Included within income relating to Counselling are the following:

South Essex Mental Health Authority	2,080	2,080
Counselling fees	16,450	14,705
South Essex Partnership Trust	26,184	103,555
National Mind	5,000	-
Basildon Council	2,000	-
	<u>51,714</u>	<u>120,340</u>

Included within income relating to Housing project are the following:

Rental income	120,481	118,996
	<u>120,481</u>	<u>118,996</u>

Included within income relating to Advocacy are the following:

Essex County Council Social Services	-	84,427
Advocacy fees	56,704	66,503
Ward meetings	4,186	4,043
	<u>60,890</u>	<u>154,973</u>

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Grant funding £	Total 2014 £	Total 2013 £
Charitable activities						
<u>Drop in day care centre</u>						
Activities undertaken directly	124,472	270	48,319	-	173,061	181,764
Support costs	-	-	8,907	-	8,907	8,407
Total	124,472	270	57,226	-	181,968	190,171
<u>Counselling</u>						
Activities undertaken directly	49,878	-	11,428	-	61,306	126,854
Support costs	-	-	11,253	-	11,253	14,491
Total	49,878	-	22,681	-	72,559	141,345
<u>Housing project</u>						
Activities undertaken directly	40,314	2,170	77,318	-	119,802	118,837
Support costs	-	-	3,918	-	3,918	6,693
Total	40,314	2,170	81,236	-	123,720	125,530
<u>Advocacy</u>						
Activities undertaken directly	35,579	-	6,058	-	41,637	117,703
Grant funding of activities	-	-	-	8,077	8,077	18,991
Support costs	-	-	690	-	690	1,932
Total	35,579	-	6,748	8,077	50,404	138,626
	250,243	2,440	167,891	8,077	428,651	595,672
Governance costs	50,348	-	(21,765)	-	28,583	33,922
	300,591	2,440	146,126	8,077	457,234	629,594

Governance costs includes payments to the auditors of £4,560 (2013 - £4,440) for audit fees.

In addition to auditors' remuneration are charges paid to the auditors in relation to non-audit services totalling £nil (2013 - £1,627 to Goldwyns Limited).

Under section 105 of the Charities Act 2011, trustee indemnity insurance is purchased as part of the Mind Block insurance policy for Local Mind Groups within the terms of the 1996 agreement for Mind (The National Association for Mental Health) Limited by Guarantee - Registered Charity Number 219830.

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

6 Activities undertaken directly

	2014	2013
	£	£
Other costs relating to Drop in day care centre comprise:		
Premises	22,282	23,847
Motor expenses	1,813	2,648
Staff travel	115	153
Volunteers travel	615	576
Consultancy	2,699	6,057
Outings and activities	595	1,654
Charged to activities	20,200	19,700
	<u>48,319</u>	<u>54,635</u>
Other costs relating to Counselling comprise:		
Premises	1,060	897
Staff travel	116	2,315
Volunteers travel	1,673	1,933
Consultancy fees	565	763
Outings and activities	64	-
Charged to activities	7,950	20,792
	<u>11,428</u>	<u>26,700</u>
Other costs relating to Housing project comprise:		
Premises	57,399	47,223
Motor expenses	277	340
Staff travel	121	51
Volunteers travel	43	-
Outings and activities	28	200
Charged to activities	19,450	17,600
	<u>77,318</u>	<u>65,414</u>
Other costs relating to Advocacy comprise:		
Staff travel	58	246
Volunteers travel	-	7
Consultancy fees	-	631
Charged to activities	6,000	14,000
Grants payable	8,077	18,991
	<u>14,135</u>	<u>33,875</u>

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

7 Grants payable

	2014 £	2013 £
Advocacy	<u>8,077</u>	<u>18,991</u>

The grant to Thurrock Mind represents their one-half share of the IMHA funding received from Essex Primary Care Trusts.

8 Support costs

	Drop in day care centre £	Counselling £	Housing project £	Advocacy £	Total 2014 £	Total 2013 £
Communication	4,462	4,433	2,268	-	11,163	14,484
Premises	-	4,614	-	-	4,614	5,022
Other costs	4,445	2,206	1,650	690	8,991	12,017
	<u>8,907</u>	<u>11,253</u>	<u>3,918</u>	<u>690</u>	<u>24,768</u>	<u>31,523</u>

9 Governance costs

	2014 £	2013 £
Other governance costs comprise:		
Premises	13,003	14,466
Insurance	2,276	2,324
Communication	3,475	5,907
Staff travel	219	259
Volunteers travel	1,973	1,791
Legal fees	1,803	3,297
Auditors' remuneration	4,560	4,440
Auditors' remuneration for non-audit work	-	1,627
Payroll fees	1,220	-
Office expenses	817	971
Staff training	50	1,235
Subscriptions	1,734	1,527
Interest payable and similar charges	705	761
Charged to activities including staff costs	(53,600)	(72,092)
	<u>(21,765)</u>	<u>(33,487)</u>

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, but 7 of them were reimbursed a total of £2,053 travelling expenses (2013: 4 were reimbursed £2,007).

11 Employees

Number of employees

The average monthly number of employees during the year was:

	2014	2013
	Number	Number
Direct charitable	21	25
Administration	2	2
	<hr/> 23 <hr/>	<hr/> 27 <hr/>

Employment costs

	2014	2013
	£	£
Wages and salaries	275,101	408,584
Social security costs	19,548	29,183
Other pension costs	5,942	11,389
	<hr/> 300,591 <hr/>	<hr/> 449,156 <hr/>

There were no employees whose annual remuneration was £60,000 or more.

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

12 Tangible fixed assets

	Leasehold property	Computer equipment (Valerie Lodge)	Fixtures and fittings (Housing)	Motor vehicles	Total
	£	£	£	£	£
Cost					
At 1 April 2013	8,163	2,269	7,462	24,440	42,334
Additions	-	-	2,100	-	2,100
At 31 March 2014	8,163	2,269	9,562	24,440	44,434
Depreciation					
At 1 April 2013	8,163	1,731	5,407	23,900	39,201
Charge for the year	-	135	2,170	135	2,440
At 31 March 2014	8,163	1,866	7,577	24,035	41,641
Net book value					
At 31 March 2014	-	403	1,985	405	2,793
At 31 March 2013	-	538	2,055	540	3,133

13 Debtors

	2014 £	2013 £
Other debtors	2,361	9,457
Prepayments and accrued income	2,863	4,345
	5,224	13,802

14 Creditors: amounts falling due within one year

	2014 £	2013 £
Accruals	9,046	14,346

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

15 Pension and other post-retirement benefit commitments

Defined contribution

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

At the balance sheet date, £752 (2013 - £4,059) was owed by the charity to the scheme.

	2014 £	2013 £
Contributions payable by the company for the year	5,942	11,389

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2013 £	Movement in funds		Balance at 31 March 2014 £
		Incoming resources £	Resources expended £	
National Mind Youth Counselling grant	-	5,000	(5,000)	-
Basildon Council Youth Counselling grant	-	2,000	(2,000)	-
	-	7,000	(7,000)	-

The restricted funds represent funds received for youth counselling.

17 Commitments under operating leases

At 31 March 2014 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2014 £	2013 £
Expiry date:		
Within one year	4,500	-
Between two and five years	-	4,500
	4,500	4,500

18 Related parties

During the year, the charity incurred costs of £2,634 (2013 - £5,487) to Impact for Welfare Rights Surgeries of which Ms L. Ogilvy-Webb (Director and Chair) is a partner. At the balance sheet date, the charity owed £nil (2013 - £2,414) in respect of these costs.