



Oxfordshire Mind

Registered charity number: 261476
Registered company number: 04343625

Accounts

for the year ended

31st March 2018

Wenn Townsend

Chartered Accountants

Oxford

Oxfordshire Mind

Reference and Administrative Details

Registered office:	2 Kings Meadow Osney Mead Oxford OX2 0DP
Trustees:	John Copley – Chair Nick Welch – Acting Chair March 2018 Carolyn McKee – Secretary Mike Farwell – Treasurer Smith Snowden (Resigned November 2017) Nick Georgiou Katharine Nicholas Tony Talbot John Hall Andy Reiss
Company secretary:	Nick Georgiou
Chief executive:	Daniel Knowles
Senior management team:	Jess Willsher Kim McMaster Simon Pitkin Debbie Backhouse
Principal bankers:	National Westminster Bank plc 43 Cornmarket Street Oxford OX1 3EZ Charities Official Investment Fund 80 Cheapside London EC2V 6DZ Santander 228 Deansgate Manchester M3 4HH
Auditors:	Wenn Townsend 30 St Giles Oxford OX1 3LE
Solicitors:	Freeths 5000 Oxford Business Park South Oxford OX4 2BH

Oxfordshire Mind
Report of the Trustees
for the year ended 31st March 2018

The Trustees present their report and the audited accounts of the charity for the year ended 31st March 2018. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and accounts of the charity.

Oxfordshire Mind is a registered charity (no. 261476) and a company limited by guarantee (no. 4343625) with its own constitution – the 'Memorandum and Articles of Association'. We have a membership agreement with national Mind (registered charity no. 219830) enabling us, amongst other things, to use the Mind name and logo.

Trustees of the Charity

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end are as noted on page 1.

Objectives and Activities

Oxfordshire Mind is part of the Mind network working together across England & Wales to make sure anyone with a mental health problem has somewhere to turn for advice and support.

Our Vision:

- We won't give up until everyone experiencing a mental health problem gets both support and respect

Our Mission:

- We promote good mental health through the provision of high quality services and campaigning for positive change

Our values:

- Striving to make mental health services more human
- Working alongside people to help them realise their potential
- Raising awareness, promoting understanding and challenging stigma
- The importance of community and the benefits of mutual support

How we work:

- Open - We reach out to anyone who needs us
- Together - We're stronger in partnership
- Responsive - We listen, we act
- Independent - We speak out fearlessly
- Unstoppable - We never give up

Oxfordshire Mind Services

During the year Oxfordshire Mind provided a wide range of services including:

Information Service

For any mental health query, large or small, we provide information and signposting to services. We publish a 'Mind Guide' to mental health services, information and advice across Oxfordshire.

Options Sessions

An opportunity to talk with a Wellbeing Service Worker about mental health and wellbeing, and help service users to find the right support.

Education and coping skills courses

Supporting people with their self esteem, stress, strong emotions and anxiety.

Oxfordshire Mind

Report of the Trustees (continued) for the year ended 31st March 2018

Oxfordshire Mind Services (continued)

Peer Support

Share activities, issues and thoughts and to meet people who share similar issues.

Benefits Advice

For anyone with a mental health problem and benefits trouble.

Talking Therapy

Psychological therapies for people struggling with anxiety and depression.

Housing

Transitional Housing Recovery Services for people with serious mental illness. Provided as part of a pathway of housing services for the Oxfordshire Mental Health Partnership.

Volunteering Opportunities

Support and training for volunteers to extend the range of services we can provide and help people develop new skills and experience.

Fundraising standards information

Members of the Charity's fundraising department organise events and carry out fundraising activities in order to generate funds for the charity. The Charity does not use professional fundraisers or involve commercial participators. There have been no complaints about fundraising activity this year.

The charity has signed up to the Fundraising Regulator's Code of Fundraising Practice.

All the charity's marketing activities are undertaken directly to ensure that it is not unreasonably persistent or intrusive. Marketing materials contain clear details of how to unsubscribe to future communications and care is taken to limit the level of communications being sent out.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

In developing our services, we look to

- Improve access: Reach all those in need of support, advice and information
- Deepen our impact: Provide services that lead to sustained positive improvements in mental wellbeing
- Focus on recovery: Enable people to take control and realise their potential

Our objectives are set out in 'Shaping our future at 50 Plan for 2018 – 2022' available on our website.

Oxfordshire Mind

Report of the Trustees (continued) for the year ended 31st March 2018

Achievements against our Objectives for 2017/18

Within the Wellbeing Service:

- There were over 9,285 calls and enquiries to the Information Service (previous year 5,022 calls)
- We helped over 1,729 people to cope and keep well through our options sessions, educational and coping skills courses, and peer support groups (previous year 1,400)

Within the Benefits Advice Service:

- Our Big Lottery funded project helped support 876 people through benefits advice casework (previous year 921)
- The casework resulted in successful claims for over £1.7 million in additional benefit entitlement (previous year £2 million)
- Work through the Advice Services Transition Fund extended our benefits work across the county

Within the Transitional Housing Recovery Service:

- We housed and supported 117 People (previous year 110 people)
- 45 people were helped to move on (previous year 34)
- 91% of move-on was to more independent or appropriate accommodation (94% previous year)
- We increased our housing stock from 80 to 85 units including more self-contained flats (previous year 78 – 80)
Occupancy levels were at 93% (previous year 97%)

Within the IAPT Talking Space psychological therapy service:

- We achieved 51.6% patient recovery rates
- We supported over 9,115 people this financial year into step 2 treatment (previous year 7,663)

Contribution of Volunteers

Over 80 volunteers continued to offer valuable support and contribution to our work in 2017/18. Our volunteers were involved in a range of Mind activities and events which included helping out with our information line, administrative office support, group work with users of the service.

All Mind volunteers are fully trained and supervised to support them in their work with us. We welcome volunteers from all backgrounds and local communities to join us.

Financial Review

Income for the year was £3,778,111. Expenditure was £3,694,817. The largest single expenditure was staff costs (£2,675,830) which accounts for over two thirds of expenditure.

The principal funding sources during the year have been:

- Funding from Oxford Health NHS Foundation
- Rent (primarily rent related to Mind Housing Projects)
- Grants from Charitable Trusts, Big Lottery Fund
- Legacy Income
- Donations and money raised through fundraising events

We received a significant legacy this year, without this our operating costs would have exceeded income. This legacy has enabled an increase in reserves, which will be invested judiciously in future years to meet our strategic aims.

Oxfordshire Mind

Report of the Trustees (continued) for the year ended 31st March 2018

Reserves Policy

The Oxfordshire Mind Reserves Policy identifies the need to hold appropriate reserves to:

- fund working capital for contingencies; for example, to manage cashflow relating to the timing of grants payments, or for the payment of deposits on leases
- fund unexpected expenditure; for example, for funding unforeseen property repairs, or for maintaining a service using reserves as bridge-funding
- fund shortfalls in income; for example, to cover potential late payments by funders, or to cover lower than expected funding for short periods

The Reserves Policy details the specific need to hold reserves at a level which will allow for the:

- winding-up of the organisation, allowing up to an appropriate period of running down of services
- redundancy for staff throughout the organisation as a result of either loss of an income stream or complete winding-up
- repairs to property either owned by the organisation or where the organisation is liable for repair costs on leased buildings
- loss of income from a funding source. Reserves would need to be held in order to continue the service for up to two months whilst alternate funding is sought or whilst expenditure is reduced as a result

As at 31st March 2018, free reserves were £1.4m (2017: £1.2m). The current level of reserves held is viewed as sufficient to meet these requirements.

Future Plans

Our future plans are informed by our Strategic Plan 2018 – 2022, which looks at the challenges and opportunities facing the organisation and maps out our priorities for the future.

For the next year our objectives are as follows:

Objectives for 2018/19

Supporting local quality standards within the Wellbeing Service

- Provide access to information and advice to over 10,000 people
- Helping develop the Oxfordshire Mental Health Partnership
- Improving the Mind Guide website to make it easier to navigate

Within the IAPT Talking Space psychological therapy service

- Sustain high levels of referrals and recovery rates
- Provide access for over 10,000 people entering treatment
- Ensure the service is responsive with low waiting times
- Look at increasing referrals through events and social media

Within the Transitional Housing Recovery Services

- Sustain high levels of successful move-on with 90% of people moving on to stable accommodation within two years
- Sustain low voids at a budgeted level of 5% or below
- Increase the service to over 92 units through investing in additional units of accommodation
- Review the service as part of a wider assessment of Oxfordshire Mental Health services
- Develop integrated access to services with the Oxfordshire Mental Health Partnership
- Focus on quality of customer service and supporting carers

Oxfordshire Mind

Report of the Trustees (continued) for the year ended 31st March 2018

Contract, Monitoring & Review

Our four main contracts which represent the majority of our income activity were successfully recommissioned for a further five years with Oxfordshire Clinical Commissioning Group. Since April 2016 the contracted services are now grouped and delivered across two key partnerships (Talking Space Plus and Oxford Mental Health Partnership).

We will be using 2018/19 to consolidate and develop our services by:

- Working with colleagues and partners in the Oxfordshire Mental Health Partnership to make changes through closer joint working and service integration
- Working with colleagues at Oxford Health Foundation Trust and Principal Medical Limited (PML) to pursue opportunities for closer integration between Wellbeing, Talking Space (IAPT) and counselling services
- Sustaining our emphasis on high quality services and delivering better outcomes for people using our services

Looking Further Ahead

Developing our capacity to inform and influence

We want to be seen as an 'information organisation' that is the first-place people turn to for information about all aspects of mental health. Continue to be the voice of the service user in Oxfordshire.

Sustaining a high priority on the needs of people with more severe and enduring mental health problems

We know that some aspects of our work - like the peer support groups and our supported housing - have been particularly effective in this regard and we will seek to build on this in the future.

Developing our approach to partnership working

Working in partnership and collaboration with existing and potential new partners. Working in partnership work is part of an outward looking approach, to keep costs down and improve our offer to both commissioners and service users.

Developing our business capability

We will invest in management and business systems that enable us to meet our responsibilities and survive as a robust, professional, modern and outward looking organisation.

Developing our marketing and communications

We will prioritise and develop our marketing strategies to make sure that people know about what we do, how to get help, and how people can help us. To campaign for all the service users in Oxfordshire.

Making the most of our membership of the Mind network

Our membership of Mind is a major strength enabling us to be part of a strong federal network underpinned by national campaigning and service development.

Looking outside Oxfordshire

We will consider working outside the county where there are strong reasons and we can demonstrate the benefits to the whole organisation.

Balancing continuity and new developments in future service provision

Competitive tendering and short-term funding mean that we can never be certain whether we will continue to be funded to deliver the kinds of services we have developed. However, we will strive to seek some continuity.

Children & Young People

We will look to develop partnerships with other providers, campaigning on their behalf, develop funding streams to enable us to deliver impactful services.

Diversifying our income stream

We will invest in fundraising capacity, appoint two members of staff, and increase the income from training through corporate companies.

Oxfordshire Mind

Report of the Trustees (continued) for the year ended 31st March 2018

Structure, Governance and Management

The Trustees of Oxfordshire Mind are responsible for overseeing the management and administration of the charity and have ultimate responsibility for the charity's activities. The Trustees are also the Directors of the company. Trustees are elected by the membership at the Annual General Meeting or join as co-opted members at the invitation of the Board of Trustees. Induction and training is available for all Trustees.

During the year Smitty Snowden resigned due to ill-health, after decades of invaluable service. The board will recruit to fill this gap and add to the trustee base.

The role of the Board of Trustees is

- To ensure that Oxfordshire Mind acts in accordance with its Memorandum and Articles, charity law, company law, and other relevant legislation or regulations
- To ensure that Oxfordshire Mind applies its resources exclusively in pursuance of its objects (*"to promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental disorder or conditions of emotional or mental distress requiring advice or treatment, in association with Mind in accordance with the aims and objectives of Mind"*)
- To provide clear strategic direction to the organisation, setting overall policy, setting targets and evaluating performance
- To safeguard the good name and values of the charity
- To protect and manage the property of the charity and to ensure the proper investment of Oxfordshire Mind's funds
- To oversee the financial affairs of the Charity

During the year 2017/18 the full Board of Trustees met regularly and all meetings were quorate.

Separate Trustee Sub Committees covering Finance, HR and Contracts also met on a regular basis during the year and reported to the full Board.

The day-to-day management of the organisation is delegated to the organisation's paid staff, and in particular to the Senior Management Team. During the year the Senior Management Team consisted of:

- Chief Executive
- Head of Wellbeing Services
- Head of IAPT Services
- Head of Housing
- Head of Finance & Resources

Risk Management

The Trustees have considered risks and risk management throughout the year as part of the business of the regular Trustees' meetings. A formal strategic risk assessment and risk management register is reviewed and kept updated.

The principal risks and uncertainties for the charity as at 31st March 2018 are the potential impact of public spending cuts, the changing environment of NHS and local government commissioning, and ensuring the safeguarding of our service users, some of whom are vulnerable members of society.

Oxfordshire Mind

Report of the Trustees (continued)

Key Management Personnel Remuneration

The Trustees consider the Board of Trustees and the Senior Management Team as comprising the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity on a day to day basis. All Trustees give of their time freely and no Trustee remuneration was paid in the year. Details of Trustee expenses and related party transactions are disclosed in note 9 to the accounts.

Trustees are required to disclose all relevant interests and in accordance with the Trust's policy withdraw from decisions where a conflict of interest arises.

The pay of the Senior Management Team is reviewed annually and is normally increased in accordance with average earnings. The remuneration is reviewed to ensure that it is fair and not out of line with similar roles.

Statement of Trustees' responsibilities

The Trustees (who are also directors of Oxfordshire Mind for the purposes of company law) are responsible for preparing the Trustees' Report (including the Strategic Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This report has been prepared having taken advantage of the small companies' exemption in the Companies Act 2006.

This report was approved at a meeting of the Trustees and signed by



Nick Welch



Mike Farwell

24th September 2018

Independent Auditor's Report to the members of Oxfordshire Mind

Opinion

We have audited the financial statements of Oxfordshire Mind (the 'charitable company') for the year ended 31st March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the 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 charitable company's affairs as at 31st March 2018, 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.

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 charitable company 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' 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.

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 directors' report has been prepared in accordance with applicable legal requirements.

Independent Auditor's Report to the members of Oxfordshire Mind (continued)

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' 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; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 8, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees 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 charitable company'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 charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's 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 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.

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. This description forms part of our auditor's report.

Use of our report

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



Deborah Pluck BA FCA (Senior Statutory Auditor)
For and on behalf of Wenn Townsend Chartered Accountants, Statutory Auditor
30 St Giles
Oxford
OX1 3LE

24th September 2018

Oxfordshire Mind

**Statement of Financial Activities
(including Income and Expenditure Account)
for the year ended 31st March 2018**

	Note	General Funds £	Designated Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Income from:						
Donations and subscriptions	2	80,264	-	-	80,264	45,199
Legacies		160,583	-	-	160,583	1,000
Investments	3	4,124	-	-	4,124	10,746
Charitable activities	4	3,261,997	28,304	242,839	3,533,140	3,417,216
Total income		<u>3,506,968</u>	<u>28,304</u>	<u>242,839</u>	<u>3,778,111</u>	<u>3,474,161</u>
Expenditure on:						
Raising funds	5	7,685	-	634	8,319	7,474
Charitable activities	6	3,328,390	121,979	236,129	3,686,498	3,561,179
Total expenditure		<u>3,336,075</u>	<u>121,979</u>	<u>236,763</u>	<u>3,694,817</u>	<u>3,568,653</u>
Net income/(expenditure)		170,893	(93,675)	6,076	83,294	(94,492)
Transfers between funds	14/15	16,300	(3,550)	(12,750)	-	-
Net movement in funds		<u>187,193</u>	<u>(97,225)</u>	<u>(6,674)</u>	<u>83,294</u>	<u>(94,492)</u>
Balances brought forward at 1st April 2017		<u>1,236,710</u>	<u>2,679,955</u>	<u>25,621</u>	<u>3,942,286</u>	<u>4,036,778</u>
Balances carried forward at 31st March 2018		<u>1,423,903</u>	<u>2,582,730</u>	<u>18,947</u>	<u>4,025,580</u>	<u>3,942,286</u>

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

The notes on pages 14 to 24 form part of these accounts

Oxfordshire Mind
Balance Sheet
as at 31st March 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible fixed assets	10	2,600,596	2,680,822
Investments	11	22,000	22,000
		2,622,596	2,702,822
Current assets			
Debtors	12	578,348	98,430
Cash at bank and in hand		1,700,556	1,736,521
		2,278,904	1,834,951
Deduct: Current liabilities			
Creditors	13	(875,920)	(595,487)
Net current assets		1,402,984	1,239,464
Net assets	16	4,025,580	3,942,286
Funds			
General funds		1,423,903	1,236,710
Designated funds	14	2,582,730	2,679,955
Restricted funds	15	18,947	25,621
		4,025,580	3,942,286

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

**Approved by the Board of Trustees on 24th September 2018
and signed on its behalf by :**



Nick Welch - Acting Chairman



Mike Farwell - Treasurer

Registered company number: 04343625

The notes on pages 14 to 24 form part of these accounts

Oxfordshire Mind
Cash Flow Statement
for the year ended 31st March 2018

	2018	2017
	£	£
Reconciliation of changes in resources to net cash inflow from operating activities:		
Net incoming resources	83,294	(94,492)
Depreciation	89,969	89,030
Deficit on disposal of tangible fixed assets	-	514
Interest receivable	(4,124)	(10,746)
(Increase)/decrease in debtors	(479,918)	55,059
Increase in creditors	280,433	302,074
	(30,346)	341,439
Net cash (used)/provided by operating activities		
Cash flow from investing activities		
Payments to acquire tangible fixed assets	(9,743)	(1,026,692)
Interest received	4,124	10,746
	(5,619)	(1,015,946)
Net cash used in investing activities		
Decrease in cash in the year	(35,965)	(674,507)
Balance as at 1st April 2017	1,736,521	2,411,028
Balance as at 31st March 2018	1,700,556	1,736,521

Oxfordshire Mind

Notes to the Accounts for the year ended 31st March 2018

1 Accounting policies

General information and basis of preparation

Oxfordshire Mind is a charitable company in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these accounts. The nature of the charity's operations and principal activities are included in the Trustees' Report.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2nd February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice. The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The accounts are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these accounts are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes. The Trustees may choose to designate funds for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the note to the accounts.

Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation of tangible fixed assets is provided on a straight line basis, calculated at annual rates estimated to write off each asset over the term of its useful life. The rates in use are as follows:-

Fixtures and fittings	15% per annum
Motor vehicles	20% per annum
IT equipment	20% per annum

The charity's property is depreciated so as to write off the cost of refurbishment and to allow for any reduction in residual value, over a period of 40 years.

A limit of £1,000 has been set so that items of a fixed nature will be capitalised if above this amount.

Oxfordshire Mind

Notes to the Accounts (continued) for the year ended 31st March 2018

1 Accounting policies (continued)

Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in income or expenditure unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

Investments

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the Statement of Financial Activities (SoFA) if the shares are publicly traded or their fair value can otherwise be measured reliably. Other investments are measured at cost less impairment.

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Income recognition

All incoming resources are included in the SoFA when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained, then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. No amount is included in the accounts for volunteer time in line with the SORP (FRS 102).

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity where it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

The charity receives government grants in respect of the housing and care services it provides. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Investment income is earned through holding assets for investment purposes and includes bank interest. It is included when the amount can be measured reliably.

Oxfordshire Mind

Notes to the Accounts (continued) for the year ended 31st March 2018

1 Accounting policies (continued)

Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds includes the costs associated with raising funds from all possible sources of incoming resources;
- Expenditure on charitable activities includes expenditure incurred in the furtherance of the charity's objects; and
- Other expenditure represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

The analysis of these costs is included in note 6.

Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Going concern

The accounts have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these accounts. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Oxfordshire Mind

**Notes to the Accounts (continued)
for the year ended 31st March 2018**

2 Income from donations

	General Funds £	Designated Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Donations	78,226	-	-	78,226	42,333
Subscriptions	2,038	-	-	2,038	2,866
	<u>80,264</u>	<u>-</u>	<u>-</u>	<u>80,264</u>	<u>45,199</u>

In 2017, none of the above income was attributable to either designated or restricted funds.

3 Income from investments

	General Funds £	Designated Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Bank interest received	4,124	-	-	4,124	10,746
	<u>4,124</u>	<u>-</u>	<u>-</u>	<u>4,124</u>	<u>10,746</u>

In 2017, none of the above income was attributable to either designated or restricted funds.

4 Income from charitable activities

	General Funds £	Designated Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Joint Commissioning Team	899,841	-	-	899,841	899,841
Grants from Trusts/Big Lottery	86,125	27,454	241,049	354,628	318,787
Oxford Health NHS Foundation Trust	953,416	-	-	953,416	957,159
SIL housing contract	499,622	-	-	499,622	499,622
Rents receivable	733,490	-	-	733,490	669,160
Residents housing service charge	70,690	-	-	70,690	62,364
Student fees received	-	-	-	-	400
Training and other income	18,813	850	1,790	21,453	9,883
	<u>3,261,997</u>	<u>28,304</u>	<u>242,839</u>	<u>3,533,140</u>	<u>3,417,216</u>

In 2017, £27,300 of the above income was attributable to designated funds, and £236,737 to restricted funds.

Oxfordshire Mind

Notes to the Accounts (continued)
for the year ended 31st March 2018

5 Raising funds

	General Funds £	Designated Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Advertising	7,685	-	634	8,319	7,474

In 2017, none of the above expenditure was attributable to designated funds, and £263 to restricted funds.

6 Charitable activities

	General Funds £	Designated Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Direct costs					
Staff costs	2,468,007	10,002	197,821	2,675,830	2,525,262
Rent and rates	362,195	1,130	4,169	367,494	334,198
Training	19,010	6,069	4,335	29,414	28,009
Motor and travel	53,087	1,442	7,632	62,161	55,406
Insurance	11,926	-	400	12,326	12,813
Heat and light	78,703	-	1,450	80,153	61,533
Project running costs/resources	8,902	1,127	2,200	12,229	13,287
Repairs and maintenance	104,030	19,136	250	123,416	132,403
IT costs	39,557	-	1,470	41,027	52,146
Amenity	2,626	37	-	2,663	3,086
Depreciation	17,023	72,946	-	89,969	89,030
Consultancy	29,867	5,700	4,466	40,033	91,450
Deficit on disposal of equipment	-	-	-	-	514
	<u>3,194,933</u>	<u>117,589</u>	<u>224,193</u>	<u>3,536,715</u>	<u>3,399,137</u>
Support costs					
Recruitment costs	27,580	886	798	29,264	49,964
Telephone, fax and internet	58,321	-	7,845	66,166	58,200
Printing, postage, books and stationery	28,467	3,504	2,280	34,251	27,143
Subscriptions	1,084	-	613	1,697	1,257
Bank charges and interest	3,238	-	-	3,238	6,078
Miscellaneous	3,822	-	-	3,822	280
Governance costs	10,945	-	400	11,345	19,120
	<u>133,457</u>	<u>4,390</u>	<u>11,936</u>	<u>149,783</u>	<u>162,042</u>
Total	<u>3,328,390</u>	<u>121,979</u>	<u>236,129</u>	<u>3,686,498</u>	<u>3,561,179</u>

In 2017, £98,461 of the above expenditure was attributable to designated funds, and £221,459 to restricted funds.

Oxfordshire Mind

**Notes to the Accounts (continued)
for the year ended 31st March 2018**

7 Governance costs

	General Funds £	Designated Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Auditor's remuneration	5,200	-	400	5,600	5,400
Legal and professional	5,745	-	-	5,745	13,720
	<u>10,945</u>	<u>-</u>	<u>400</u>	<u>11,345</u>	<u>19,120</u>

8 Staff costs

The average number of employees and full time equivalent during the year was as follows:

	2018 Number	2017 Number
Employed staff	113	111
Part-time locum workers	8	8
	<u>121</u>	<u>119</u>
Full-time equivalent staff	<u>95</u>	<u>92</u>

The total remuneration was:

	£	£
Wages and salaries	2,390,513	2,249,830
Social security costs	208,002	194,381
Pension costs	32,039	34,196
Sub contract staff costs	45,276	46,855
	<u>2,675,830</u>	<u>2,525,262</u>

The number of employees who received total employment benefits (excluding employer pension costs) of more than £60,000 is as follows:

	2018 Number	2017 Number
£60,001 to £70,000	<u>1</u>	<u>-</u>

The pension scheme is a defined contribution scheme. There were no outstanding or prepaid contributions at 31st March 2018 (2017: Nil).

Oxfordshire Mind

Notes to the Accounts (continued) for the year ended 31st March 2018

9 Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year (2017: £Nil).

The total amount of employee benefits received by key management personnel is £229,993 (2017: £151,881). The Trust considers its key management personnel comprise the Board of Trustees and the Senior Management Team.

No trustees are accruing pension arrangements (2017: none).

Expenses totalling £435 (2017: £388) were reimbursed to Trustees for travel and subsistence.

10 Fixed assets

	Freehold property	Fixtures and fittings	Computers	Total
	£	£	£	£
Cost				
At 1st April 2017	2,863,069	57,863	56,155	2,977,087
Additions	1,776	-	7,967	9,743
At 31st March 2018	<u>2,864,845</u>	<u>57,863</u>	<u>64,122</u>	<u>2,986,830</u>
Depreciation				
At 1st April 2017	220,279	47,529	28,457	296,265
Charge for the year	74,723	2,126	13,120	89,969
At 31st March 2018	<u>295,002</u>	<u>49,655</u>	<u>41,577</u>	<u>386,234</u>
Net book value				
At 31st March 2018	<u>2,569,843</u>	<u>8,208</u>	<u>22,545</u>	<u>2,600,596</u>
At 31st March 2017	<u>2,642,790</u>	<u>10,334</u>	<u>27,698</u>	<u>2,680,822</u>

Oxfordshire Mind

**Notes to the Accounts (continued)
for the year ended 31st March 2018**

11 Investments

Investments comprise a holding in a trust fund, received as part of a legacy given to the charity in 2015/16. It is included in the accounts based on the value attributed to the holding in the accounts of the trust dated 5th April 2018.

12 Debtors

	2018	2017
	£	£
Debtors	544,331	64,088
Prepayments	34,017	34,342
	578,348	98,430
	578,348	98,430

13 Creditors

	2018	2017
	£	£
Creditors	157,162	314,337
Accruals	115,692	123,238
Deferred income	555,006	109,911
Taxation and social security	48,060	48,001
	875,920	595,487
	875,920	595,487

Movements on deferred income during the year were:-

	£
As at 1st April 2017	109,911
Cash received during the year	722,442
Allocated to Statement of Financial Activities	(277,347)
Carried forward at 31st March 2018	555,006
	555,006

Deferred income relates to grants received for future periods.

Oxfordshire Mind

**Notes to the Accounts (continued)
for the year ended 31st March 2018**

14 Designated funds

	Balance at	<u>Movement in resources</u>		Transfers	Balance at
	1.4.17	Incoming	Outgoing		31.3.18
	£	£	£	£	£
Access Fund	9,092	1,388	(10,436)	-	44
Back on Track	4,143	15,000	(7,643)	(3,000)	8,500
Banbury Asian Group	-	4,750	(1,840)	-	2,910
Barton Project	-	2,666	-	-	2,666
Cherwell & West Activity Account	207	-	-	-	207
Freehold Property Fund	2,642,790	-	(72,947)	-	2,569,843
Oxford City Council	21,428	-	(19,136)	-	2,292
Oxford Safe Haven	-	-	(4,176)	-	(4,176)
South & Vale Activity Account	870	-	-	-	870
Wood Farm Project	1,425	4,500	(5,801)	(550)	(426)
	<u>2,679,955</u>	<u>28,304</u>	<u>(121,979)</u>	<u>(3,550)</u>	<u>2,582,730</u>

Access Fund

Funds allocated for projects that are not within the wellbeing contract and meet the objectives of Oxfordshire Mind.

Back on Track (OCGG)

To work on the Leys estates to provide mentors and support to vulnerable teenagers who would not otherwise access the service.

Banbury Asian Group

Funded by Public Health Oxfordshire this outreach project has enabled Oxfordshire Mind to engage with Asian Women in Banbury through an activity-based programme. This project has facilitated improved wellbeing, self-esteem and physical health amongst the peer support group participants.

Barton Project

Oxfordshire Mind delivered two planning workshops in March with key Barton stakeholders to support health and wellbeing initiatives on the current estate, with a number of recommendations in place to support the future Healthy New Town. The work was underpinned by a research paper by Oxfordshire Mind staff assessing the existing research on Healthy New Towns.

Freehold Property Fund

This fund represents property held by the charity. These assets are required for the charitable activities of the charity, and thus do not form part of available general funds.

Oxford City Council

As part of a renewed tenancy agreement, Oxfordshire Mind has agreed to bear some property improvement costs (see note 19). The amount of expenditure required is included in this fund.

Oxford Safe Haven

The Oxford Safe Haven (OSH) provides an additional resource to out of hours and an alternative to the hospital emergency department for people experiencing a crisis with their mental health. The service is operating for an initial six-month pilot period from the end of March 2018.

South & Vale Activity Account

To provide workers in the South & Vale area to access local GP surgeries providing information on Oxfordshire Mind services.

Oxfordshire Mind

Notes to the Accounts (continued) for the year ended 31st March 2018

14 Designated funds (continued)

Wood Farm Project

Funded by Public Health Oxfordshire this outreach project has enabled Oxfordshire Mind to engage with Asian Women on this estate through an activity-based programme. The project has facilitated improved wellbeing, self-esteem and physical health amongst the peer group participants.

15 Restricted funds

	Balance at 1.4.17	Income £	Expenditure £	Transfers £	Balance at 31.3.18 £
British Legion	-	22,917	(14,617)	(2,500)	5,800
Football Fitness Wellbeing (Comic Relief)	3,857	3,384	(6,741)	(500)	-
Help through Crisis	3,359	16,872	(19,143)	(750)	338
Oxfordshire Sports Partnership	17,081	32,073	(37,657)	(1,000)	10,497
Reaching Communities (Big Lottery)	-	93,773	(90,773)	(3,000)	-
Stone Family Foundation	1,324	73,820	(67,832)	(5,000)	2,312
	<u>25,621</u>	<u>242,839</u>	<u>(236,763)</u>	<u>(12,750)</u>	<u>18,947</u>

British Legion

Funding from the Royal British Legion enabled us to support the wellbeing and mental health of spouses and partners of military personnel on five Army and RAF bases in Oxfordshire. There were 127 beneficiaries who accessed coping skills group programmes, wellbeing and fitness groups, information and options and peer support. The project has strengthened our joint working with the armed services community which we hope to build on.

Football Fitness Wellbeing (Comic Relief)

Therapeutic football sport based interventions for young men at risk.

Help Through Crisis

This 5-year partnership project funded by the Big Lottery with Oxford CAB and local advice agencies offers support to people at risk on account of their housing, benefits or debt. Oxfordshire Mind deploys a part-time Resilience Worker who provides 'wrap around' support strengthening participants' coping skills. Our target is to support 50 beneficiaries a year.

Oxfordshire Sports Partnership

To improve the participation rates of people with mental health problems, access new sporting activities in Oxfordshire.

Reaching Communities (Big Lottery)

Deliver specialist outreach based benefits advice and caseworks across Oxfordshire enabling people with mental health problems to navigate major changes in the benefits system to access their right entitlement.

Stone Family Foundation

To provide a dedicated service, supporting people with severe and enduring mental health at the Mill Oxford.

As agreed with donors at the bid process, management charges are applied to several restricted funds. £12,750 (2017: £11,050) was transferred to the general fund to represent this, and is included in transfers above.

Oxfordshire Mind

Notes to the Accounts (continued) for the year ended 31st March 2018

16 Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Represented by:					
Current assets	2,247,070	12,887	18,947	2,278,904	1,834,951
Current liabilities	(875,920)	-	-	(875,920)	(595,487)
	<u>1,371,150</u>	<u>12,887</u>	<u>18,947</u>	<u>1,402,984</u>	<u>1,239,464</u>
Tangible fixed assets	30,753	2,569,843	-	2,600,596	2,680,822
Investments	22,000	-	-	22,000	22,000
	<u>1,423,903</u>	<u>2,582,730</u>	<u>18,947</u>	<u>4,025,580</u>	<u>3,942,286</u>

17 Related party transactions

The charity subscribes to the Mind Block insurance policy for local Mind groups.

Oxfordshire Mind is affiliated to the national Mind charity.

18 Operating leases

Total future minimum lease payments under non-cancellable operating leases are as follows:-

	2018 £	2017 £
Operating leases which expire:		
Within one year	249,919	224,933
Within two to five years	363,292	588,225
Over five years	105,300	105,300
	<u>718,511</u>	<u>918,458</u>

19 Financial commitments

At 31st March 2018, the charity was committed to £nil of improvement works to leasehold property, as part of its rental agreement with the Council (2017: £21,000).