



Oxfordshire Mind

Registered charity number: 261476
Registered company number: 04343625

Accounts

for the year ended

31st March 2014

Wenn Townsend

Chartered Accountants

Oxford

Oxfordshire Mind

**Reference and Administrative Details
for the year ended 31st March 2014**

Registered office: 2 Kings Meadow
Osney Mead
Oxford
OX2 0DP

Trustees: John Copley – Chair
Tony Talbot – Vice Chair
Carolyn McKee – Secretary
Mike Farwell – Treasurer
Smith Snowden
Nick Georgiou
Katharine Nicholas
Kathryn Helsby
Nick Welch

Company secretary: Patrick Taylor

Principal bankers: National Westminster Bank plc
High Street
Oxford OX1 4DD

Charities Official Investment Fund
80 Cheapside
London EC2V 6DZ

Auditors: Wenn Townsend
30 St Giles
Oxford OX1 3LE

Solicitors: Henmans Freeth
5000 Oxford Business Park South
Oxford OX4 2BH

Oxfordshire Mind
Report of the Trustees
for the year ended 31st March 2014

About Oxfordshire Mind

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

Structure, Governance and Management

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.

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.

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

Oxfordshire Mind

Report of the Trustees (continued) for the year ended 31st March 2014

Structure, Governance and Management (continued)

During the year 2013/14 the full Board of Trustees met every two months and all meetings were quorate.

Separate Trustee Sub Committees covering Finance, HR and Contracts 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:

- Patrick Taylor (Chief Executive)
- Anne Clarke (Head of Housing Services)
- David Agnew (Head of Community Services)

Oxfordshire Mind Services

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

Mental Health Information Line

For any mental health enquiry, large or small, we provide information and signposting to services.

Oxfordshire Mind Guide

Print and online directory containing up-to-date details of mental health services in Oxfordshire.

Wellbeing Services

Support, advice and information across Oxfordshire. We offer a range of groups, short courses and opportunities for one to one support; as well as events, talks, presentations and campaigns to raise awareness about mental health and how to look after our wellbeing.

Housing and Support

Supported accommodation in Oxford City, West Oxfordshire, South Oxfordshire & Vale of White Horse. Provided in partnership with Response and supporting mental health service users towards greater independence.

TalkingSpace

Help through psychological therapies for people struggling with depression or anxiety. Provided in partnership with Oxford Health NHS Foundation Trust.

Benefits advice

For anyone with a mental health problem our trained Benefits Advisors help via one to one appointments and the Benefits Hotline.

Volunteering Opportunities

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

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.

Oxfordshire Mind

Report of the Trustees (continued) for the year ended 31st March 2014

Objectives, Activities and Achievements

In setting our objectives and planning our activities, the Trustees have considered the Charity Commission's guidance on public benefit. Our mission is to promote good mental health through the provision of high quality services and campaigning for positive change.

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 'Looking to the Future: Our Strategic Plan for 2013 – 2017' available on our website. Here we note our progress over the past year...

Achievement against our Objectives for 2013/14

Within the Wellbeing Service:

- There were over 2,000 calls to the Information Service
- We helped 1,900 people through our Short Courses and Peer Support Groups
- Over 600 were supported through 'one-to-one' recovery planning
- We attracted new 'project funding' for innovative projects to raise awareness or work with specific communities

Within the Benefits Advice Service:

- 526 people were supported through benefits advice casework
- A large number (204) were assisted through complex appeals processes
- We were successful in attracting funding to sustain and develop the service from Big Lottery

Within the Supported Housing Service:

- We housed and supported over 70 people
- We helped 43 people move on – nearly all to more independent accommodation
- We took on new properties in Oxford City to extend the service and began the process of developing additional accommodation in Wallingford
- We demonstrated service quality through successful Quality Audit

Within TalkingSpace:

- We helped over 5,000 people struggling with depression and anxiety
- We simplified the referral process with 92% now coming as direct self-referrals
- High rates of satisfaction with 94% of people reporting that the service "helped them to better understand and address their difficulties"
- Reduced waiting times despite 10% increase in referrals
- Achieved national recognition through Kings Fund and 'We Need to Talk' reports

Developing our capacity to inform and influence:

- Over 9,000 people reached through our public events and campaigns
- 170 people were trained in accredited Mental Health First Aid
- More mental health training provided for schools, colleges & local employers
- Over 2,000 people following on Facebook and Twitter, over 26,000 'unique visitors' to the website
- High media profile with interviews and articles in both local and national press and radio

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

- We ran an enhanced programme of activities out of The Mill to specifically work with people with severe and enduring mental illness
- We initiated a pilot project placing an Information Worker within the Oxford City NHS Adult Mental Health Team
- Over 75% of people supported by Mind Housing were on the caseload of Adult Mental Health Teams
- We provided greater opportunities for people through high quality peer support training

Oxfordshire Mind

Report of the Trustees (continued) for the year ended 31st March 2014

Achievement against our Objectives for 2013/14 (continued)

Making the most of our membership of the Mind network:

- We worked with Birmingham Mind and Manchester Mind to develop a new programme to support people living with long term health conditions
- We worked with national campaigns to highlight serious concerns over the impact of the 'Work Capability Assessment'
- We took a leading role in providing training in peer support for Mind associations across England

Quality Review

In the first part of 2013 we went through a rigorous process of review for the Charity Commission Quality Mark and the Mind Quality Standard. This process was completed by July 2013 and we were awarded the Quality Mark and Quality Standard at Level 3, the highest possible level.

In January 2014 our work with volunteers was externally examined and we were successful in being awarded the nationally recognised 'Investing in Volunteers (IIV)' accreditation.

In addition we achieved and maintained a range of other quality awards

- During 2013/14 our supported housing service was reviewed under the Supporting People QAF and achieved Level A for health & safety
- Our Benefits Advice Service continues to meet the Advice Quality Standard Mark standards

Contribution of Volunteers

The contribution made by volunteers is very important and we are grateful for all their involvement. During the year 114 new volunteers were trained, 23 'peer support' volunteers completed our specialist 25 hour training programme, and we were awarded 'Investing in Volunteers (IIV)' accreditation following external assessment

Volunteers take on a range of important roles including supporting the work of our Wellbeing Service, the Benefits for Better Mental Health service, helping out in the office and serving on our Board of Trustees.

Financial Review

Income for the year was £3,182,301 plus a one-off legacy of £1,054,067. Expenditure was £2,997,070. The largest single expenditure was on staff costs (£2,190,012) which accounts for over two thirds of all expenditure.

The principal funding sources during the year have been:

- Funding contracts with the NHS and Oxfordshire County Council for the Oxfordshire Wellbeing service and the Transitional Supported Accommodation services
- Contract with Oxford Health NHS Foundation Trust for the provision of the TalkingSpace psychological therapy service
- Rent (primarily rent related to Mind Housing Projects)
- Grants from Charitable Trusts and the Big Lottery Fund
- Legacy income
- Donations and money raised through fundraising events

The funding environment we work in has changed significantly over the past year with the creation of the Oxfordshire Clinical Commissioning Group and increasing pressure on NHS and local government funds. Our main contracts are likely to face re-tendering in the next year and an organisational priority will be to prepare for this eventuality through demonstrating our impact and strong track record.

Yet again this year we have put considerable effort into local fundraising both from grant giving charitable trusts and through fundraising events. There are several aspects of our work that depend entirely on local fundraising.

We have been fortunate to receive a generous legacy and the Trustees will be making plans for the best use of these funds within our charitable objectives. Agreed priorities include investing in one or more properties to develop our supported housing service, together with initiatives to strengthen peer support, training and volunteering.

Oxfordshire Mind

Report of the Trustees (continued) for the year ended 31st March 2014

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
- enable action to develop service opportunities that might arise; for example, payment for a fund raiser post.

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 six months whilst alternate funding is sought or whilst expenditure is reduced as a result.

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 2013 – 2017 which looked at the challenges and opportunities facing the organisation and mapped out our priorities for the future.

For the next year our objectives are as follows:

Our Objectives for 2014/15

Within the Wellbeing Service:

- Develop work raising awareness through new work with Oxfordshire arts centres and music festivals
- Further develop training and support for peer supporters
- Work with Oxfordshire Sports Partnership to develop new work encouraging people to take up sport and exercise
- Commission an external evaluation to look at the impact and outcomes for people using the service

Within the Benefits Advice Service

Our Big Lottery funding commences in April 2014 and our priorities for the first year are to

- Provide benefits advice and assistance to 700 people
- Extend the service through greater use of volunteers
- Train and support 25 volunteers to help with the benefits helpline and assist people with benefits assessments
- Work with independent advice agencies and Citizens Advice in the county to extend our offer through the 'Advice Service Transition Fund'

Within the Supported Housing Service:

- Sustain high levels of successful move-on
- Extend the service through investing in additional units of accommodation
- Work with housing association partners to secure additional accommodation in Wallingford
- Increase the proportion of self-contained accommodation
- Work with our partners at Response to identify development opportunities for the future

Oxfordshire Mind

Report of the Trustees (continued) for the year ended 31st March 2014

Plans for the Future (continued)

Within the IAPT TalkingSpace psychological therapy service:

- Sustain high levels of referrals and recovery rates
- Ensure service is responsive with low waiting times
- Strengthen the staff teams through recruitment of more trainees and enhanced 'senior practitioner' team

Preparing for tendering and funding changes:

We have three main contracts that, taken together, account for the majority of our income. Those three contracts are for our TalkingSpace service, the Wellbeing service, and the SIL supported housing service. All three contracts have been extended to run to March 2015 and all use funding from the NHS Oxfordshire Clinical Commissioning Group (OCCG) or Oxfordshire County Council (OCC).

We will be using the next year to prepare for what happens next by

- Pressing to make sure mental health services are not disproportionately affected by current and future rounds of funding cuts
- Evidencing the value and impact of Mind services and the benefits they bring
- Making the best possible case to sustain and develop our services into the future
- Sustaining our emphasis on high quality services

Looking Further Ahead

Our Strategic Plan ('Looking to the Future 2013 - 2017') sets out our longer term priorities. These include:

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.

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 making partnerships work is part of an outward looking approach that we will take in order to reduce wasteful competition, 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.

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.

Oxfordshire Mind

**Report of the Trustees (continued)
for the year ended 31st March 2014**

Looking Further Ahead (continued)

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. The strategic review reinforced the importance for some people of 'a place to feel safe and welcome' and we will do our best to maintain this element of our services.

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 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;
- 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.

The accounts were approved at a meeting of the Trustees and signed by





8th September 2014

Independent Auditors' Report to the members of Oxfordshire Mind

We have audited the financial statements of Oxfordshire Mind for the year ended 31st March 2014 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement 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.

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

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements 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 financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2013, 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 (applicable to smaller entities); 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' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Independent Auditors' Report to the members of Oxfordshire Mind
(continued)**

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 financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made;
- we have not received all the information and explanations we require for our audit;
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the Trustees' Annual Report and from the requirement to prepare a strategic report.



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

8th September 2014

Oxfordshire Mind

Statement of Financial Activities
(including Income and Expenditure Account)
for the year ended 31st March 2014

	Note	General Funds £	Designated Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Incoming resources:						
Incoming resources from generated funds:						
<i>Voluntary income:</i>						
Legacies	2	1,054,067	-	-	1,054,067	11,296
Other	2	27,867	3,746	-	31,613	18,530
<i>Activities for generating funds</i>	3	22,155	-	-	22,155	20,337
<i>Investment Income</i>	4	31,038	-	-	31,038	29,858
Incoming resources from charitable activities	5	<u>2,905,383</u>	<u>35,200</u>	<u>156,912</u>	<u>3,097,495</u>	<u>2,884,989</u>
Total incoming resources		<u>4,040,510</u>	<u>38,946</u>	<u>156,912</u>	<u>4,236,368</u>	<u>2,965,010</u>
Resources expended:						
Cost of generating funds	6	3,653	305	580	4,538	6,786
Charitable activities	7	2,834,748	38,554	110,245	2,983,547	2,787,153
Governance costs	8	<u>8,693</u>	<u>-</u>	<u>292</u>	<u>8,985</u>	<u>12,255</u>
Total resources expended		<u>2,847,094</u>	<u>38,859</u>	<u>111,117</u>	<u>2,997,070</u>	<u>2,806,194</u>
Net incoming resources before transfers		1,193,416	87	45,795	1,239,298	158,816
Transfers between funds	14/15	<u>(1,102,855)</u>	<u>1,092,855</u>	<u>10,000</u>	-	-
Net movement in funds		90,561	1,092,942	55,795	1,239,298	158,816
Balances brought forward at 1st April 2013		<u>2,302,268</u>	<u>89,275</u>	<u>49,197</u>	<u>2,440,740</u>	<u>2,281,924</u>
Balances carried forward at 31st March 2014		<u>2,392,829</u>	<u>1,182,217</u>	<u>104,992</u>	<u>3,680,038</u>	<u>2,440,740</u>

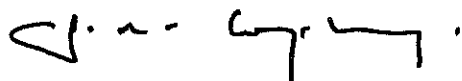
The notes on pages 13 to 20 form part of these accounts

Oxfordshire Mind
Balance Sheet
as at 31st March 2014

	Note	2014 £	2013 £
Fixed assets			
Tangible fixed assets	11	1,112,979	390,886
Current assets			
Debtors	12	142,218	114,525
Cash at bank and in hand		2,719,167	2,151,893
		<u>2,861,385</u>	<u>2,266,418</u>
Deduct: Current liabilities			
Creditors	13	(294,326)	(216,564)
Net current assets		<u>2,567,059</u>	<u>2,049,854</u>
Net assets	16	<u>3,680,038</u>	<u>2,440,740</u>
Funds			
General funds		2,392,829	2,302,268
Designated funds	14	1,182,217	89,275
Restricted funds	15	104,992	49,197
		<u>3,680,038</u>	<u>2,440,740</u>

The financial statements are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and the Financial Reporting Standard for Smaller Entities (effective April 2008).

**Approved by the Board of Trustees on 8th September 2014
and signed on its behalf by :**


John Copley - Chairman


Mike Farwell - Treasurer

Registered company number: 04343625

The notes on pages 13 to 20 form part of these accounts

Oxfordshire Mind

Notes to the Accounts for the year ended 31st March 2014

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention. They have been prepared in accordance with the Statement of Recommended Practice, (SORP) "Accounting and Reporting by Charities" issued in March 2005, applicable accounting standards, the Charities Act 2011 and the Financial Reporting Standard for Smaller Entities (effective April 2008).

Company status

The charity is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

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 financial statements.

Tangible fixed assets

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

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.

Operating leases

Rentals paid under operating leases are charged to income as incurred.

Incoming resources

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

Voluntary income includes donations and bequests received. This income is included in full in the Statement of Financial Activities when receivable.

Fundraising income is shown before deducting the associated costs which are included under resources expended as the cost of generating funds.

Oxfordshire Mind

Notes to the Accounts (continued) for the year ended 31st March 2014

1 Accounting policies (continued)

Resources expended

All expenses are split as required by the SORP. Expenses are recognised when a liability is incurred and a legal or constructive obligation arises, as follows:

a) Costs of generating funds

These are the costs which are associated with raising funds from all the possible sources of incoming resources.

b) Costs of activities in furtherance of the charity's objects

This is expenditure incurred by the charity in furtherance of the charity's objects.

c) Governance costs

Governance costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

Pension costs

The company operates a defined contribution scheme for the benefit of its employees. The costs of contributions are written off to the Statement of Financial Activities in the year they are payable.

Taxation

Oxfordshire Mind is a registered charity whose income is eligible for exemption, in accordance with Part 10 of the Income Taxes Act 2007, if applied for charitable purposes only. All income in the year is within this exemption and no corporation tax liability arises.

Irrecoverable VAT is included in the cost of those items to which it relates.

2 Voluntary income

	General Funds £	Designated Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Donations	24,910	3,746	-	28,656	16,011
Legacies	1,054,067	-	-	1,054,067	11,296
Subscriptions	2,957	-	-	2,957	2,519
	<u>1,081,934</u>	<u>3,746</u>	<u>-</u>	<u>1,085,680</u>	<u>29,826</u>

3 Activities for generating funds

	General Funds £	Designated Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
General fundraising	<u>22,155</u>	<u>-</u>	<u>-</u>	<u>22,155</u>	<u>20,337</u>

Oxfordshire Mind

Notes to the Accounts (continued)
for the year ended 31st March 2014

4 Investment income

	General Funds £	Designated Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Bank interest received	31,038	-	-	31,038	29,858

5 Incoming resources from charitable activities

	General Funds £	Designated Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Joint Commissioning Team	899,841	-	-	899,841	899,841
The Big Lottery grant	-	-	-	-	77,686
Department of Health grant	-	-	-	-	54,047
Other grants	80,468	35,200	156,912	272,580	154,998
Oxford Health NHS Foundation Trust	801,342	-	-	801,342	728,784
SIL housing contract	499,622	-	-	499,622	499,622
Rents receivable	517,046	-	-	517,046	392,267
Residents housing service charge	49,830	-	-	49,830	53,286
Management fees	-	-	-	-	6,021
Student fees received	11,760	-	-	11,760	9,520
Miscellaneous	22,398	-	-	22,398	8,917
Support income	23,076	-	-	23,076	-
	<u>2,905,383</u>	<u>35,200</u>	<u>156,912</u>	<u>3,097,495</u>	<u>2,884,989</u>

6 Cost of generating funds

	General Funds £	Designated Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Advertising	3,653	305	580	4,538	6,786

Oxfordshire Mind

Notes to the Accounts (continued)
for the year ended 31st March 2014

7 Charitable activities

	General Funds £	Designated Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Direct costs					
Staff costs	2,089,551	16,151	84,310	2,190,012	2,045,592
Rent and rates	328,921	1,733	6,000	336,654	276,694
Training	22,975	6,234	3,707	32,916	59,914
Motor and travel	55,432	274	1,109	56,815	52,522
Insurance	7,009	-	-	7,009	9,419
Heat and light	54,369	-	2,900	57,269	41,639
Project running costs/resources	18,670	3,585	7,323	29,578	27,775
Repairs and maintenance	125,416	9,617	449	135,482	113,836
Project set-up costs	-	-	-	-	3,565
Amenity	3,744	-	-	3,744	4,412
Childcare	206	-	15	221	715
Depreciation	25,813	-	-	25,813	23,441
Consultancy	16,073	900	2,460	19,433	21,219
	<u>2,748,179</u>	<u>38,494</u>	<u>108,273</u>	<u>2,894,946</u>	<u>2,680,743</u>
Support costs					
Recruitment costs	6,635	-	1,190	7,825	11,051
Telephone, fax and internet	46,663	60	246	46,969	47,566
Printing, postage, books and stationery	18,298	-	536	18,834	32,817
Subscriptions	3,255	-	-	3,255	4,090
Book-keeping	600	-	-	600	3,852
Bank charges and interest	3,288	-	-	3,288	3,327
Miscellaneous	7,830	-	-	7,830	3,707
	<u>86,569</u>	<u>60</u>	<u>1,972</u>	<u>88,601</u>	<u>106,410</u>
Total	<u>2,834,748</u>	<u>38,554</u>	<u>110,245</u>	<u>2,983,547</u>	<u>2,787,153</u>

8 Governance costs

	General Funds £	Designated Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Auditors' remuneration	4,388	-	292	4,680	5,153
Legal and professional	4,305	-	-	4,305	7,102
	<u>8,693</u>	<u>-</u>	<u>292</u>	<u>8,985</u>	<u>12,255</u>

Oxfordshire Mind

**Notes to the Accounts (continued)
for the year ended 31st March 2014**

9 Staff costs

The average number of employees during the year was as follows:

	2014	2013
	Number	Number
Employed staff	95	91
Part-time locum workers	31	25
	126	116
Full-time equivalent staff	80.50	76.50

The total remuneration was:

	£	£
Wages and salaries	1,948,824	1,866,370
Social security costs	166,491	160,834
Pension costs	20,522	18,388
Sub contract staff costs	54,175	-
	2,190,012	2,045,592

No employee received remuneration amounting to more than £60,000 in the year.

The pension scheme is a defined contribution scheme. There were no outstanding or prepaid contributions at 31st March 2014 (2013: Nil)

10 Trustees' remuneration

There was no Trustees' remuneration during the year (2013: Nil).

Expenses totalling £301 (2013: £364) were reimbursed to the Trustees for travel and subsistence.

Auditors' remuneration

The auditors' remuneration for the charity's audit for the year was:

	2014	2013
	£	£
Previous auditors	-	153
Current auditors	4,680	5,000
	4,680	5,153

Oxfordshire Mind

Notes to the Accounts (continued)
for the year ended 31st March 2014

11 Fixed assets

	Freehold property	Fixtures and fittings	Motor vehicles	Total
	£	£	£	£
Cost				
At 1st April 2013	422,500	43,688	64,992	531,180
Additions	744,875	3,031	-	747,906
At 31st March 2014	<u>1,167,375</u>	<u>46,719</u>	<u>64,992</u>	<u>1,279,086</u>
Depreciation				
At 1st April 2013	51,875	30,786	57,633	140,294
Charge for the year	12,645	5,809	7,359	25,813
At 31st March 2014	<u>64,520</u>	<u>36,595</u>	<u>64,992</u>	<u>166,107</u>
Net book value				
At 31st March 2014	<u>1,102,855</u>	<u>10,124</u>	<u>-</u>	<u>1,112,979</u>
At 31st March 2013	<u>370,625</u>	<u>12,902</u>	<u>7,359</u>	<u>390,886</u>

12 Debtors

	2014 £	2013 £
Debtors	106,895	96,931
Prepayments	35,323	17,594
	<u>142,218</u>	<u>114,525</u>

13 Creditors

	2014 £	2013 £
Accruals	247,057	174,780
Deferred income	3,600	27,432
Taxation and social security	43,669	14,352
	<u>294,326</u>	<u>216,564</u>

Movements on deferred income during the year were:-

	£
As at 1st April 2013	27,432
Cash received during the year	3,600
Allocated to Trek event in Statement of Financial Activities	(27,432)
Carried forward at 31st March 2014	<u>3,600</u>

Oxfordshire Mind

Notes to the Accounts (continued)
for the year ended 31st March 2014

14 Designated funds

	Balance at	Movement in resources		Transfers	Balance at
	1.4.13	Incoming	Outgoing		31.3.14
	£	£	£	£	£
Access fund	57,042	-	(10,632)	(10,000)	36,410
Building fund for refurbishment	14,746	-	(3,876)	-	10,870
City activity account	268	1,024	(300)	-	992
Cherwell & West activity account	5,431	1,336	(6,560)	-	207
South & Vale activity account	6,788	1,586	(771)	-	7,603
Peer Support grant	5,000	-	(5,000)	-	-
Abingdon & Witney College	-	20,000	(11,720)	-	8,280
Back on Track	-	15,000	-	-	15,000
Freehold property fund	-	-	-	1,102,855	1,102,855
	<u>89,275</u>	<u>38,946</u>	<u>(38,859)</u>	<u>1,092,855</u>	<u>1,182,217</u>

The transfer of £1,102,855 to the 'freehold property fund' represents the reallocation of property held to a designated fund as at 31st March 2014. As these assets are required for the charitable activities of the charity, they do not form part of available general funds.

15 Restricted funds

	Balance at	Income	Expenditure	Transfers	Balance at
	1.4.13	£	£		31.3.14
	£	£	£	£	£
Department of Health – Chain Reaction	6,000	-	(6,000)	-	-
Stone Family Trust	36,925	73,850	(68,431)	-	42,344
Comic Relief	6,218	-	(1,203)	-	5,015
ASTF	54	23,839	(18,143)	-	5,750
Social Inclusion fund	-	18,500	(5,515)	5,000	17,985
LIBOR Fund	-	15,000	(3,860)	5,000	16,140
Time to Change	-	5,723	(5,865)	-	(142)
Service Transformation Across One Mind	-	20,000	(2,100)	-	17,900
	<u>49,197</u>	<u>156,912</u>	<u>(111,117)</u>	<u>10,000</u>	<u>104,992</u>

Oxfordshire Mind

**Notes to the Accounts (continued)
for the year ended 31st March 2014**

16 Analysis of net assets between funds

	General Funds	Designated Funds	Restricted Funds	Total 2014	Total 2013
	£	£	£	£	£
Represented by:					
Current assets	2,677,031	79,362	104,992	2,861,385	2,266,418
Current liabilities	(294,326)	-	-	(294,326)	(216,564)
	<u>2,382,705</u>	<u>-</u>	<u>-</u>	<u>2,567,059</u>	<u>2,049,854</u>
Tangible fixed assets	10,124	1,102,855	-	1,112,979	390,886
	<u>2,392,829</u>	<u>1,182,217</u>	<u>104,992</u>	<u>3,680,038</u>	<u>2,440,740</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

As at 31st March 2014 the charity had annual commitments for land and buildings under non-cancelled operating leases as follows:-

	2014	2013
	£	£
Operating leases which expire:		
Within one year	32,700	-
Within two to five years	23,137	54,390
	<u>55,837</u>	<u>54,390</u>