



**Oxfordshire Mind**

**Registered charity number: 261476  
Registered company number: 04343625**

**Accounts**

**for the year ended**

**31st March 2016**

**Wenn Townsend**

**Chartered Accountants**

**Oxford**

## Oxfordshire Mind

### Reference and Administrative Details for the year ended 31st March 2016

<b>Registered office:</b>	2 Kings Meadow Osney Mead Oxford OX2 0DP
<b>Trustees:</b>	John Copley – Chair Nick Welch – Vice Chair Carolyn McKee – Secretary Mike Farwell – Treasurer Smith Snowden Nick Georgiou Katharine Nicholas Kathryn Helsby (Resigned February 2016) Tony Talbot John Hall (Appointed February 2016) Andy Reiss (Appointed February 2016)
<b>Company secretary:</b>	Patrick Taylor (Resigned February 2016) Nick Georgiou (Appointed February 2016)
<b>Chief executive:</b>	Patrick Taylor (Resigned March 2016) Daniel Knowles (Appointed October 2016)
<b>Principal bankers:</b>	National Westminster Bank plc High Street Oxford OX1 4DD  Charities Official Investment Fund 80 Cheapside London EC2V 6DZ  Santander 228 Deansgate Manchester M3 4HH
<b>Auditors:</b>	Wenn Townsend 30 St Giles Oxford OX1 3LE
<b>Solicitors:</b>	Freeth 5000 Oxford Business Park South Oxford OX4 2BH

## **Oxfordshire Mind**

### **Report of the Trustees (including the Strategic Report) for the year ended 31st March 2016**

The Trustees present their report and the audited accounts of the charity for the year ended 31st March 2016. 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 your 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.

##### Peer Support

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

## Oxfordshire Mind

### Report of the Trustees (including the Strategic Report) (continued) for the year ended 31st March 2016

#### Oxfordshire Mind Services (continued)

##### 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 severe and enduring mental health problems. 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.

#### **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 'Looking to the Future: Our Strategic Plan for 2013 – 2017' available on our website.

#### **Strategic Report**

##### **Achievements against our Objectives for 2015/16**

Within the Wellbeing Service:

- There were over 2,700 calls and enquiries to the Information Service
- Helped over 1,200 people to cope and keep well through our educational and coping skills courses and peer support groups
- Worked with Oxfordshire Sports Partnership to help over 360 people to take up sport and physical activities.
- Delivered resilience support to 80 'blue light' employees from within the Police, Ambulance and Fire Services

Within the Benefits Advice Service:

- Our Big Lottery funded project helped support 756 people through benefits advice casework
- The casework resulted in successful claims for over £1.8 million in additional benefit entitlement
- Work through the Advice Services Transition Fund extended our benefits work across the county

Within the Transitional Housing Recovery Service:

- We housed and supported 127 people
- 48 people were helped to move on
- 94% of move-on was to more independent or appropriate accommodation
- We increased our housing stock from 73 to 78 units including more self-contained flats
- Occupancy levels were very high at 97% - a very positive achievement

## Oxfordshire Mind

### Report of the Trustees (including the Strategic Report) (continued)

#### Achievements against our Objectives for 2015/16

Within the IAPT Talking Space psychological therapy service:

- Achieved patient (50%) recovery rates
- Supported over 500 people each month into step 2 treatment
- Improved access by establishing a new single point of access for both counselling & Cognitive Based Therapy Treatments.

#### Contribution of Volunteers

Over 50 volunteers continued to offer valuable support and contribution to our work in 2015/16. 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 £3,395,124. Expenditure was £3,144,052. The largest single item of expenditure was staff costs (£2,413,875) which accounts for over two thirds of expenditure.

The principle funding sources during the year have been:

Funding from Oxfordshire Clinical Commissioning Group (OCCG)  
Rent (primarily rent related to Mind Housing Projects)  
Grants from Charitable Trusts, Big Lottery Fund, Comic Relief  
Legacy Income  
Donations and money raised through fundraising events

The funding environment we work in has changed significantly over the last year with our main funder (Oxfordshire NHS Clinical Commissioning Group) holding fewer contracts and more services being brought together under large prime contracts and by working with the partners of the 'Oxfordshire Mental Health Partnership'

We have reviewed our reserves in this financial year and plan to buy a further property in the South & Vale area.

#### 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

As at 31st March 2016, free reserves were £2.2m (2015: £1.9m). The current level of reserves held is viewed as sufficient to meet these requirements.

## Oxfordshire Mind

### Report of the Trustees (including the Strategic Report) (continued)

#### 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:

#### Objectives for 2016/17

##### Supporting local quality standards within the Wellbeing Service

- Provide access to information and advice to over 8,000 people
- Provide access to educational groups, peer support and individual help to over 1,200 people through Option Sessions
- Use 'Warwick Edinburgh Mental Wellbeing Scale' to better assess our impact
- Receiving increased 'wellbeing' referrals through Oxford Health to offer greater choice and wider range of services to people needing help
- Provide Benefits Advice and assistance to over 700 people

##### Within the IAPT Talking Space psychological therapy service

- Sustain high levels of referrals and recovery rates
- Provide access for 9,000 people entering treatment
- Ensure the service is responsive with low waiting times
- Improve access by establishing a new single point of access for both counselling & CBT based treatments

##### 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 10% or below
- Increase the service to over 80 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

#### Contract, Monitoring & Review

Our three 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 2016/17 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

The next version of our Strategic Plan (Looking to The Future) will be reviewed by the Board of Trustees in 2016/17. The objectives in the current plan 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.

## Oxfordshire Mind

### Report of the Trustees (including the Strategic Report) (continued)

#### 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.

#### 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.

### **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.

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 (including the Strategic Report) (continued)**

During the year 2015/16 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) (resigned 13th March 2016)
- Anne Clarke (Head of Housing Services)
- David Agnew (Head of Community Services)

A new CEO, Daniel Knowles, was appointed in October 2016.

#### **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 2016 are the potential impact of public spending cuts and the changing environment of NHS and local government commissioning. Our risk plan will also manage the implementation of new service contracts and new CEO appointment and leadership transition across the organisation.

#### **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.



**Oxfordshire Mind**

**Report of the Trustees (including the Strategic Report) (continued)**

**Statement of Trustees' responsibilities (continued)**

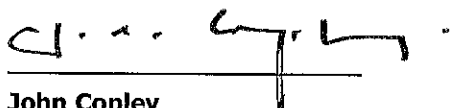
The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

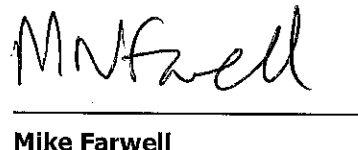
In so far as the Trustees are aware:

- 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.

In approving the Trustees' Annual Report, the Trustees also approve the Strategic Report included therein, in their capacity as company directors.

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

  
\_\_\_\_\_  
John Copley

  
\_\_\_\_\_  
Mike Farwell

**10th October 2016**

## **Independent Auditor's Report to the members of Oxfordshire Mind**

We have audited the financial statements of Oxfordshire Mind for the year ended 31st March 2016 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 pages 7 and 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 2016, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report (including the Strategic Report) for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Independent Auditor's 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; or
- we have not received all the information and explanations we require for our audit.

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

**10th October 2016**

**Oxfordshire Mind**

**Statement of Financial Activities  
(including Income and Expenditure Account)  
for the year ended 31st March 2016**

	Note	General Funds £	Designated Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>Income from:</b>						
Donations and legacies	2	63,771	-	-	63,771	128,082
Investments	3	9,908	-	-	9,908	7,545
Charitable activities	4	3,104,109	-	217,336	3,321,445	3,179,613
<b>Total income</b>		<u>3,177,788</u>	<u>-</u>	<u>217,336</u>	<u>3,395,124</u>	<u>3,315,240</u>
<b>Expenditure on:</b>						
Cost of raising funds	5	6,670	1,052	668	8,390	5,866
Charitable activities	6	2,830,428	69,222	236,012	3,135,662	3,203,706
<b>Total expenditure</b>		<u>2,837,098</u>	<u>70,274</u>	<u>236,680</u>	<u>3,144,052</u>	<u>3,209,572</u>
<b>Net income/(expenditure)</b>		340,690	(70,274)	(19,344)	251,072	105,688
Transfers between funds	14/15	(24,775)	47,188	(22,413)	-	-
<b>Net movement in funds</b>		315,915	(23,086)	(41,757)	251,072	105,688
Balances brought forward at 1st April 2015		1,931,608	1,790,685	63,413	3,785,706	3,680,038
Balances carried forward at 31st March 2016		<u>2,247,523</u>	<u>1,767,599</u>	<u>21,656</u>	<u>4,036,778</u>	<u>3,785,706</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 2016**

	Note	2016 £	2015 £
<b>Fixed assets</b>			
Tangible fixed assets	10	1,743,674	1,790,583
Investments	11	22,000	-
		1,765,674	1,790,583
<b>Current assets</b>			
Debtors	12	153,489	85,143
Cash at bank and in hand		2,411,028	2,199,267
		2,564,517	2,284,410
<b>Deduct: Current liabilities</b>			
Creditors	13	(293,413)	(289,287)
<b>Net current assets</b>		2,271,104	1,995,123
<b>Net assets</b>		4,036,778	3,785,706
<b>Funds</b>			
General funds		2,247,523	1,931,608
Designated funds	14	1,767,599	1,790,685
Restricted funds	15	21,656	63,413
		4,036,778	3,785,706

Approved by the Board of Trustees on 10th October 2016  
and signed on its behalf by :

  
John Copley - 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 2016**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b>Reconciliation of changes in resources to net cash inflow from operating activities:</b>		
Net incoming resources	251,072	105,668
Depreciation	60,599	46,029
Surplus on disposal of tangible fixed assets	(7,094)	-
Interest receivable	(9,908)	(7,545)
(Increase)/decrease in debtors	(68,346)	57,075
Increase/(decrease) in creditors	4,126	(5,039)
<b>Net cash provided by operating activities</b>	<b>230,449</b>	<b>196,188</b>
<b>Cash flow from investing activities</b>		
Payments to acquire tangible fixed assets	(14,396)	(723,633)
Receipts from sales of tangible fixed assets	7,800	-
Donations received as investments	(22,000)	-
Interest received	9,908	7,545
<b>Net cash used in investing activities</b>	<b>(18,688)</b>	<b>(716,088)</b>
<b>Increase/(decrease) in cash in the year</b>	<b>211,761</b>	<b>(519,900)</b>
<b>Balance as at 1st April 2015</b>	<b>2,199,267</b>	<b>2,719,167</b>
<b>Balance as at 31st March 2016</b>	<b>2,411,028</b>	<b>2,199,267</b>

## Oxfordshire Mind

### Notes to the Accounts for the year ended 31st March 2016

#### 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, 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 Practice as it applies from 1 January 2015. 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.

The charity adopted SORP (FRS 102) in the current year and an explanation of how transition to SORP (FRS 102) has affected the reported financial position and performance is given in note 20.

##### 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 2016

#### 1 Accounting policies (continued)

##### 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.

##### 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.

##### 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.



## Oxfordshire Mind

### Notes to the Accounts (continued) for the year ended 31st March 2016

#### 1 Accounting policies (continued)

##### 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.

##### 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.

##### 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.

##### 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 2016**

**2 Income from donations and legacies**

	<b>General Funds £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2016 £</b>	<b>Total 2015 £</b>
Donations	37,775	-	-	37,775	40,451
Legacies	23,147	-	-	23,147	84,888
Subscriptions	2,849	-	-	2,849	2,743
	<u>63,771</u>	<u>-</u>	<u>-</u>	<u>63,771</u>	<u>128,082</u>

In 2015, none of the above income was attributable to either designated or restricted funds.

**3 Income from investments**

	<b>General Funds £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2016 £</b>	<b>Total 2015 £</b>
Bank interest received	9,908	-	-	9,908	7,545
	<u>9,908</u>	<u>-</u>	<u>-</u>	<u>9,908</u>	<u>7,545</u>

In 2015, none of the above income was attributable to either designated or restricted funds.

**4 Income from charitable activities**

	<b>General Funds £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2016 £</b>	<b>Total 2015 £</b>
Joint Commissioning Team	899,841	-	-	899,841	899,841
The Big Lottery grant	49,703	-	-	49,703	65,954
Other grants	-	-	217,336	217,336	237,979
Oxford Health NHS Foundation Trust	906,142	-	-	906,142	774,996
SIL housing contract	499,622	-	-	499,622	499,622
Rents receivable	635,484	-	-	635,484	573,412
Residents housing service charge	55,834	-	-	55,834	53,154
Student fees received	5,460	-	-	5,460	5,420
Miscellaneous	44,223	-	-	44,223	69,235
Surplus on sale of motor vehicle	7,800	-	-	7,800	-
	<u>3,104,109</u>	<u>-</u>	<u>217,336</u>	<u>3,321,445</u>	<u>3,179,613</u>

In 2015, £31,000 of the above income was attributable to designated funds, and £244,287 to restricted funds.

Oxfordshire Mind

Notes to the Accounts (continued)  
for the year ended 31st March 2016

5 Cost of raising funds

	General Funds £	Designated Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Advertising	6,670	1,052	668	8,390	5,866

In 2015, none of the above expenditure was attributable to designated funds, and £818 to restricted funds.

6 Charitable activities

	General Funds £	Designated Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
<b>Direct costs</b>					
Staff costs	2,208,656	15,148	190,071	2,413,875	2,319,157
Rent and rates	189,934	-	7,612	197,546	316,214
Training	17,247	-	4,553	21,800	43,889
Motor and travel	44,357	2	4,974	49,333	61,217
Insurance	8,341	-	335	8,676	8,043
Heat and light	61,371	-	2,900	64,271	50,933
Project running costs/resources	7,793	-	4,351	12,144	26,656
Repairs and maintenance	120,465	3,835	651	124,951	119,078
IT costs	38,516	-	2,669	41,185	61,664
Amenity	3,338	-	-	3,338	2,641
Childcare	-	-	1,630	1,630	1,441
Depreciation	11,105	49,494	-	60,599	46,029
Consultancy	20,831	743	5,129	26,703	37,628
Deficit on disposal of equipment	706	-	-	706	-
	<u>2,372,660</u>	<u>69,222</u>	<u>224,875</u>	<u>3,026,757</u>	<u>3,094,590</u>
<b>Support costs</b>					
Recruitment costs	8,630	-	443	9,073	10,442
Telephone, fax and internet	49,431	-	5,360	54,791	51,357
Printing, postage, books and stationery	18,221	-	3,902	22,123	22,239
Subscriptions	3,688	-	1,046	4,734	3,984
Book-keeping	-	-	-	-	3,376
Bank charges and interest	4,375	-	-	4,375	3,226
Miscellaneous	2,929	-	-	2,929	4,962
Governance costs	10,494	-	386	10,880	9,530
	<u>97,768</u>	<u>-</u>	<u>11,137</u>	<u>108,905</u>	<u>109,116</u>
Total	<u>2,830,428</u>	<u>69,222</u>	<u>236,012</u>	<u>3,135,662</u>	<u>3,203,706</u>

In 2015, £76,045 of the above expenditure was attributable to designated funds, and £297,220 to restricted funds.

**Oxfordshire Mind**

**Notes to the Accounts (continued)  
for the year ended 31st March 2016**

**7 Governance costs**

	<b>General Funds £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2016 £</b>	<b>Total 2015 £</b>
Auditor's remuneration	4,414	-	386	4,800	4,680
Legal and professional	6,080	-	-	6,080	4,850
	<u>10,494</u>	<u>-</u>	<u>386</u>	<u>10,880</u>	<u>9,530</u>

**8 Staff costs**

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

	<b>2016 Number</b>	<b>2015 Number</b>
Employed staff	104	97
Part-time locum workers	16	20
	<u>120</u>	<u>117</u>
Full-time equivalent staff	<u>89</u>	<u>82.50</u>

The total remuneration was:

	<b>£</b>	<b>£</b>
Wages and salaries	2,183,398	2,096,243
Social security costs	181,942	176,800
Pension costs	38,091	40,237
Sub contract staff costs	10,444	5,877
	<u>2,413,875</u>	<u>2,319,157</u>

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 2016 (2015: Nil)

**Oxfordshire Mind**

**Notes to the Accounts (continued)  
for the year ended 31st March 2016**

**9 Trustees' and key management personnel remuneration and expenses**

The trustees neither received nor waived any remuneration during the year (2015: £Nil).

The total amount of employee benefits received by key management personnel is £139,164 (2015: £135,991). The Trust considers its key management personnel comprise the Board of Trustees and the Senior Management Team.

No trustees are accruing pension arrangements (2015: none).

Expenses totalling £769 (2015: £356) were reimbursed to the Trustees for travel and subsistence.

**10 Fixed assets**

	<b>Freehold property</b>	<b>Fixtures and fittings</b>	<b>Computers</b>	<b>Motor vehicles</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>					
At 1st April 2015	1,847,304	50,175	40,248	64,992	2,002,719
Additions	8,388	1,050	4,958	-	14,396
Disposals	-	-	(706)	(64,992)	(65,698)
At 31st March 2016	<u>1,855,692</u>	<u>51,225</u>	<u>44,500</u>	<u>-</u>	<u>1,951,417</u>
<b>Depreciation</b>					
At 1st April 2015	96,207	42,887	8,050	64,992	212,136
Charge for the year	49,494	2,064	9,041	-	60,599
Disposals	-	-	-	(64,992)	(64,992)
At 31st March 2016	<u>145,701</u>	<u>44,951</u>	<u>17,091</u>	<u>-</u>	<u>207,743</u>
<b>Net book value</b>					
At 31st March 2016	<u>1,709,991</u>	<u>6,274</u>	<u>27,409</u>	<u>-</u>	<u>1,743,674</u>
At 31st March 2015	<u>1,751,097</u>	<u>7,288</u>	<u>32,198</u>	<u>-</u>	<u>1,790,583</u>

## Oxfordshire Mind

### Notes to the Accounts (continued) for the year ended 31st March 2016

#### 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 2016.

#### 12 Debtors

	2016 £	2015 £
Debtors	130,272	63,269
Prepayments	23,217	21,874
	<u>153,489</u>	<u>85,143</u>

#### 13 Creditors

	2016 £	2015 £
Creditors	45,767	32,757
Accruals	120,103	208,007
Deferred income	79,660	-
Taxation and social security	47,883	48,323
	<u>293,413</u>	<u>289,287</u>

Movements on deferred income during the year were:-

	£
As at 1st April 2015	-
Cash received during the year	79,660
Allocated to Statement of Financial Activities	-
Carried forward at 31st March 2016	<u>79,660</u>

Deferred income relates to grants received for future periods.

**Oxfordshire Mind**

**Notes to the Accounts (continued)  
for the year ended 31st March 2016**

**14 Designated funds**

	Balance at	<u>Movement in resources</u>		Transfers	Balance at
	1.4.15	Incoming	Outgoing		31.3.16
	£	£	£	£	£
Access Fund	17,144	-	(852)	(1,200)	15,092
Back on Track	12,893	-	(12,893)	-	-
Building Fund for Refurbishment	5,274	-	(3,835)	-	1,439
Cherwell & West Activity Account	207	-	-	-	207
Freehold Property Fund	1,751,097	-	(49,494)	8,388	1,709,991
Lloyds Bank	3,000	-	(3,000)	-	-
Oxford City Council	-	-	-	40,000	40,000
South & Vale Activity Account	1,070	-	(200)	-	870
	<u>1,790,685</u>	<u>-</u>	<u>(70,274)</u>	<u>47,188</u>	<u>1,767,599</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.

**Building Fund for Refurbishment**

Funds allocated towards the building costs of Oxfordshire Mind projects.

**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.

**Lloyds Bank**

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

**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.

## Oxfordshire Mind

### Notes to the Accounts (continued) for the year ended 31st March 2016

#### 15 Restricted funds

	Balance at 1.4.15	Income £	Expenditure £	Transfers £	Balance at 31.3.16 £
ASTF	11,462	19,465	(30,427)	(500)	-
Football Fitness Wellbeing (Comic Relief)	(2,010)	18,796	(6,131)	(1,000)	9,655
LIBOR Fund	6,468	-	(5,534)	(934)	-
Long Term Conditions (National Mind)	6,313	-	(4,313)	(2,000)	-
Oxfordshire Sports Partnership	5,466	40,455	(25,726)	(4,500)	15,695
Reaching Communities (Big Lottery)	-	65,510	(65,280)	(230)	-
Social Inclusion Resilience	2,670	1,200	(3,870)	-	-
Stone Family Foundation	33,044	36,910	(68,648)	(5,000)	(3,694)
Time to Change (National Mind)	-	35,000	(26,751)	(8,249)	-
	<u>63,413</u>	<u>217,336</u>	<u>(236,680)</u>	<u>(22,413)</u>	<u>21,656</u>

#### **ASTF (Advice Services Transitional Fund)**

To make it easier for people to access advice from key agencies across Oxfordshire by working in partnership.

#### **Football Fitness Wellbeing (Comic Relief)**

Therapeutic football sport based interventions for young men at risk.

#### **LIBOR Fund (Ministry of Defence)**

To improve mental health wellbeing and social integration of spouses and partners at five military bases.

#### **Long Term Conditions (National Mind)**

Working with Birmingham and Manchester Mind to design a new mental health service for people with long term conditions.

#### **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.

#### **Social Inclusion Resilience (Oxford City Council & National Mind)**

To support residents in the most deprived area of Oxford at risk of mental health problems and financial exclusion accessing wellbeing support.

#### **Stone Family Foundation**

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

#### **Time to Change (National Mind)**

Tackling mental health stigma and discrimination.

As agreed with donors at the bid process, management charges are applied to several restricted funds. £22,413 (2015: £18,368) 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 2016**

**16 Analysis of net assets between funds**

	<b>General Funds £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2016 £</b>	<b>Total 2015 £</b>
<b>Represented by:</b>					
Current assets	2,485,253	57,608	21,656	2,564,517	2,284,410
Current liabilities	(293,413)	-	-	(293,413)	(289,287)
	<u>2,191,840</u>	<u>57,608</u>	<u>21,656</u>	<u>2,271,104</u>	<u>1,995,123</u>
Tangible fixed assets	33,683	1,709,991	-	1,743,674	1,790,583
Investments	22,000	-	-	22,000	-
	<u>2,247,523</u>	<u>1,767,599</u>	<u>21,656</u>	<u>4,036,778</u>	<u>3,785,706</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.

Donations to the charity from trustees totalled £402 in the year.

**18 Operating leases**

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

	<b>2016 £</b>	<b>2015 £</b>
Operating leases which expire:		
Within one year	214,933	81,177
Within two to five years	691,029	118,344
Over five years	-	5,966
	<u>905,962</u>	<u>205,487</u>

**19 Financial commitments**

At 31st March 2016, the charity was committed to £40,000 of improvement works to leasehold property, as part of its rental agreement with the Council.

**20 First-time adoption of SORP (FRS 102)**

The charity has adopted the SORP (FRS 102) for the first time in year ended 31st March 2016.

There were no significant adjustments resulting from the transition to SORP (FRS 102) that impact upon the net surplus for the year ended 31st March 2015. Total funds reported in these accounts as at 1st April 2014 and 31st March 2015 are as reported previously under the old SORP.