



LEEDS MIND

Annual Report and Financial Statements

For the year ended 31 March 2015

Affiliated to Mind
www.leedsmind.org.uk

Registered Charity - Number 1007625

Registered in England - Number 2193270

Registered Office:
Clarence House
11 Clarence Road
Horsforth
Leeds
LS18 4LB

LEEDS MIND

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

The Trustees have pleasure in presenting their annual report and financial statements for the year ended 31 March 2015. In preparing this report, the Trustees have complied with the Charities Act 2011, the Companies Act 2006 and applicable accounting standards.

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS

Charity name Leeds Mind

Charity registration number 1007625

Company registered number 2193270

Registered office

Clarence House
11 Clarence Road
Horsforth
Leeds LS18 4LB

Trustees:

Linda Grant	Chair (from 24 November 2014)
Simon Kingsnorth	Chair (up until 24 November 2014)
John Pearn	Treasurer (resigned 8 April 2015)
Paul Cunningham	Deputy Chair
Carol Arthur	
Sarah Barcham	
Rob Cook	
Bev Harrison	
Satvinder Mann	
Shameen Shakat	(resigned 24 September 2014)
Graham Smith	(resigned 24 November 2014)
David Yeomans	
Chris Easton	(appointed 19 January 2015)
Niccola Swan	(appointed 24 November 2014)

Company Secretary: Gemma Green

The members of the senior management team at 31 March 2015 were:

Helen Kemp	Chief Executive
Janet Baker	Human Resources Manager
John Bonello	Finance Manager
Mark Cruse	Inkwell Manager
Paul Croston	Housing Manager
Fiona Devenney	Work Place Leeds Manager
Kathy Engler	Peer support Manager
Mark Lee	Operations Director
Vanessa Lenzionowski	Work Place Leeds Manager

Bankers:

Yorkshire Bank
6 Otley Road
Leeds
LS6 2AA

Unity Trust Bank
Nine Brindleyplace
Birmingham
B1 2HB

LEEDS MIND

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

Auditors: Ian Pickup & Co
Chartered Accountants & Statutory Auditors
123 New Road Side
Horsforth
Leeds
LS18 4QD

STRUCTURE, GOVERNANCE AND MANAGEMENT

Leeds Mind was founded in 1972. The company is incorporated under The Companies Act as a company limited by guarantee and is governed by a memorandum and articles of association which outline the objects and powers of the company. The company is a registered charity and operates as a non-profit making organisation.

As a company limited by guarantee Leeds Mind has no share capital. At 31st March 2015 there were 17 members. Leeds Mind is affiliated to Mind - The National Association for Mental Health (NAMH).

All directors of the company are also trustees of the charity and there are no other trustees. The Trustees who served during the period under review are set out on page 2. Directors and Trustees of the charity are appointed in accordance with the articles of association. Trustees retire at the end of their tenure, of between 1-3 years, at the Annual General Meeting and are eligible for re-election.

The Board of Trustees, the governing body of the organisation, is composed of up to 12 elected members who are both trustees of the charity and directors of the Company, and up to 3 co-optees; there are currently 11 trustees. The Board meets bi-monthly and senior staff attend the meetings for accountability and reporting purposes. There are four sub committees of the Board which meet at least quarterly throughout the year and they are responsible for Finance, Quality and Performance, People Development and Business Development.

The Board generally seeks to recruit members who, as well as having the required skills for the governance of a charity, also have experience of mental health problems.

New trustees are given an overview of the organisation by the Chief Executive. This covers: the duties of Board members, funding sources, the structure of the organisation, and plans for the current year and beyond. They are also offered a general tour of the different services and their premises. External training in the role of trustees is provided as necessary.

The Board agrees the strategy and direction, and delegates the day-to-day management of the organisation and the provision of services to paid staff and volunteers who work under the authority of the Chief Executive and the senior management team.

Risk management

The Board of Trustees assesses and reviews the major risks to which the charity is exposed, including financial, operational- and business risks. These risks are identified in the risk register and are risk assessed. The risk register is reviewed by the Board at least annually. Systems are established to mitigate exposure to these risks. We are assessed externally for quality through the Mind Quality Markers; we will next be assessed in Autumn 2015.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

OBJECTIVES AND ACTIVITIES

Leeds Mind is a registered charity. The charity's objectives as set out in the memorandum and articles of association are to promote the preservation and safeguarding of mental health and the relief of persons suffering from mental health disorder in association with NAMH and in accordance with their aims and objects. The area of benefit is West Yorkshire.

The aims, objectives and activities of the charity are reviewed regularly, and achievements assessed. When reviewing these and in planning future activities, the Trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission

Services are delivered in three areas; Employment, Housing and Wellbeing; which includes Inkwell, a community arts centre.

The Employment Service, which operates under the name of WorkPlace Leeds, supports clients in finding paid work, training and education, volunteering and work placements. Support and advocacy are also provided to enable people in work to retain their jobs through the job retention service. An IT training suite helps people gain appropriate skills. These services are delivered in close collaboration with the clinical commissioning groups, the Leeds and York Partnership NHS Trust and Leeds City Council and also support wider partnership working across Leeds.

The Housing Service is delivered through the Positive Pathways consortium and provides support to individuals to access and retain safe and affordable tenancies, whilst helping people meet their goals and develop independence. The service also offers pathways to employment and befriending. Two shared houses are available to service users.

The Wellbeing Service provides one to one key working, befriending, peer support, counselling and opportunities for participation in social groups. Wellbeing also incorporates Inkwell, a community arts centre; a safe, creative and accessible space where passion and skills entwine, challenging the stigma of mental health and celebrating the diversity of its participants. It seeks to engage, stimulate and absorb all abilities through creative activity. Users develop life skills such as teamwork and problem solving leading to increased confidence and improved wellbeing.

The Patient Empowerment Project has been introduced during the year; this is a consortium in the west of Leeds offering social prescribing from GP surgeries.

Leeds Mind hosts and supports the Leeds Mental Health Directory website which provides information on mental health services both in Leeds and nationally.

Performance reports are provided on a regular basis to the commissioners of the services, demonstrating how the funds are used to make a difference to service users. The focus is on recovery and community engagement, and there are regular reviews on the best tools to measure client journeys. The Outcome Star and the Work Star are key measurement tools.

We have continued to play a prominent role in the Leeds element of the national Time to Change campaign. This campaign aims to reduce discrimination and stigma experienced by people with mental health problems.

We are an active member of Volition, the alliance of all mental health voluntary sector organisations in Leeds. We are also the Mindful Employer lead for Leeds and coordinate an active network of employers.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

Staff and volunteers

We would like to record our thanks to the highly skilled staff team who show so much dedication and commitment to their work and to Leeds Mind.

We are also very fortunate to work with so many excellent and committed volunteers, in addition to our Trustees. They are active all around the organisation but particularly so at Inkwell and in our Befriending, Peer Support, Counselling, Social Groups and Administration services. Without their continued support it would not be possible to continue to offer the same high level of service.

Leeds Mind has robust recruitment processes, including the use of Disclosure and Barring Service checks for staff and volunteers.

Applications for employment by disabled persons are always fully considered and it is a desirable characteristic for employees to have lived experience of mental health difficulties in all our job advertisements. In the event of an employee becoming disabled then every effort is made to ensure that their employment can continue through putting into place reasonable adjustments.

Leeds Mind places considerable value on the involvement of employees and volunteers and has continued to keep them informed on matters affecting them and the organisation. This is achieved through a monthly newsletter, quarterly whole organisation staff meetings, volunteer forums and monthly team meetings.

ACHIEVEMENTS AND PERFORMANCE

Leeds Mind has had a successful year; we have gained additional contracts in an increasingly competitive environment and continued to deliver excellent services to our clients as evidenced by feedback through an independent survey undertaken in conjunction with national Mind. Our clients said overwhelmingly that their experience of Leeds Mind is positive with the majority saying that they would recommend Leeds Mind to family and friends. One participant said "I feel that Leeds Mind has been the one most constant thing in my life in the last two years. I've gained my self belief and confidence back as well as learning new skills to help me in the work place and in personal relationships". The new contracts we have gained have enabled us to increase the number of people we can work with. Our major achievements in each area are set out below:

Housing

The housing service has continued to work alongside its partners through the Positive Pathways project, the Leeds Mind team works with 86 people at any one time. During the year we supported 183 clients. A service user event was held where clients spoke about the positive impact the housing team has on their lives and their mental health.

Wellbeing

Peer support has been growing and developing steadily over the last five years, the dedication and commitment of our 40 volunteers has been key to this. During the year we have offered 250 skills courses and workshops, 12 activity groups, 3 activity days and 3 mutual support groups. There have been some exciting new developments during the year:

- We have been selected to be one of nine national hubs and 3 strategic partners within Mind's Big Lottery funded peer support programme. This will enable peer support to be accessed by more people in Leeds and it will enable us to gather evidence about the effectiveness and support its future sustainability.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

- We secured a grant from Mind to develop peer support for people from a refugee background.
- We are part of the innovative Recovery Centre team focusing on rehabilitation and recovery into the community. The project is funded by Leeds and York Partnership Foundation Trust (LYPFT). We are partners with both LYPFT and voluntary sector providers

Our social groups continue to grow, these are largely volunteer led and they are set up to meet demand in particular areas. The men's group continues to meet monthly and this year had a holiday to the Lake District. We have also established a campaigns group to improve awareness around the challenges faced by people with mental health difficulties..

The Patient Empowerment Project is a pilot project in Leeds West funded by the CCG to run a social prescribing service with four partner agencies. This was initially for twelve months but it has been extended to August 2016. The project has seen a significant month on month growth and one client said "I have told my doctor I am doing other things now than being depressed".

We are pleased that Inkwel continues to develop its income generation mainly through the café, room rental and fundraising events; working with a great many entrepreneurial students and volunteers. The media team is a new enterprise and they are currently working on contracts with LYPFT, Leeds University and Sheffield CATCH producing quality animation, film and print. We have also received a grant from Leeds Inspired to develop community art sessions at the weekend arts café.

Employment

WorkPlace Leeds has continued to grow and develop over the year. We continue to offer employment support, job retention support, IT support and a variety of workshops for people in and out of work. In addition the Mindful Employer initiative has grown and we had 150 delegates attending the first hugely successful Mindful Employer Conference in Leeds in November 2014. Funding for this project has been doubled for the next two years. Employment support has also been provided to people referred from Leeds Jobcentres as part of a one year pilot programme.

Over the year:

- 96% of clients retained their jobs.
- 126 people gained paid employment.
- 82 people found volunteering positions.
- 197 people commenced training.
- 213 job interviews were attended.
- 991 job applications were made.
- 163 curriculum vitae were produced.
- 50 European Computer Driving Licences were issued.

All of these achievements are testimony to the ongoing commitment, passion and hard work of the staff team and volunteers. One client has described the service as 'a complete lifesaver' and another has commented 'can't say how much support of an excellent quality has been given to me by committed people at WorkPlace Leeds'.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

We are delighted that so many individuals and organisations have chosen to make Leeds Mind the beneficiary of their fundraising. The donations enable us to progress projects which otherwise we could not fund and in particular support our programme of activities led by volunteers. We have been able to continue to fund two temporary part-time posts (at Inkwell and in Peer Support) specifically funded from our donations.

Leeds Mind could not exist without funding from public bodies, trusts, individual donors, companies and other associations and we thank all for their support for our vital work.

FINANCIAL REVIEW

Total income for the year was £2,142,480 (2014: £1,778,398), an increase of 20%. This is largely due to increases in grants and contracts due to new funding streams. This has come mainly from the Leeds Clinical Commissioning Groups (CCGs) to fund pilots in our job retention service and a social prescribing pilot in Leeds West as part of a consortium. In addition we had funding from the Department of Work and Pensions to fund work with Job Centre Plus. Voluntary income and activities for generating funds have also increased which is encouraging in the current economic climate.

Expenditure in the year has increased by £226,883, an increase of 12%, this is due to increased staff costs to fulfil the additional contracts. Expenditure continues to be closely monitored at all levels and was within budget for the year.

Principal Funding Sources

The main funding sources are the NHS in Leeds (represented by Leeds North CCG) and Adult Social Care within Leeds City Council (LCC). Leeds Mind works closely with its main commissioners and is grateful for their continuing support in a very difficult financial climate.

Fixed assets and Investments

The movements in fixed assets during the year are set out in note 10 to the financial statements.

The Trustees have agreed that temporarily surplus funds should be invested in short term low-risk accounts with the highest possible rates of interest in the current climate. All investments are held in cash and there are no long term investments. Cash balances are reviewed by the Finance Sub-committee regularly.

Reserves Policy

The aim of the Trustees is to hold 3 months of resources expressed as free reserves, which equates to £525,000 for 2015-16. At 31 March 2015 the free reserves, amount to £642,646 before taking account of the pension reserve. The Trustees review the policy annually and it is planned to develop a full reserves policy during this financial year.

Pension Provision

Leeds Mind operates a final salary pension scheme administered by the West Yorkshire Pension Fund. Leeds Mind's share of the deficit of the fund (on FRS17 accounting, the standard basis) as at 31 March 2015 is £1,700,000, this is an increase in the liability of £337,000 since 31 March 2014 due mainly to changes in the assumptions for valuation. In accordance with standard accounting practice this deficit is recognised in the balance sheet.

The charity is required to contribute at the rate of 14.7% of pensionable salaries for 2015/16, with an additional provision of £4,900. Further increases will be required each year so that after a total of 21 years, assets and liabilities will be expected to be brought into balance. Due to the long term nature of the servicing of the deficit it is not expected to have any material impact on the viability of the charity.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

Our obligations to the West Yorkshire Pension Fund are underwritten by Leeds City Council. The West Yorkshire Pension Fund was closed in 2011 for new Leeds Mind staff and a Group Personal Pension Plan with Royal London is offered to all new and existing staff not in the West Yorkshire Pension Fund.

PLANS FOR THE FUTURE

Our new strategic plan for 2015 – 2018 has now been finalised, as part of this process we have also reviewed our Vision, Mission and Values.

The strategic plan sets out our objectives under four headings and the priorities for 2015/16 are set out below:

1. **Person centred** – we aim to co-produce and develop high quality personalised services which deliver measurable outcomes and positive experiences for clients.

We will:

- Ensure that our clients have the opportunity to participate in how our services are developed and delivered.
- Set up client involvement forums to get feedback. Develop our peer support service to reach more people.

2. **Changing attitudes and behaviours** - we aim to reduce stigma and discrimination regarding mental health.

We will:

- Develop our training offer in conjunction with clients and employers to encourage positive attitudes to mental health in the workplace.
- Increase the number of signatories to the Mindful Employer Charter.
- Develop and deliver a communications plan to increase knowledge and brand awareness in Leeds and West Yorkshire.

3. **Access** – we aim to ensure that people get the right services and support at the right time.

We will:

- Strengthen existing partnerships with commissioners, statutory providers and voluntary sector providers to ensure that the people we serve have access to appropriate and high quality services.
- Reach more people in Leeds, particularly young people, carers and older people.
- Conduct a feasibility study into setting up a Recovery College.

4. **Sustainability** - we aim to ensure the long term sustainability of Leeds Mind as an independent organisation.

We will:

- Review governance arrangements to ensure that they are fit for purpose.
- Increase existing statutory income and develop new sources of voluntary income.
- Attract, retain and develop staff and volunteers and ensure they have the skills and support to deliver high quality services.

LEEDS MIND

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

STATEMENT OF THE RESPONSIBILITIES OF THE DIRECTORS AND TRUSTEES

Company law requires the Board to prepare financial statements for each financial period, which give a true and fair view of the state of affairs of the Company as at the end of the financial period and of the surplus or deficit of the Company for that period.

In preparing those financial statements the Board is required to:

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

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

SMALL COMPANY RULES

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies. It was approved by the board of trustees and signed on its behalf.

On behalf of the Board



Gemma Green
Secretary

Date: 28 September 2015

LEEDS MIND

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF LEEDS MIND

We have audited the financial statements of Leeds Mind for the year ended 31 March 2015, 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 United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the 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 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 company and the company's 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 set out on page 7, 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 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. 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 31 March 2015 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 for the financial year for which the financial statements are prepared is consistent with the financial statements.

LEEDS MIND

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF LEEDS MIND

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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report.



Ian Pickup
Senior Statutory Auditor
For and on behalf of Ian Pickup & Co
Chartered Accountants & Statutory Auditors
123 New Road Side
Horsforth
Leeds
LS18 4QD

Date: 21 October 2015

LEEDS MIND

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2015 (Including Income and Expenditure Account)

	Note	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2015	TOTAL FUNDS 2014
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income	2	30,115	-	30,115	24,592
Activities for generating Funds	3	66,291	-	66,291	60,853
Investment income		3,910	-	3,910	2,946
Incoming resources from charitable activities:					
Grants, contracts and fees	4	1,914,052	62,460	1,976,512	1,625,974
Rental income	5	39,802	-	39,802	37,184
Other incoming resources	6	-	25,850	25,850	26,849
Total incoming resources		2,054,170	88,310	2,142,480	1,778,398
RESOURCES EXPENDED					
Charitable activities	7	1,896,502	64,543	1,961,045	1,727,413
Governance costs	7	44,954	-	44,954	49,430
Other resources expended	7	-	24,377	24,377	26,650
Total resources expended		1,941,456	88,920	2,030,376	1,803,493
Net income/(expenditure) for the year before transfers	8	112,714	(610)	112,104	(25,095)
Transfers		361,368	(361,368)	-	-
Net income/(expenditure) for the year other recognised gains and losses		474,082	(361,978)	112,104	-
Actuarial (losses) / gains on defined benefit pension schemes	20	(337,000)	-	(337,000)	325,000
Unrealised gains		25	-	25	179
Net movement in funds		137,107	(361,978)	(224,871)	300,084
Total funds at 1 April 2014	15	(657,740)	396,661	(261,079)	(561,163)
Total funds at 31 March 2015	15	(520,633)	34,683	(485,950)	(261,079)

There were no recognised gains and losses for 2015 and 2014 other than those included in the income and expenditure account. All activities derive from continuing operations.

The notes on pages 14 to 25 form part of these financial statements.

LEEDS MIND

BALANCE SHEET AS AT 31 MARCH 2015

	Note	2015		2014	
		£	£	£	£
FIXED ASSETS					
Tangible assets	10		536,721		571,034
CURRENT ASSETS					
Debtors & prepayments	11	89,495		78,390	
Investments	12	542		517	
Cash at bank and in hand		<u>1,224,650</u>		<u>1,094,061</u>	
		1,314,687		1,172,968	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR					
	13	<u>(637,358)</u>		<u>(642,081)</u>	
NET CURRENT ASSETS			<u>677,329</u>		<u>530,887</u>
NET ASSETS EXCLUDING PENSION LIABILITY			1,214,050		1,101,921
Defined benefit pension liability	20	<u>(1,700,000)</u>		<u>(1,363,000)</u>	
NET LIABILITIES INCLUDING PENSION SCHEME LIABILITY			<u>(485,950)</u>		<u>(261,079)</u>
FUNDS					
Restricted funds	15		34,683		396,661
Unrestricted Funds:					
General funds	15	642,646		525,350	
Designated funds	15	<u>536,721</u>		<u>179,910</u>	
Unrestricted funds excluding pension liability		1,179,367		705,260	
Pension reserve liability	20	<u>(1,700,000)</u>		<u>(1,363,000)</u>	
			(520,633)		(657,740)
			<u>(485,950)</u>		<u>(261,079)</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and were approved by the Board on 28 September 2015 and signed on its behalf.


Linda Grant
Chair

The notes on pages 14 to 25 form part of these financial statements.

Company registration number: 02193270

LEEDS MIND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

1. ACCOUNTING POLICIES

a) Basis of preparation of the financial statements

The financial statements are prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing. The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities, issued in March 2005, applicable accounting standards and the Companies Act 2006.

b) Going concern

The trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. They have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future, and have adequate contingency plans in the event that income streams are reduced. Consequently the financial statements have therefore been prepared on the basis that the charity is a going concern.

c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

- Voluntary income is received by way of donations and gifts and is included in the Statement of Financial Activities when receivable.
- Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- The value of services provided by volunteers is not included.
- Where income is received specifically for expenditure in a future accounting period that amount is deferred.

d) Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered:

- Charitable expenditure comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

e) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at the following annual rates in order to write off fixed assets, less their residual value, over their estimated useful lives:

Freehold buildings - straight line over 25 years
Fixtures, fittings and equipment - 33% straight line
Individual tangible assets are capitalised if costing in excess of £5,000.

f) Pension costs

The charity contributes to the West Yorkshire Pension Fund, a defined benefit scheme, at rates set by the scheme's actuaries. The charity has accounted for these pension costs in accordance with FRS17. The charity also contributes to two defined contribution schemes; Royal London and Scottish Widows.

g) Investments

Current asset investments are accounted for at the lower of cost and net realisable value.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

1. ACCOUNTING POLICIES (continued)

h) General funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

i) Designated funds

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

j) Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

2. VOLUNTARY INCOME

	Unrestricted funds	Restricted funds	2015 Total	2014 Total
	£	£	£	£
Donations	30,115	-	30,115	24,592
	<u>30,115</u>	<u>-</u>	<u>30,115</u>	<u>24,592</u>

3. ACTIVITIES FOR GENERATING FUNDS

	Unrestricted funds	Restricted funds	2015 Total	2014 Total
	£	£	£	£
Room hire	9,741	-	9,741	10,661
Sale of art materials and artwork	3,318	-	3,318	1,264
Management charge	4,815	-	4,815	4,964
Craft Café income	37,867	-	37,867	26,806
Fundraising Events income	10,550	-	10,550	17,158
	<u>66,291</u>	<u>-</u>	<u>66,291</u>	<u>60,853</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

4. GRANTS, CONTRACTS AND FEES

	Unrestricted funds £	Restricted funds £	2015 Total £	2014 Total £
Grants and contracts:				
LCC Adult Social Care	517,825	5,892	523,717	529,931
Leeds CCGs	920,930	-	920,930	675,178
LCC Supporting People / Positive Pathways	286,866	-	286,866	286,867
LYPFT	30,858	2,000	32,858	2,000
Dept for Work and Pensions	93,621	-	93,621	-
Strategic Health Authority Mind	-	-	-	5,700
	15,505	-	15,505	22,707
NHS Wakefield & District	-	-	-	9,134
Big Lottery – Sport 4 All	-	3,290	3,290	6,580
Big Lottery – Warwick Ahead	-	9,450	9,450	-
DPULO	-	30,716	30,716	37,627
LCC – Drop in and Outreach	-	6,112	6,112	4,224
NASA Begum	-	5,000	5,000	5,000
Quaker Fund	646	-	646	2,570
Total grants and contracts	1,866,251	62,460	1,928,711	1,587,518
Fees:				
Subscriptions	10	-	10	33
Training	19,855	-	19,855	20,485
Income from classes	465	-	465	1,638
Consultancy Income	6,585	-	6,585	4,500
Other Income	7,127	-	7,127	3,300
Counselling	13,759	-	13,759	6,447
External staff support	-	-	-	2,053
Total fees	47,801	-	47,801	38,456
Total	1,914,052	62,460	1,976,512	1,625,974

5. RENTAL INCOME

	Unrestricted funds £	Restricted funds £	2015 Total £	2014 Total £
Rental income:				
Housing Benefit	39,802	-	39,802	37,184

6. OTHER INCOMING RESOURCES

	Unrestricted funds £	Restricted funds £	2015 Total £	2014 Total £
LCC Drop-in & Outreach	-	25,850	25,850	26,849

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

During the year, the charity acted as administrator of the LCC Drop-in & Outreach funded by LCC Adult Social Care for city-wide projects. The charity was then responsible for paying out the amounts awarded to the individual projects. As the charity had no discretion as to whom the amounts received were paid to, the activity was not discretionary grant making, and a detailed analysis has not been considered necessary

7. TOTAL RESOURCES EXPENDED

	Basis of Allocation	Housing	Wellbeing	Employment	Governance	Total 2015	Total 2014
		£	£	£	£	£	£
Costs directly allocated to activities:							
Staff & agency staff costs (note 9)	Direct	177,408	396,443	676,734	-	1,250,585	1,009,292
Pension scheme (current & past service costs) (note 20)	Direct	4,767	8,340	14,893	-	28,000	47,000
Pension scheme finance (note 20)	Direct	(4,767)	(8,340)	(14,893)	-	(28,000)	4,000
Total staff costs	Direct						1,060,292
Staff travel, training and other costs	Direct	12,352	10,800	21,988	-	45,140	51,669
Sub contracted costs – WorkPlace Leeds	Direct	-	-	68,023	-	68,023	73,232
Fundraising, events & Café costs	Direct	-	45,398	-	-	45,398	33,176
Volunteer expenses	Direct	653	9,190	1,467	-	11,310	12,576
Drop in & outreach	Direct	-	5,870	242	-	6,112	4,224
Client activities	Direct	9,560	53,780	22,125	-	85,465	22,649
Rent, rates & utilities	Direct	15,294	31,725	10,294	-	57,313	60,062
Support costs allocated to activities							
Staff costs (note 9)	Income	33,357	59,130	59,130	32,000	183,617	185,713
Staff costs other	Income	3,480	6,170	6,170	-	15,820	11,327
Fundraising, events & Café costs	Income	128	229	229	-	586	812
Volunteer costs	Income	380	673	673	-	1,726	986
General office and admin costs	Income	15,823	33,707	42,497	-	92,027	69,687
Building & maintenance costs	Income	8,949	14,520	20,480	-	43,949	87,282
IT costs	Income	7,028	19,876	24,493	-	51,397	53,520
Legal & professional fees	Income	-	264	-	12,954	13,218	15,323
Depreciation	Income	7,966	11,437	14,910	-	34,313	34,313
		292,378	699,212	969,455	44,954	2,005,999	1,776,843
Other resources expended-							
LCC Outreach						24,377	26,650
Total resources expended						2,030,376	1,803,493

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

8. NET (EXPENDITURE)/INCOME FOR THE YEAR

This is stated after charging:

	2015 £	2014 £
Auditors' remuneration:		
Audit fees	3,060	3,060
Accountancy fees	3,240	3,240
Depreciation of tangible fixed assets	34,313	34,313

9. INFORMATION REGARDING EMPLOYEES AND TRUSTEES

The average monthly number of employees, on the full-time equivalent basis, during the year was as follows:

	2015 FTE	2014 FTE
Wellbeing	14	12
Employment services	25	19
Housing services	8	7
Central services	5	5
	<u>52</u>	<u>43</u>

Staff costs during the year were as follows:

	2015 £	2014 £
Wages and salaries	1,249,453	1,036,202
Employers NI	83,293	67,691
Pension costs	72,514	73,870
Temporary staff	28,942	17,242
	<u>1,434,202</u>	<u>1,195,005</u>

No employee earned £60,000 or more during the year (2014: none).

None of the trustees received remuneration for their services during the year (2014: Shameen Shakat (a trustee) received £205 from the charity during the year for workshop facilitation).

No trustees were reimbursed expenses during the year (2014: £nil)

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

10. TANGIBLE FIXED ASSETS

	Freehold land and buildings £	Fixtures, fittings and equipment £	Total £
Cost			
At 1 April 2014 and 31 March 2015	1,143,782	85,372	1,229,154
Depreciation			
At 1 April 2014	572,748	85,372	658,120
Charge	34,313	-	34,313
At 31 March 2015	607,061	85,372	692,433
Net book value			
At 31 March 2015	536,721	-	536,721
At 31 March 2014	571,034	-	571,034

The freehold land and buildings are De Lacey House and Clarence House.

Under the terms of the legal charge and associated grant agreements dated November 1996, if De Lacey House were to be sold, then the first £275,000 of any proceeds would be paid to Leeds City Council to repay grants provided by the Council to acquire the property.

Under the terms of the legal charge dated April 2003 and the associated capital funding agreement dated December 2002, if Clarence House were to be sold, the funder NHS Leeds would be entitled to a repayment no less than their initial capital fund contribution of £265,000.

It is the current intention of the Board that both buildings will continue to be used for mental health services.

Net book value as at 31 March 2015

	£
De Lacey House	138,650
Clarence House	398,071
Total	536,721

11. DEBTORS

	2015 £	2014 £
Debtors	83,911	75,176
Prepayments	5,584	3,214
	89,495	78,390

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

12. INVESTMENTS

	2015	2014
	£	£
Listed investments	542	517

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Creditors	50,565	43,333
Other taxes and social security	29,876	21,791
Accruals and other creditors	17,309	27,800
Deferred income	539,608	549,157
	<u>637,358</u>	<u>642,081</u>

14. DEFERRED INCOME

	2015	2014
	£	£
At 1 April 2014	549,157	146,677
Amount released to incoming resources	(331,828)	(102,451)
Amount deferred in the year	322,279	504,931
At 31 March 2015	<u>539,608</u>	<u>549,157</u>

15. MOVEMENT IN FUNDS

	Balance at 1 April 2014	Incoming resources	Resources expended	Transfers	Balance at 31 March 2015
	£	£	£	£	£
Restricted funds:					
De Lacey House	151,643	-	12,992	(138,651)	-
Clarence House	234,791	-	12,074	(222,717)	-
Leeds Mental Health Directory Website	-	5,892	5,892	-	-
Outreach Scheme	199	25,850	24,377	-	1,672
LYPFT - Leeds & York Partnership NHS Foundation Trust	-	2,000	2,000	-	-
Nasa Begum	4,138	5,000	4,013	-	5,125
Drop in and Outreach	-	6,112	6,112	-	-
Big Lottery – Sport 4 all	5,890	3,290	9,180	-	-
Big Lottery - Warwick Ahead	-	9,450	9,450	-	-
DPULO	-	30,716	2,830	-	27,886
Total restricted funds c/f	<u>396,661</u>	<u>88,310</u>	<u>88,920</u>	<u>361,368</u>	<u>34,683</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

15. MOVEMENT IN FUNDS continued

	Balance at 1 April 2014 £	Incoming resources £	Resources expended £	Gains £	Transfers £	Balance at 31 March 2015 £
Total restricted funds b/f:	396,661	88,310	(88,920)	-	(361,368)	34,683
Unrestricted funds:						
General	525,350	2,054,170	(1,932,209)	25	(4,690)	642,646
Designated:						
Fixed Assets	179,910	-	(9,247)	-	366,058	536,721
Pension reserve	(1,363,000)	-	-	(337,000)	-	(1,700,000)
Total unrestricted funds	(657,740)	2,054,170	(1,941,456)	(336,975)	361,368	(520,633)
Total funds	(261,079)	2,142,480	(2,030,376)	(336,975)	-	(485,950)

Purpose of restricted funds

NHS Leeds - Leeds Mental Health Directory website – funding provided to redesign and re-launch the website.

Leeds & York Partnership NHS Foundation Trust – this funding is to support the development of Inkwell in conjunction with the Arts and Minds network.

Outreach Scheme – these funds are administered by Leeds Mind and funded by Leeds City Council for city-wide projects. Payments made out of these funds are subject to approval by an allocations committee.

Big Lottery – Sport for all – this funding is for local initiatives utilising sport therapies to support mental well-being.

Big Lottery – Warwick Ahead – To develop peer support for residents on the Warwick Estate, Knottingley, West Yorkshire, with mental health difficulties.

DPULO – Funds to support access to work projects.

Drop in and Outreach – funds to support various drop in and outreach schemes which are supported by service users.

Nasa Begum – To develop peer support for Asian Women with mental health difficulties.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

15. MOVEMENT IN FUNDS continued

Purpose of designated funds

The fund represents the net book value of the two buildings owned by the charity.

Transfers:

As there is no longer any restriction related to the funds representing the net book values of the charity's two properties, the balances have been transferred to unrestricted funds (designated).

16. ANALYSIS OF NET ASSETS BY FUND

	Tangible fixed assets	Pension reserve	Net current assets	Total
	£	£	£	£
Restricted funds	-	-	34,683	34,683
Unrestricted funds:				
General	-	-	642,646	642,646
Designated	536,721	-	-	536,721
Pension reserve	-	(1,700,000)	-	(1,700,000)
	<u>536,721</u>	<u>(1,700,000)</u>	<u>677,329</u>	<u>(485,950)</u>

17. COMMITMENTS

As at 31 March 2015 the charity had annual commitments under non-cancellable operating leases as follows:

	Land and buildings		Office Equipment	
	2015	2014	2015	2014
	£	£	£	£
Expiry date:				
Within one year	-	-	-	-
Between one and five years	29,000	22,000	4,251	4,251

Total lease commitments at 31 March 2015 were £55,669 (2014: £72,587)

18. TAXATION

The company is a registered charity and is exempt from income and corporation tax to the extent that income and gains are applicable and applied to charitable purposes only.

19. RELATED PARTY TRANSACTIONS

There were no material related party transactions in the year. (2014: £nil).

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

20. PENSION COSTS

West Yorkshire Pension Fund

The charity participates in the West Yorkshire Pension Fund (WYPF). WYPF is a local government multi-employer defined benefit scheme where the charity is able to identify its share of the underlying assets and liabilities on a consistent basis. Under FRS17 the charity should provide information on the fair value of the scheme assets and the present value of the scheme liabilities at the opening and closing balance sheet dates and the movement in surplus/(deficit) between both balance sheets together with comparatives and other required disclosures. The charity's obligations to WYPF are underwritten by Leeds City Council. The WYPF is funded and is contracted out of the state scheme. The last triennial valuation of the Scheme took place as at 31 March 2013 and was undertaken by professionally qualified actuaries, *Aon Hewitt*, using the projected unit method.

The market value of the charity's share of the Scheme's assets at 31 March 2015 was £4,011,000. The liabilities at the last valuation were £5,711,000.

The valuation revealed a shortfall of assets compared with the value of liabilities of £1,700,000. The change in the present value of liabilities for 2014/2015 was as follows:

The amounts recognised in the balance sheet are as follows:

	2015	2014
	£000s	£000s
Present value of funded obligations:	5,711	4,994
Less: Fair value of plan assets	(4,011)	(3,631)
Net pension liability at end of year	<u>1,700</u>	<u>1,363</u>

The amounts recognised in the statement of financial activities are as follows:

	2015	2014
	£000s	£000s
Components in pension cost		
Current Service Cost	96	120
Interest on Pension Liabilities	214	237
Expected return on plan assets	(242)	(233)
Past Service Costs	-	-
Employer Contributions	(68)	(73)
Note 7	<u>-</u>	<u>51</u>

Changes to the present value of defined benefit obligations are as follows:

	2015	2014
	£000s	£000s
Change to present value of liabilities		
Present value of liabilities at 1 April	4,994	5,119
Current Service Cost	96	120
Interest on Pension Liabilities	214	237
Members Contributions	32	35
Past Service Costs	-	-
Actuarial (gains) losses on liabilities	508	(435)
Benefits/transfers paid	(133)	(82)
Present value of liabilities at 31 March	<u>5,711</u>	<u>4,994</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

20. PENSION COSTS (continued)

Changes in the fair value of scheme assets are as follows:

	2015 £000s	2014 £000s
Fair value at 1 April	3,631	3,482
Expected return on plan assets	242	233
Actuarial gains/(losses) on assets	171	(110)
Employer Contributions	68	73
Members Contributions	32	35
Benefits/transfers paid	(133)	(82)
Fair value at 31 March	4,011	3,631

	2015 £000s	2014 £000s
Statement of Recognised Actuarial Gains and Losses		
Gains/(losses) on liabilities	(508)	435
(Losses)/gains on assets	171	(110)
	(337)	325

The charity paid contributions at the rate of 14.7% (2014: 12.7%) during the year. The cost to the charity for the year was £68,489 (2014: £73,870). At the year end £nil was unpaid to the scheme (2014: £nil). The charity is required to contribute at the rate of 14.7% of pensionable salaries for 2015/16, with an additional provision of £4,900. Further increases will be required for the following 19 years so that after a total of 21 years, assets and liabilities will be brought into balance. Members' contributions are related to earnings and range between 5.8% and 7.2%. The employer's regular contributions to the Fund for the accounting period to 31 March 2016 are estimated to be £74,000. In addition, "Strain on Fund" contributions may be required in exceptional circumstances.

The valuation at 31 March 2015 was prepared on a market related basis by *Aon Hewitt*, actuaries, and it was based on the following assumptions:

	31 March 2015	31 March 2014	31 March 2013
Rate of Inflation RPI	3.0%	3.4%	3.7%
Rate of general increase in salaries	3.4%	3.9%	4.7%
Rate of increase in pensions	1.9%	2.4%	2.8%
Rate of increase to deferred pensions	1.9%	2.4%	2.8%
Discount rate	3.3%	4.3%	4.6%
CPI Inflation	1.9%	2.4%	2.8%

Expected rate of return on assets:

The new accounting standard FRS 102 will be used for the accounting year to 31 March 2016. Under that standard the expected return on assets will be set equal to the discount rate at the start of the year i.e. 3.3%.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

20. PENSION COSTS (continued)

The analysis of the fair value of the assets held by the pension scheme at the beginning and end of the period is as follows:

	Assets at 31 March 2015 £000s	%	Assets at 31 March 2014 £000s	%	Assets at 31 March 2013 £000s	%
Equities	3,065	76.4	2,734	75.3	2,469	70.9
Government Bonds	421	10.5	381	10.5	432	12.4
Corporate Bonds	184	4.6	196	5.4	209	6.0
Property	169	4.2	116	3.2	115	3.3
Cash Liquidity	84	2.1	113	3.1	101	2.9
Other	88	2.2	91	2.5	156	4.5
	4,011	100	3,631	100	3,482	100

Amounts for the current and previous periods are as follows:

	31 March 2015 £000	31 March 2014 £000	31 March 2013 £000
Defined Benefit Obligations	(5,711)	(4,994)	(5,119)
Plan Assets	4,011	3,631	3,482
(Deficit)	(1,700)	(1,363)	(1,637)
Experience adjustments on plan liabilities	42	43	8
Experience adjustments on plan assets	171	(110)	237

The overall fund return over the accounting period for the year to 31 March 2015 was 11.5% (2014: 4.1%).

Other pension schemes

The charity also contributes to two defined contribution schemes, Royal London and Scottish Widows. The cost to the charity in the year was: Royal London £3,145, Scottish Widows £880.

21. COMPANY LIMITED BY GUARANTEE

Leeds Mind is a registered charity under number 1007625. The charity is also a company limited by guarantee under number 2193270 and accordingly does not have a share capital. Each member of the company has undertaken to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

