

TELFORD MIND
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

TELFORD MIND

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr A Woods Mr C Muddiman Ms S Harris Mr P Featherstone	(Appointed 20 June 2016)
Charity number	516444	
Principal address	Court Street Medical Practice Court Street Madeley Telford Shropshire TF7 5EE	
Independent examiner	Baldwins (Telford) Limited Bank House 66 High Street Dawley Telford TF4 2HD	

TELFORD MIND

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TELFORD MIND

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2017

The trustees present their report and accounts for the year ended 31 March 2017.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Constitution the Charities Act 2011 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Objectives and activities

Telford Mind is an independent voluntary organisation that is affiliated to national Mind. It exists to promote and support better mental health in Telford and Wrekin and the surrounding areas.

Telford Mind works to promote recovery, aiming to provide high quality services for people who are experiencing mental health issues and or emotional distress. We also offer support to people undertaking caring roles.

Telford Mind works to promote independence and inclusion. It challenges stigma. It promotes self-confidence and self-reliance and delivers appropriate services and activities through user participation in development and governance. We promote wellbeing.

Our Aims are to:

- Reduce social isolation and distress
- Encourage independence
- Increase self-confidence, self-reliance and self-esteem
- Promote health and wellbeing
- Encourage participation in development and governance
- Develop service users' skills for self-help and mutual support
- Increase awareness and understanding of mental health
- Influence the way mental health services are planned and delivered

To achieve these aims we will carry out the following objectives:

- Provide support through our Forward Mission outreach project, Listening Service, Drop In Centre, support café
- Provide access to advocacy support and independent external organisations
- Work in collaboration with relevant organisations
- Provide support groups
- Develop our work in response to changing needs
- Liaise with the local authority, clinical commissioning groups (CCG) and public commissioners to assist with planning and delivery of mental health services.

In all our work we promote autonomy, equality, knowledge, participation and respect.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The trustees have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission on public benefit.

TELFORD MIND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

Telford Mind provides a wide range of invaluable services for people with mental health issues within the borough of Telford and Wrekin.

In terms of service delivery, Telford Mind has seen a much more positive and stable year. The Centre has continued to be open on Mondays, Tuesdays, Wednesdays and Fridays between the hours of 9.00 am – 3.00 pm. Although, we have had limited operational hours in comparison to previous years, the need and the demand for the service is still increasing and we have seen a rise in the number of people requiring support via email and social media.

Forward Mission has continued to be delivered during this reporting period. Forward Mission provides peer mentor support to service users (mentees) who are experiencing social isolation due to their mental health. Mentees, with the support of their peer mentor work towards achieving goals as highlighted during the completion of the Recovery Star.

Following lengthy discussions with the CCG, the Counselling service was replaced with a 'Listening Service' in April 2016.

Another new service provision 'Helping Hands out of Hardship' commenced in August 2016. The five-year project is funded by the National Lottery's Help through Crisis Fund. Four network partners, Citizens Advice Telford, Telford Crisis Support, Stay and Telford Mind are working together to provide an integrated advice and support service to help vulnerable people out of hardship to a more secure and sustainable financial future. Age UK will also be joining the project.

Courses for service users have continued to be provided, the courses have included Anger Management, Taking Control of your life. Many regular service users revisited the courses to enable them to continue to use the tools given to improve areas of their life which they have identified as requiring improvement. We have also continued to provide money management courses delivered by the Citizens Advice Telford.

We have continued to concentrate on service user progress and development by introducing support groups and service user volunteer opportunities.

During this reporting period the figures show the number of people signing in to use the services at Telford Mind.



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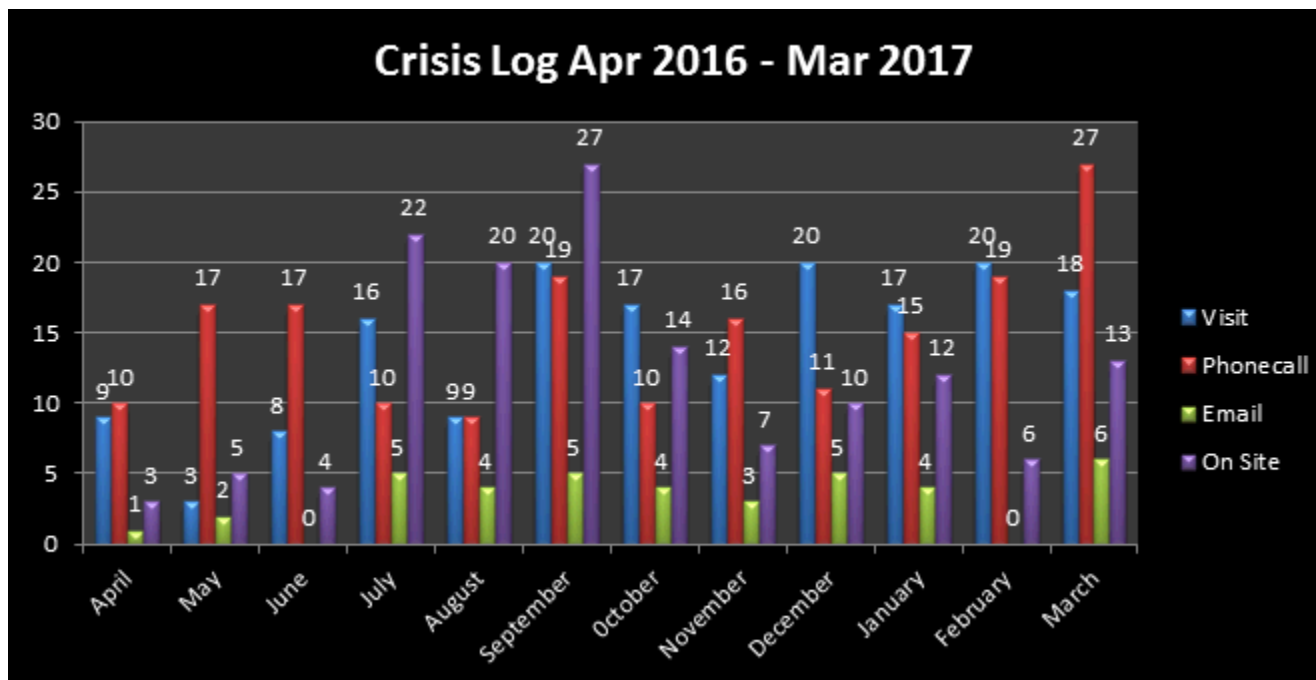
TELFORD MIND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

The figures show that there is an average of 499 visits a month during 2016 /2017 to the centre. The figures are comparable to previous years.

We continue to regularly deal with service users in crisis. This may be in the form of a visit, telephone call, email/social media. Very rarely are referrals made to the crisis team/CMHT as most visits are dealt with at Telford Mind.



We have continued to host medical students from Keele University who are in their final year of studies. This gives the students the opportunity to positively research mental health and work on an agreed project. Projects have included “What impact would having extended opening hours at Telford Mind (9.00 am - 9.00 pm) have on service users/people requiring our services including GPs, hospitals, CMHTs, Crisis Teams etc?”, Promotion of Telford Mind within Primary Care and investigating if there is a need for mental health support for 16-18-year olds. We have also continued to provide work placement opportunities for students from TCAT who were in their final year of their health and social studies course along with a number of sixth form students from local schools. Not only do these placements provide invaluable work experience but it also helps to positively promote mental health and the services we provide.

Service user meetings are held on a regular basis to enable service users to speak with each other about any compliments/complaints/suggestions they may have. The minutes are forwarded to the CEO and acknowledged by the CEO. Where possible changes are considered/made, and all complaints are followed up.

TELFORD MIND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

Service User involvement opportunities

Service Users are encouraged to become involved with various opportunities available at Telford Mind. Opportunities have included organising and running a yard sale, joining the Fundraising Committee, attending and hosting service user meetings and running weekly bingo sessions. Service users have also attended a Hate Crime training session delivered by West Mercia Police.

Over the course of the year, various external organisations and agencies have visited the centre and spoken to the service users about what their organisation/agency does, how it supports people and any volunteering opportunities they might have. The Service Users found these sessions extremely useful and often suggested organisations that they wished to invite to the centre.

An open session was held for service users with the Telford and Wrekin CCG Head of Commissioning for Mental Health, to discuss what problems they have encountered when accessing mental health services within Telford and Wrekin. Service users were also given the opportunity to discuss what services do work, how services can be improved and what services do they think are needed.

Service users along with staff and volunteers from Telford Mind and TACT attended a forum with the Telford and Wrekin CCG Head of Commissioning for Mental Health, to discuss the new mental health strategy for Telford and Wrekin. The forum was extremely beneficial and also enabled service users to discuss their experiences and air their thoughts and opinions on the new strategy.

A representative from Healthwatch Telford visited the centre. The visit gave service users the opportunity to raise any questions/queries/concerns they have about mental health services in Telford and Wrekin.

As part of the service user's road to recovery, we have many service users that are participating in volunteering roles that can be flexible to their changing mental health needs. Examples of volunteering roles that service users are currently undertaking are: fundraising, cleaning, chair of service user forum, service user spokesman at external meetings and bike repair sessions. The service users have stated that it gives them a purpose and something to distract them from their negative thoughts and a sense of accomplishment.

Telford Mind is extremely fortunate to be supported by a passionate and dedicated team of volunteers, however the number of volunteers has decreased as we head towards a new means of service delivery for 2016/2017.

All volunteers are DBS checked to an enhanced level and have completed the Telford Mind mandatory induction training.

Due to the nature of the role, all Drop In volunteers must now be qualified to level 2 counselling skills standard or equivalent in order to ensure the best possible service.

Volunteer opportunities can be found on our website. We will be also be more proactive in advertising opportunities on the do.it.org website.

Telford Mind has provided opportunities for placements from Job Centres, universities and colleges.

TELFORD MIND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

Achievements and performance

In April, the Listening Service was launched. The Listening Service has replaced the Counselling service and has seen some positive outcomes. The CEOs worked with the Head of Commissioning for Mental Health from Telford and Wrekin CCG to develop and introduce GP referral pathways for the service. Many of the individuals that accessed the Listening Service then went on to access the Drop In service and support groups.

In August, the Helping Hands out of Hardship project commenced. Telford Mind will have a prominent standing within the Telford Crisis Network and will strengthen collaborative working between the partners. Some fantastic examples of multi-agency working has already taken place with positive outcomes for the most vulnerable service users.

One of the biggest changes that was introduced during this year, was the introduction of a timetable. Daily Drop In sessions were available along with a range of support groups, such as 'Anxiety & Depression', 'Self Harm', 'Women only Group', 'Men only Group' and 'Personality Disorder'. During timetable activities/groups, a member of staff is still available for individuals that require walk in/telephone support. The sessions were introduced following discussions with service users. The discussions highlighted that although service users greatly benefit from accessing the Drop In as this is often one of their only forms of social integration, they would also like to be able to speak about their mental health condition in a more structured way and offer peer support to individuals experiencing similar problems/issues. The groups were well attended, and service users reported that they enjoyed sharing their experiences with each other and offering peer support in a non-judgemental environment. The groups also attracted new service users to the Centre.

At the start of the year, Telford Mind were extremely fortunate to be one of the lead organisations of the 'Good Mental Health Works' event that was held at the Park Inn, Telford. The event was a huge success and gave the opportunity to positively promote mental health within Telford and Wrekin and to employers, employees, partner agencies. Workshops were also held during the event, that all participants were invited to attend. The event was held in collaboration with SSSFT, CCG, Telford & Wrekin Council, Citizens Advice Telford, DWP and Telford Mind. Various agencies and organisations within Telford and Wrekin also attended the event to promote their services. Several service users from Telford Mind also attended, for many this was a great achievement due to their anxiety.

The CEOs visited The Redwoods Centre (inpatient facility for patients with acute mental health problems) with the Lead Governor of SSSFT. The visit provided the CEOs with an opportunity to view the Redwoods in order to achieve a better understanding of services provided and develop closer ties between Telford Mind and SSSFT to better support service users on their return to the Telford area. During the visit we had a tour of two wards, an overview of the Redwoods Centres and an insight into the management and delivery of service user care.

During the course of the year, the CEOs have continued to positively promote Telford Mind and have ensured that positive working relationships have been maintained with key organisations such as the Crisis Team and the CMHT.

During the course of the year, Telford Mind has hosted several clients from Job Centres within Telford on work placement opportunities. Many of the individuals were struggling with mental health conditions and self-esteem. The work placement opportunities provided the individuals with current work experience in an understanding environment and helped to increase their confidence and self-esteem.

The end of the financial year was marked with a 'Moving on Party' for all service users. The majority of service users attended the party and were positively optimistic about moving to the new building. All service users were offered additional support regarding the move should they need it. Regular open group discussions were held with service users prior to the move to help address any concerns and questions they may have had.

TELFORD MIND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

During this reporting period, the areas of service provision at Telford Mind include the following areas:

Drop In

The Drop-In service is available during our normal opening hours, Monday, Tuesday, Wednesday and Friday 9.00 am – 3.00 pm.

The Drop-In centre can be accessed on a self-referral or referral basis. The drop in centre has qualified support workers on duty every day, volunteers provide additional support. Service users can be sign posted to other services when necessary. The Drop In offers 'one to one' support and encourages well-being and autonomy. Service users also use the Drop In for peer support as well as access other services that Mind has to offer, all of which are listed below.

Service users that access the Drop In on a regular basis benefit from peer support, building confidence, increasing of their social networks and a reduction in social isolation. Service users frequently report that without the support of Telford Mind they would be struggling to cope with their isolation and mental health.

By attending the Drop In, staff can monitor the service user's mental wellbeing and establish the onset of mental health episodes. With the intervention of the wellbeing support worker, we can help explore issues being experienced and identify the most effective course of action.

Service users are also able to share their experiences and coping mechanisms with one another. This often helps the service users feel understood and are part of a community support network.

Forward Mission (Social Inclusion)

Forward Mission is an integral part of Telford Mind's service provision and continues to provide outreach support to individuals within their own homes. Volunteer mentors continue to support people within the community with their mental health issues and through periods of emotional distress. All mentees follow the recovery model and work with the recovery star during sessions with their mentors.

A comprehensive assessment is carried out and risk assessments completed to assess an individual's suitability/eligibility for the programme. The service user is carefully matched with a suitable mentor based on the individual's needs and the skills of the mentor. Mentees are initially prescribed an 8-week programme with a maximum of 24 sessions available. At all times Forward Mission adopts a person-centred approach and identifies the needs of the service users and the skills of the mentors.

All mentors must attend the compulsory Telford Mind induction training and be DBS checked before they are able to commence mentoring. Mentors are supported in their roles and receive supervision every 6-8 weeks. Mentors are invited to attend further training where available.

Forward Mission is unique, highly effective and a beneficial service both to service users and volunteers. Forward Mission being located within Telford Mind is extremely advantageous as it provides access to various in-house services and external services that service users may not otherwise have had access to.

Unfortunately, due to a change of funding for 2017-2018, the Forward Mission project ceased at the end of March 2017.

TELFORD MIND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

Listening Service

The Listening Service is for individuals who has experienced a recent life event that has affected their mental wellbeing. This could be anything from stress, external pressures, recent bereavement, financial difficulties, relationship breakdown, daily worries or a recent life event.

The listening service is a short-term service, whereby individuals will be offered up to three 50-minute sessions over a six-week period.

The Listening Service gives service users the opportunity to explore their thoughts and feelings in a non-judgemental, confidential environment. If a member of staff feels that an individual requires additional support/ further therapy, with their consent, we will signpost/refer as necessary.

The Listening Service is a free service and is available three days a week by two members of staff, the Listening Service Co-ordinator is able to carry out ten sessions per week and a trained Listener who is able to carry out 4 sessions per week. Both members of staff are qualified to Level 3 Counselling Skills and are experienced in their role.

Helping Hands out of Hardship

The five-year project is funded by the National Lottery's Help through Crisis Fund. Four network partners, Citizens Advice Telford, Telford Crisis Support, Stay and Telford Mind are working together to provide an integrated advice and support service to help vulnerable people out of hardship to a more secure and sustainable financial future.

Individuals can self-refer to the project, referrals are also taken from agencies. As part of the project Telford Mind provide drop in sessions at the Park Lane Centre, Woodside, Brookside Community Centre and Sutton Hill Community Centre.

Support Café

Service users are able to engage with other service users in a café environment whilst being able to access the other services available in the building. The Support Cafe is open during our normal working hours and offers service users and the wider community hot and cold drinks, freshly cooked meals and snacks all at extremely competitive prices. The café also offers volunteering and placement opportunities. There is also an external buffet service available. The support café will no longer be operational from the end March 2017 due to Telford Mind relocating.

Tackle Your Health

Tackle Your Health visit the centre twice a month. The service provides free health checks and reviews by a qualified health trainer. Advice and guidance is also given with a view to encouraging developing and adopting a new healthier lifestyle. Regular reviews and support are available. We have established a positive working relationship with the team. The Tackle Your Health team actively support and attend activities arranged by Telford Mind.

Courses

Courses are regularly available to service users, the courses are delivered by external partner agencies and are free of charge. Service users have reported positive outcomes from attending the various courses that have been on offer. This has given service users self-confidence, coping mechanisms, sense of achievement whilst giving them the motivation to wanting to do more. Most importantly it has given them skills that they can incorporate into their everyday lives which encourages self-development and more positive interpersonal relations.

TELFORD MIND

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

Financial review

Telford Mind's Board of Trustees agreed that the level of reserves that should be held are a minimum of three months' expenditure.

As at 30 September 2017 Telford Mind held £10,526.73 in reserve.

If the level of the reserves fund falls below the agreed level the trustees will review Telford Mind's expenditure and look for opportunities to make savings. If this is not possible Telford Mind will add to its reserves, when the opportunity arises, until the agreed level of reserves is met.

The free reserves of the charity were £68,949 at the balance sheet date. The Trustees consider this amount to be sufficient for their immediate operating requirements.

Restricted reserves comprise £3,650 for the central heating system.

Our core funding for the financial period April 2016-March 2017 is in the form of a Grant from Telford and Wrekin Council and the Listening Service is funded by Telford and Wrekin CCG. The 'Helping Hands out of Hardship' project is funded by the National Lottery and is paid by Citizens Advice Telford. Donations that are received contribute towards service delivery.

During the financial year April 2016 to March 2017 the following funds were received:

Telford & Wrekin Council	£71,757
Telford & Wrekin CCG	£38,800
Helping Hands out of Hardship Project	£10,000

In addition, a further £21,549 was received as follows:

£12,008 was generated from the Support Café
£7,741 from general donations, additional funds and fund raising (including £4,800 from Telford Rotary Club, counselling donations, funding for weekend opening)
£1,800 from student placements

At the beginning of 2016, it was agreed by the Board of Trustees, that the day to day finances/accounting and payroll would be provided by the Finance Offer, Stay Telford. The fee for this service is invoiced on a monthly basis.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The future

We continue to operate in a difficult and unpredictable environment. We enter the next financial year in a new building providing mental health services on a sub-contracted basis rather than a grant basis. The Helping Hands out of Hardship project will continue to be funded from the National Lottery, with Citizens Advice Telford being the Lead.

As in previous years, applying for additional funding needs to be the main focus and this will now appear as a standing item on the Monthly Trustees Agenda. We may need to explore other ways of maintaining and developing external partnerships with a view to shared bidding. Additional funds must be sought for Telford Mind to remain operational in its own right.

Structure, governance and management

The charity was registered on 13 September 1985 and is governed by its constitution adopted on 25 March 1985. The charity registration number is 516444.

TELFORD MIND

TRUSTEES' REPORT (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2017*

The trustees who served during the year were:

Mr A Woods	
Miss K Woodland	(Resigned 6 June 2016)
Mr C Muddiman	
Miss J Shenton	(Resigned 6 January 2017)
Ms S Harris	
Mr P Donovan	(Resigned 1 June 2016)
Mr P Featherstone	(Appointed 20 June 2016)

Trustees are elected and appointed at our Annual General Meeting. Trustees may also be co-opted by the Board throughout the year.

New trustees are fully briefed on the objectives of the charity and their role as trustees and are given training appropriate to their knowledge and ability.

Organisational structure

The Board of Trustees meet once a month along with the Chief Executive Officer to review performance and to monitor and authorise activity and expenditure.

Members of Telford Mind elect Trustees annually.

The day to day management is delegated to the joint Chief Executive Officers, Kelly Middleton and Louise Heap, who report directly to the Board of Trustees.

The Chief Executive oversees operational performance and service development and is supported by a small team of staff and volunteers.

The charity is governed by a Board of Trustees who meet at least once a year.

TELFORD MIND

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

Because of a change in core funding, Telford Mind no longer operates from Sutton Hill. In order to retain CCG and local authority funding, we were required to relocate to Strickland House in Wellington from 1 April 2017, to provide Drop-In Support and the Listening Service on a sub-contracted basis within a new mental health hub, Branches.

Contractual issues with the lead provider meant that in September 2017 Telford Mind ceased to provide the mental health support at Strickland House. The trustees consider that there was a real possibility of recovering financial compensation for the abrupt termination of our contractual relationship with the lead provider but unanimously agreed that legal action was not in the best interests of our service users, the reputation of Telford Mind or our continuing relationships with the CCG, local authority and lead provider (which provides other valuable services).

Telford Mind has relocated to Court Street Medical Practice in Madeley and now provides one-to-one mental health support within the surgery premises, not limited to patients of the medical practice. We also continue to provide mental health support within the Helping Hands out of Hardship project.

We have been made very welcome by both the clinical and non-clinical staff at Court Street and are discussing ways in which the medical practice and Telford Mind may be able to work together to enhance the support offered to both medical practice patients and others throughout Telford who are experiencing mental health issues and/or emotional distress.

Because of the loss of funding and consequently vulnerable position of Telford Mind, the trustees recognise that obtaining additional funding to enable Telford Mind to continue to operate as a service in its own right is our first priority. In this context, we are exploring new ways of providing additional mental health support within our community, particularly in education and employment, which will attract their own funding. Our second priority is to recruit volunteers to enable us to extend our current service provision.

The trustees particularly wish to acknowledge the loyalty and hard work of the CEO and other employees who have demonstrated their belief in the value of community level mental health support by choosing to remain with Telford Mind. Despite the many changes through 2017-2018, Telford Mind's trustees and employees are positive and optimistic about its future.

The trustees' report was approved by the Board of Trustees.

Ms S Harris

Chairperson

Dated: 29 January 2018

TELFORD MIND

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2017

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TELFORD MIND

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF TELFORD MIND

I report on the accounts of the charity for the year ended 31 March 2017, which are set out on pages 13 to 23.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared accounts in accordance with Accounting and reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In connection with my examination, no other matter except that referred to in the previous paragraph has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Helen Tinsley FCCA
Baldwins (Telford) Limited

Accountants
Bank House
66 High Street
Dawley
Telford
TF4 2HD
Dated: 30 January 2018

TELFORD MIND

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
<u>Income from:</u>					
Grants and donations	3	130,098	-	130,098	126,397
Charitable activities	4	12,008	-	12,008	8,830
Investments	5	46	-	46	112
Total income		<u>142,152</u>	<u>-</u>	<u>142,152</u>	<u>135,339</u>
<u>Expenditure on:</u>					
Raising funds	6	172	-	172	208
Charitable activities	7	131,569	-	131,569	106,441
Total resources expended		<u>131,741</u>	<u>-</u>	<u>131,741</u>	<u>106,649</u>
Net income for the year/ Net movement in funds		10,411	-	10,411	28,690
Fund balances at 1 April 2016		<u>55,775</u>	<u>3,650</u>	<u>59,425</u>	<u>30,736</u>
Fund balances at 31 March 2017		<u><u>66,186</u></u>	<u><u>3,650</u></u>	<u><u>69,836</u></u>	<u><u>59,426</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

TELFORD MIND

BALANCE SHEET

AS AT 31 MARCH 2017

	Notes	2017 £	£	2016 £	£
Fixed assets					
Tangible assets	11		-		2,587
Current assets					
Debtors	13	5,540		320	
Cash at bank and in hand		74,291		87,984	
		<u>79,831</u>		<u>88,304</u>	
Creditors: amounts falling due within one year					
Other creditors	14	8,745		6,465	
Deferred income	15	1,250		25,000	
		<u>9,995</u>		<u>31,465</u>	
Net current assets			69,836		56,839
Total assets less current liabilities			<u>69,836</u>		<u>59,426</u>
Income funds					
Restricted funds	17		3,650		3,650
Unrestricted funds			66,186		55,776
			<u>69,836</u>		<u>59,426</u>

The accounts were approved by the Trustees on 29 January 2018

Mr C Muddiman
Trustee

TELFORD MIND

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

Charity information

Telford Mind is a registered charity (number 516444) and is governed by its constitution.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's constitution, its governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Grant income is included in incoming resources when the charity is legally entitled to the income and in the period to which the grant relates.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

TELFORD MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Resources expended

Expenditure is accounted for on a cash basis and is classified by activity. Where costs cannot be attributed to particular activities they are allocated on a basis consistent with the use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	over 5 years
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

TELFORD MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

TELFORD MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

3 Grants and donations

	2017	2016
	£	£
Donations and gifts	4,992	16,500
Grants receivable	125,106	109,897
	<u>130,098</u>	<u>126,397</u>
Grants receivable for core activities		
Counselling Funding	43,349	37,539
Forward Mission and Drop in Centre Funding	81,757	72,358
	<u>125,106</u>	<u>109,897</u>

4 Charitable activities

	2017	2016
	£	£
Cafe income	12,008	8,830
	<u>12,008</u>	<u>8,830</u>

5 Investments

	2017	2016
	£	£
Interest receivable	46	112
	<u>46</u>	<u>112</u>

6 Raising funds

	2017	2016
	£	£
Fundraising and publicity		
Cost of fundraising events	172	208
	<u>172</u>	<u>208</u>
For the year ended 31 March 2016		
Fundraising and publicity		<u>208</u>

TELFORD MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

7 Charitable activities

	Charitable activities £	Cafe food cost £	Total 2017 £	Total 2016 £
Staff costs	18,335	-	18,335	11,527
Rent and rates	7,965	1,335	9,300	11,531
Insurance	1,229	-	1,229	1,623
Light and heat	7,855	-	7,855	12,296
Repairs and maintenance	3,257	-	3,257	3,068
Postage, stationery etc.	1,940	-	1,940	1,960
Telephone	807	-	807	1,672
Professional fees	2,587	-	2,587	-
Professional fees	3,285	-	3,285	219
Sundry expenses	520	-	520	604
Bank charges	257	-	257	361
Subscriptions	-	-	-	279
Travelling	548	-	548	458
Operating leases	3,120	-	3,120	3,972
Other charitable expenditure	75,729	-	75,729	54,183
	<u>127,434</u>	<u>1,335</u>	<u>128,769</u>	<u>103,753</u>
Share of support costs (see note 8)	-	-	-	288
Share of governance costs (see note 8)	2,800	-	2,800	2,400
	<u>130,234</u>	<u>1,335</u>	<u>131,569</u>	<u>106,441</u>
Analysis by fund				
Unrestricted funds	<u>130,234</u>	<u>1,335</u>	<u>131,569</u>	
	<u>130,234</u>	<u>1,335</u>	<u>131,569</u>	
For the year ended 31 March 2016				
Unrestricted funds	<u>101,826</u>	<u>4,615</u>		<u>106,441</u>
	<u>101,826</u>	<u>4,615</u>		<u>106,441</u>

TELFORD MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

8 Support costs

	Support costs £	Governance costs £	2017 £	2016 £	Basis of allocation
Depreciation	-	-	-	288	
Independent Examination fees	-	2,800	2,800	2,400	Governance
	<u>-</u>	<u>2,800</u>	<u>2,800</u>	<u>2,688</u>	
Analysed between Charitable activities	-	2,800	2,800	2,688	
	<u>-</u>	<u>2,800</u>	<u>2,800</u>	<u>2,688</u>	

Management and administration costs include payments to the independent examiners of £2,400 (including VAT) for independent examination fees.

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration, benefits or expenses during the year.

10 Employees

Number of employees

The average monthly number employees during the year was:

	2017 Number	2016 Number
Chief Executive Officer	1	1
Drop in Centre	1	1
Counselling and Forward Mission	1	1
Cafe	1	1
	<u>4</u>	<u>4</u>

Employment costs

	2017 £	2016 £
Wages and salaries	70,386	65,710
Other pension costs	158	-
	<u>70,544</u>	<u>65,710</u>

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

TELFORD MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

11 Tangible fixed assets

Fixtures, fittings & equipment

£

Cost

At 1 April 2016

2,875

Disposals

(2,875)

Depreciation and impairment

At 1 April 2016

288

Eliminated in respect of disposals

(288)

Carrying amount

At 31 March 2016

2,587

12 Financial instruments

2017

2016

£

£

Carrying amount of financial assets

Debt instruments measured at amortised cost

79,095

88,534

Carrying amount of financial liabilities

Measured at amortised cost

7,994

6,465

Financial assets measured at amortised cost comprise trade debtors, other debtors and cash at bank.

Financial liabilities measured at amortised cost comprise trade creditors, other creditors and accruals.

13 Debtors

2017

2016

£

£

Amounts falling due within one year:

Trade debtors

4,349

-

Other debtors

455

320

Prepayments and accrued income

736

-

5,540

320

TELFORD MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

14 Other creditors falling due within one year

	2017 £	2016 £
Trade creditors	3,038	2,315
Other creditors	542	-
Accruals and deferred income	5,165	4,150
	<u>8,745</u>	<u>6,465</u>

15 Deferred income

Deferred income represents grant income invoiced for during the year which relates to the following financial year.

The amount deferred at the year end will be released in the year ended March 2018 as the relevant services are provided.

Deferred income at 1st April 2016	£ 25,000
Amount released in the year	(25,000)
	<u>1,250</u>
Deferred income at 31st March 2017	<u>1,250</u>

16 Retirement benefit schemes

Defined contribution schemes

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

The charge to profit or loss in respect of defined contribution schemes was £158 (2016 - £nil).

17 Movement in funds

	Balance at 1 April 2016 £	Movement in funds		Balance at 31 March 2017 £
		Incoming resources £	Resources expended £	
Unrestricted funds				
General fund	55,775	142,152	(131,741)	66,186
Restricted funds				
Central Heating fund	3,650	-	-	3,650
	<u>59,425</u>	<u>142,152</u>	<u>(131,741)</u>	<u>69,836</u>

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

TELFORD MIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

18 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2017 are represented by:			
Current assets/(liabilities)	62,536	3,650	69,836
	<u>62,536</u>	<u>3,650</u>	<u>69,836</u>
	<u>62,536</u>	<u>3,650</u>	<u>69,836</u>

19 Related party transactions

There were no disclosable related party transactions during the year (2016- none).