

**Hartlepool and East Durham Mind**  
**Company Limited by Guarantee**  
**Financial Statements**  
**31 March 2020**

**CENSIS**

Chartered accountant & statutory auditor  
Exchange Building  
66 Church Street  
Hartlepool  
TS24 7DN

# **Hartlepool and East Durham Mind**

**Company Limited by Guarantee**

## **Financial Statements**

**Year ended 31 March 2020**

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# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2020

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The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2020.

#### Reference and administrative details

**Registered charity name** Hartlepool and East Durham Mind

**Charity registration number** 1125924

**Company registration number** 06502878

**Principal office and registered office** Crown Buildings  
Tees Street  
Hartlepool  
TS24 8HB

#### The trustees

K Hall  
S Hales  
J Best  
J Rudge  
K Bayley (Resigned 30 March 2020)

**Company secretary** C Yeoman

**Auditor** Censis  
Chartered accountant & statutory auditor  
Exchange Building  
66 Church Street  
Hartlepool  
TS24 7DN

# **Hartlepool and East Durham Mind**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2020**

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#### **Structure, governance and management**

The nature of the governing document

The organisation for the year covered by this report was an incorporated charity registered with the Charity Commission of England and Wales. The charity is governed by its memorandum and articles of association adopted 13 February 2008. The memorandum sets out the aims and objectives of the charity.

#### **The recruitment and appointment of new trustees**

Trustees are either elected at the Annual General Meeting or co-opted during the year.

#### **The induction and training of trustees**

The charity takes responsibility for the induction of new Trustee Board members and this induction process can include:

- provision of written background information about Hartlepool and East Durham Mind
- meetings with other staff members
- one to one meetings
- provision of regular reports on the work of the organisation

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

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#### Structure, governance and management *(continued)*

##### **The organisational structure of the charity**

The organisation registered as a company limited by guarantee on 13 February 2008 and registration of the new company with the Charity Commission took place on the 17th September 2008. Previously the charity operated as an unincorporated charity, known as Hartlepool Mind, charity registration number 1072669. At 1 April 2011 all assets and liabilities of the unincorporated charity were merged with the incorporated charity.

##### **Governance Arrangements**

Overall responsibility for Hartlepool and East Durham Mind rests with the trustees of the charitable company. The number of trustees should not normally exceed 14 and be representative of local authorities, the business community and organisations working in the field of Mental Health and Well Being.

The trustees have the power to appoint any person as a director/trustee as long as the conditions above are satisfied.

All trustees are provided with information regarding their responsibilities and participate in bi-monthly meetings to consider the development and progress of the organisation and agree future priorities.

Day to day management is delegated to the Chief Executive who is responsible for operational matters including the work programme, ongoing financial management, safeguarding and human resource matters.

##### **Affiliated Organisations**

Whilst the charity has no subsidiary organisations, it is affiliated with Starfish Health and Well Being CIC, Company Registration number: 06904971 and Starfish Services Limited, a company registered with the Charity Commission of England & Wales, Charity Registration number 1146237.

Both organisations operate within the same Mental Health sector providing similar services to a wider area of the UK.

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

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#### Objectives and activities

The charity was formed to promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental disorder or conditions of emotional or mental distress requiring advice or treatment in England.

#### What people can expect from Hartlepool Mind when they need help

Our overriding objective is that every user of Hartlepool & East Durham Mind feels better after each contact with our service. By which we mean they leave us feeling a measure of hope and optimism that there can and will be an end to their symptoms. We aim to engender hope and optimism by:

Giving people as much time as they need to explain their circumstances and goals for recovery, in a respectful, validating and non-judgmental atmosphere;

Using clear, non-technical language that respects each client's particular ways of expressing themselves;

Enabling clients to experience symptom reduction (and in some cases complete removal) during their time with Mind staff, whose training provides the understanding and techniques regularly to achieve this;

Providing a greater understanding of their condition and the associated realisation that it is nearly always temporary and soluble;

Teaching specific skills that help to overcome the condition or manage symptoms to assist recovery;

Discussing ways in which physical and emotional needs can be met more effectively;

Teaching any missing skills required to meet emotional needs;

Providing a tailored plan with the goal of achieving recovery;

Taking as much time as is needed by the individual – which may be just one session, or in rare cases, over several years. Most people are moving on within three to six months of their first contact with us.

We also strive to create as normal and friendly an atmosphere as possible.

Because we work with people suffering emotional distress it is even more important than perhaps in other services that clients feel a warmth, friendliness and welcome that immediately puts them at their ease.

#### Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

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#### Achievements and performance

##### **Mindskills Recovery College**

Based in Hartlepool and Stockton the College provides a service for people suffering mental and emotional distress and want to learn more about how to best manage such states. It aims to build up clients' confidence to take steps towards leading a more fulfilling and a fuller life. The College also provides a wide range of small group activities - such as relaxation, crafts, sports, music making, walking and mindfulness- for people looking for activities that provide a safe and relaxed atmosphere in which steps can be taken towards enjoying life again.

Recovery College staff work alongside each person who meets the College criteria and decides to get involved - by helping them to create a unique plan for recovery. Being in the Recovery College is much about working together in groups, which allows participants to meet new people. Many people who have benefitted from their involvement have gone on to volunteer with the College and help other people - such as through co-producing and co-facilitating groups and workshops.

##### **Improving Access to Psychological Therapies (IAPT)**

The IAPT service helps people who are suffering emotionally - such as feeling depressed, anxious, suffer from panic attacks, have sleep problems, experience low mood, struggle with unwanted, uncontrollable thoughts, have lost a sense of hope and optimism or struggle with bereavement or in relationships. It also helps people with one or more long-term health conditions such as diabetes, arthritis/musculoskeletal problems, respiratory problems, chronic pain, chronic fatigue, epilepsy, heart disease or or unexplained persistent physical symptoms.

Clients might see a therapist or support worker and work one to one; attend a small group to learn skills for managing challenging feelings and behaviour, such as anxiety; use online, self-help programmes; receive practical help - e.g. debt management, form filling or other issues that often cause enormous stress - and support with housing problems.

##### **Rapid Response Suicide Prevention Service**

The Rapid Response Suicide Prevention Service (Rapid Response) was originally piloted in County Durham in response to high suicide rates combined with the recognition that some clients were waiting too long for treatment, thereby falling through the net of potentially life-saving services with tragic consequences. The service offers individual counselling sessions to clients referred to HEDM from the North & South Durham NHS Access and Crisis Teams. Most clients who are referred have made serious attempts on their life or are experiencing frequent suicidal ideation. Counselling provides suicide prevention and recovery work as well as liaison with other agencies providing care to clients. Work is limited to no more than 6 sessions and onward referral to other services is often made at the completion of counselling.

The service is provided for adults over 18 years old who are referred by Crisis and Access Teams working across the Durham area. Eligible clients have made either an attempt on their life or are experiencing suicidal ideation - but have no current plans or intent.

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

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#### **Achievements and performance** *(continued)*

Hartlepool Council and Durham County Council Occupational Health counselling services These two services - for Hartlepool and County Durham Councils' employees respectively - provides counselling for employees referred by both Council's Occupational Health or Human Resources departments.

#### **Social groups and activities**

HEDM has hosted a variety of support, social and craft groups run by volunteers. The groups provide a safe and relaxing environment that encourages people.

#### **Step Forward Tees Valley**

This European Social Fund and National Lottery funded project provides support to unemployed adults of 18 years and over who are suffering from at least two health conditions - to improve their work readiness and overcome barriers in the way of returning to employment. Such barriers include lack of basic skills, childcare commitments, money problems, low confidence/stress/anxiety, disability, domestic violence or criminal convictions. The HEDM staff member works flexibly and imaginatively with clients' goal of getting closer to, or gaining, employment.

#### **Financial review**

The Statement of Financial Activities shows total income of £1,518,719, outgoing resources of a revenue nature of £1,573,695 giving rise to a deficit of £54,976.

#### **Reserves policy**

The trustees believe that the minimum level of reserves should be the equivalent of one years operating costs plus potential redundancy costs. At 31 March 2020 this was estimated to be £200,000. Actual free reserves (i.e. those reserves excluding fixed assets) at that date amounted to £325,382.

#### **Risk management**

The trustees have identified the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that essential action is taken to minimise those risks.

A risk management plan has been introduced as part of the formal risk management process in order to assess organisational risk and implement appropriate strategies.

The plan takes into account the types of risk faced by the charity, prioritising them in terms of impact and likelihood of occurrence, and identifying means of mitigating the risks.



# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

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#### Plans for future periods

We will continue to aim to meet the needs of the community and work in partnership with our funders.

#### Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Auditor

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

# **Hartlepool and East Durham Mind**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2020**

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The trustees' annual report and the strategic report were approved on 14 January 2021 and signed on behalf of the board of trustees by:

K Hall  
Trustee

# **Hartlepool and East Durham Mind**

## **Company Limited by Guarantee**

### **Independent Auditor's Report to the Members of Hartlepool and East Durham Mind**

**Year ended 31 March 2020**

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#### **Opinion**

We have audited the financial statements of Hartlepool and East Durham Mind (the 'charity') for the year ended 31 March 2020 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity'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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2020 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;
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

# **Hartlepool and East Durham Mind**

## **Company Limited by Guarantee**

### **Independent Auditor's Report to the Members of Hartlepool and East Durham Mind** *(continued)*

**Year ended 31 March 2020**

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#### **Conclusions relating to going concern**

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

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

#### **Other information**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Independent Auditor's Report to the Members of Hartlepool and East Durham Mind *(continued)*

**Year ended 31 March 2020**

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#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Act 2011 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.

#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Independent Auditor's Report to the Members of Hartlepool and East Durham Mind *(continued)*

**Year ended 31 March 2020**

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- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Karen Harrison, BA, FCA, CTA (Senior Statutory Auditor)

For and on behalf of  
Censis  
Chartered accountant & statutory auditor  
Exchange Building  
66 Church Street  
Hartlepool  
TS24 7DN

15 January 2021

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

31 March 2020

			2020		2019
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>					
Donations and legacies	5	1,023,706	401,550	1,425,256	1,528,004
Charitable activities	6	61,951	31,512	93,463	92,031
<b>Total income</b>		<u>1,085,657</u>	<u>433,062</u>	<u>1,518,719</u>	<u>1,620,035</u>
<b>Expenditure</b>					
Expenditure on charitable activities	7	<u>1,143,001</u>	<u>430,694</u>	<u>1,573,695</u>	<u>1,695,106</u>
<b>Total expenditure</b>		<u>1,143,001</u>	<u>430,694</u>	<u>1,573,695</u>	<u>1,695,106</u>
<b>Net expenditure and net movement in funds</b>		<u>(57,344)</u>	<u>2,368</u>	<u>(54,976)</u>	<u>(75,071)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>453,514</u>	<u>27,883</u>	<u>481,397</u>	<u>556,468</u>
<b>Total funds carried forward</b>		<u>396,170</u>	<u>30,251</u>	<u>426,421</u>	<u>481,397</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 16 to 27 form part of these financial statements.

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Statement of Financial Position

31 March 2020

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		2020 £	2019 £
<b>Fixed assets</b>			
Tangible fixed assets	11	70,788	80,459
<b>Current assets</b>			
Debtors	12	215,435	182,042
Cash at bank and in hand		185,145	273,821
		<u>400,580</u>	<u>455,863</u>
<b>Creditors: amounts falling due within one year</b>	13	<u>44,947</u>	<u>54,925</u>
<b>Net current assets</b>		355,633	400,938
<b>Total assets less current liabilities</b>		<u>426,421</u>	<u>481,397</u>
<b>Net assets</b>		<u>426,421</u>	<u>481,397</u>
<b>Funds of the charity</b>			
Restricted funds		30,251	27,883
Unrestricted funds		<u>396,170</u>	<u>453,514</u>
<b>Total charity funds</b>	15	<u>426,421</u>	<u>481,397</u>

These financial statements were approved by the board of trustees and authorised for issue on 14 January 2021, and are signed on behalf of the board by:

K Hall  
Trustee

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The notes on pages 16 to 27 form part of these financial statements.



# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Statement of Cash Flows

Year ended 31 March 2020

	2020 £	2019 £
<b>Cash flows from operating activities</b>		
Net expenditure	(54,976)	(75,071)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	9,671	10,684
Accrued expenses/(income)	5,375	(4,276)
<i>Changes in:</i>		
Trade and other debtors	(41,172)	(10,035)
Trade and other creditors	(7,574)	41,463
Cash generated from operations	(88,676)	(37,235)
Net cash used in operating activities	(88,676)	(37,235)
<b>Cash flows from investing activities</b>		
Purchase of tangible assets	—	(6,813)
Net cash used in investing activities	—	(6,813)
<b>Net decrease in cash and cash equivalents</b>	(88,676)	(44,048)
<b>Cash and cash equivalents at beginning of year</b>	273,821	317,869
<b>Cash and cash equivalents at end of year</b>	185,145	273,821

The notes on pages 16 to 27 form part of these financial statements.

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Notes to the Financial Statements

Year ended 31 March 2020

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#### 1. General information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Crown Buildings, Tees Street, Hartlepool, TS24 8HB.

#### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### Going concern

There are no material uncertainties about the charity's ability to continue.

##### Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

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#### 3. Accounting policies *(continued)*

##### Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

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#### 3. Accounting policies *(continued)*

##### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

##### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Short leasehold property	-	2% straight line
Fixtures and fittings	-	25% straight line
Equipment	-	25% straight line

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

#### 4. Limited by guarantee

Hartlepool and East Durham Mind is a company limited by guarantee and accordingly does not have any share capital.

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

#### 5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Donations</b>			
Donations	14,353	–	14,353
<b>Grants</b>			
Mental Health Services	1,009,353	–	1,009,353
Health Education England - Wave 2	–	32,711	32,711
Recovery	–	283,312	283,312
Durham County Council	–	18,750	18,750
Durham Primary Care Trust - Rapid Response	–	45,253	45,253
Connected Communities	–	6,667	6,667
BBO Lottery	–	14,857	14,857
Catalyst	–	–	–
	<u>1,023,706</u>	<u>401,550</u>	<u>1,425,256</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
<b>Donations</b>			
Donations	8,993	–	8,993
<b>Grants</b>			
Mental Health Services	1,029,493	–	1,029,493
Health Education England - Wave 2	–	39,082	39,082
Recovery	–	275,057	275,057
Durham County Council	–	15,198	15,198
Durham Primary Care Trust - Rapid Response	–	45,253	45,253
Connected Communities	–	80,000	80,000
BBO Lottery	–	25,024	25,024
Catalyst	–	9,904	9,904
	<u>1,038,486</u>	<u>489,518</u>	<u>1,528,004</u>

#### 6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Occupational Health	2,880	12,375	15,255
Starfish	57,241	–	57,241
Personal assistance work	–	19,137	19,137
Other	1,830	–	1,830
	<u>61,951</u>	<u>31,512</u>	<u>93,463</u>

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

#### 6. Charitable activities *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Occupational Health	2,700	9,751	12,451
Starfish	62,585	2,211	64,796
Personal assistance work	–	13,434	13,434
Other	1,350	–	1,350
	<u>66,635</u>	<u>25,396</u>	<u>92,031</u>

#### 7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Mental Health Services	1,143,001	–	1,143,001
HEE - Wave	–	36,239	36,239
Mindskills Recovery College	–	283,982	283,982
PSP Psychoeducation	–	21,101	21,101
Personal Assistant	–	11,779	11,779
Connecting Communities	–	5,743	5,743
East Durham	–	13,309	13,309
Rapid Response Suicide Prevention Service	–	44,525	44,525
Step Forward Tees Valley	–	14,016	14,016
	<u>1,143,001</u>	<u>430,694</u>	<u>1,573,695</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Mental Health Services	1,157,795	–	1,157,795
HEE - Wave	–	55,424	55,424
Social Hub	–	10,041	10,041
Mindskills Recovery College	–	282,519	282,519
PSP Psychoeducation	–	12,031	12,031
Personal Assistant	–	10,441	10,441
Connecting Communities	–	86,055	86,055
East Durham	–	7,950	7,950
Rapid Response Suicide Prevention Service	–	47,277	47,277
Step Forward Tees Valley	–	25,573	25,573
	<u>1,157,795</u>	<u>537,311</u>	<u>1,695,106</u>

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2020

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#### 8. Net expenditure

Net expenditure is stated after charging/(crediting):

	<b>2020</b>	2019
	<b>£</b>	£
Depreciation of tangible fixed assets	<u>9,671</u>	<u>10,684</u>

#### 9. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	<b>2020</b>	2019
	<b>£</b>	£
Wages and salaries	1,130,914	1,231,625
Social security costs	95,430	101,411
Employer contributions to pension plans	<u>24,002</u>	<u>17,181</u>
	<u>1,250,346</u>	<u>1,350,217</u>

The average head count of employees during the year was 52 (2019: 58). The average number of full-time equivalent employees during the year is analysed as follows:

	<b>2020</b>	2019
	<b>No.</b>	No.
Charitable activities	47	47
Management and administration	<u>5</u>	<u>11</u>
	<u>52</u>	<u>58</u>

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

#### Key Management Personnel

Key management personnel are remunerated for their services as follows:

	<b>2020</b>	2019
	<b>£</b>	£
Wages & salaries	52,757	54,786
Social security costs	6,089	6,397
Employer contributions to pension plans	<u>1,316</u>	<u>806</u>

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2020

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#### 10. Trustee remuneration and expenses

One trustee was remunerated and received other benefits from employment with the charity

As agreed by the board of trustees, Mr K Bayley(Chair) was engaged to carry out professional services on behalf of the charity. In the financial year ended 31 March 2019 Mr K Bayley was remunerated as follows:

Gross pay - £3,760

Employers National Insurance - £334

Employers Pension Contributions - £55

In return for services rendered the charity received a full review and implementation of governance procedures and policy manuals.

one or more trustees has claimed expenses or had their expenses met by the charity.

The total amount of expenses reimbursed to trustees:

One trustee was reimbursed for travel expenses, amounting to £817; 2019 - £915.

One trustees was reimbursed for telephone and internet charges of £668.

#### 11. Tangible fixed assets

	Short leasehold property £	Fixtures and fittings £	Equipment £	Total £
<b>Cost</b>				
<b>At 1 April 2019 and 31 March 2020</b>	<u>77,176</u>	<u>52,343</u>	<u>75,577</u>	<u>205,096</u>
<b>Depreciation</b>				
At 1 April 2019	14,210	43,349	67,078	124,637
Charge for the year	<u>1,544</u>	<u>4,773</u>	<u>3,354</u>	<u>9,671</u>
<b>At 31 March 2020</b>	<u>15,754</u>	<u>48,122</u>	<u>70,432</u>	<u>134,308</u>
<b>Carrying amount</b>				
<b>At 31 March 2020</b>	<u>61,422</u>	<u>4,221</u>	<u>5,145</u>	<u>70,788</u>
At 31 March 2019	<u>62,966</u>	<u>8,994</u>	<u>8,499</u>	<u>80,459</u>



# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

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#### 12. Debtors

	2020 £	2019 £
Trade debtors	173,537	128,074
Amounts owed by undertakings in which the charity has a participating interest	10,438	5,131
Prepayments and accrued income	31,460	39,239
Other debtors	—	9,598
	<u>215,435</u>	<u>182,042</u>

#### 13. Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	18,102	31,865
Accruals and deferred income	5,475	7,879
Social security and other taxes	10,285	—
Other creditors	11,085	15,181
	<u>44,947</u>	<u>54,925</u>

#### 14. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £24,002 (2019: £17,181).

#### 15. Analysis of charitable funds

##### Unrestricted funds

	At 1 April 2019 £	Income £	Expenditure £	At 31 March 2020 £
Mental Health Services	<u>453,514</u>	<u>1,085,657</u>	<u>(1,143,001)</u>	<u>396,170</u>

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2020

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#### 15. Analysis of charitable funds *(continued)*

##### Restricted funds

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
Mindskills Recovery College	12,794	283,312	(283,982)	12,124
Connecting Communities	4,055	6,667	(5,743)	4,979
East Durham	5,184	12,375	(13,309)	4,250
Rapid Response Suicide Prevention Service	1,976	45,253	(44,525)	2,704
Step Forward Tees Valley	(696)	14,857	(14,016)	145
WAVE	(1,875)	32,711	(36,239)	(5,403)
Social HUB	(137)	—	—	(137)
PSP Psychoeducation	2,969	18,750	(21,101)	618
Personal Assistant	3,613	19,137	(11,779)	10,971
	<u>27,883</u>	<u>433,062</u>	<u>(430,694)</u>	<u>30,251</u>

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

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#### 15. Analysis of charitable funds *(continued)*

##### **Mindskills Recovery College**

The college provides a service for people suffering mental and emotional distress and want to learn more about how to best manage such states. The college also provides a wide range of small group activities that provide a safe and relaxed atmosphere in which steps can be taken towards enjoying life again.

##### **Improving Access to Psychological Therapies (IAPT)**

The IAPT service helps people who are suffering emotionally - such as feeling depressed, anxious, suffer from panic attacks, have sleep problems, experience low mood, struggle with unwanted, uncontrollable thoughts, have lost a sense of hope and optimism or struggle with bereavement or in relationships. It also helps people with one or more long-term health conditions such as diabetes, arthritis/musculoskeletal problems, respiratory problems, chronic pain, chronic fatigue, epilepsy, heart disease or or unexplained persistent physical symptoms.

##### **Rapid Response Suicide Prevention Service**

The service responds to high suicide rates combined with the recognition that some clients were waiting too long for treatment, thereby falling through the net of potentially life-saving services with tragic consequences. Counselling provides suicide prevention and recovery work as well as liaison with other agencies providing care. Work is limited to 6 sessions and onward referral to other services is often made at the completion of counselling.

##### **Occupational Health Counselling Services**

Providing services to Hartlepool and County Durham Council employees referred by Occupational Health or Human Resource Departments.

##### **Connecting Communities Handyman and Signposting Service**

The service provides defined practical assistance to older people (over 50 years) and people with disabilities living in Hartlepool to maximise people's capacity to continue living independently in their own homes.

##### **Step Forward Tees Valley**

This European Social Fund and National Lottery funded project provides support to unemployed adults of 18 years and over who are suffering from at least two health conditions - to improve their work readiness and overcome barriers in the way of returning to employment.

#### 16. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2020 £</b>	Total Funds 2019 £
Tangible fixed assets	70,788	—	70,788	80,459
Current assets	370,329	30,251	400,580	455,863
Creditors less than 1 year	(44,947)	—	(44,947)	(54,925)
<b>Net assets</b>	<u>396,170</u>	<u>30,251</u>	<u>426,421</u>	<u>481,397</u>

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

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#### 17. Related parties

During the year the charity Hartlepool and East Durham Mind provided intercompany facilities to organisations in which the CEO Mr I Caldwell is also a director. Such organisations include:

Starfish Health & Well Being CIC - Company Registration no: 6904971

Starfish Services Limited - Charity Registration no: 1146237

Association For Practice Based Approach - Company Registration no: 8326923

Transactions in relation to each of the above organisations include:

#### **Starfish Health and Well Being CIC**

	2020 £	2019 £
Management charges made by HEDM in respect of the provision of key management skills to SFHWPB CIC	54,991	64,796
Intercompany transactions recharged from HEDM to SFHWPB CIC	32,717	45,371
Intercompany transactions recharged by SFHWPB CIC to HEDM	17,339	4,992
Balance owed to HEDM at the year end	9,631	4,352

#### **Starfish Services Limited**

	2020 £	2019 £
Charges made by HEDM to Starfish Services Ltd in respect of the provision of key management support	2,250	—
Intercompany transactions provided by HEDM to Starfish Services Ltd	244	2,075
Intercompany transactions provided by Starfish Services Ltd to HEDM	4,178	6,392
Balance owed to HEDM at the year end	807	779

#### **Association For Practice Based Approach**

	2020 £	2019 £
Intercompany transactions provided to Association For Practice Based Approach by HEDM	—	319

# Hartlepool and East Durham Mind

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2020

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##### **Other related transactions**

The charity engaged the services of a marketing, management and sustainability consultant, the consultant is a close family member of persons with significant control, fees paid in the year amounted to £16,720 (2019 - £8,800).