



**YORK MIND (INCORPORATING OUR CELEBRATION) LTD**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR YEAR  
ENDED 31<sup>st</sup> MARCH 2021**

**Company Registration Number 02659442  
Charity Number 1006759**

Thomas Coombs Limited  
Statutory Auditor  
Chartered Accountants  
3365 The Pentagon  
Century Way  
Thorpe Park  
Leeds  
West Yorkshire  
LS15 8ZB

**YORK MIND (INCORPORATING OUR CELEBRATION) LTD**  
**31<sup>ST</sup> MARCH 2021**  
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## **YORK MIND (INCORPORATING OUR CELEBRATION) LTD**

**31<sup>ST</sup> MARCH 2021**

### **Reference and administration details**

<b>TRUSTEES</b>	D Ellis -Chair P Yeomans -Vice chair R Weston -Treasurer M Millar (resigned 1 <sup>st</sup> November 2020) R Mulryne N Wood I Smith D Brown G Hughes
<b>CHIEF EXECUTIVE</b>	A Scott
<b>REGISTERED OFFICE</b>	Highcliffe House Highcliffe Court York YO30 6PB
<b>REGISTERED COMPANY NUMBER</b>	02659442
<b>REGISTERED CHARITY NUMBER</b>	1006759
<b>INDEPENDENT AUDITORS</b>	Thomas Coombs Limited Statutory Auditor Chartered Accountants 3365 The Pentagon Century Way Thorpe Park Leeds West Yorkshire LS15 8ZB
<b>BANKERS</b>	CAF Bank Limited PO Box 289 Kings Hill West Malling Kent ME19 4TA  HSBC UK 13 Parliament Street York YO1 8XS

## **YORK MIND (INCORPORATING OUR CELEBRATION) LTD**

**31<sup>ST</sup> MARCH 2021**

### **Report of the trustees**

#### **OBJECTIVES AND ACTIVITIES**

##### **Main activities**

The purpose of the charity is 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. It is also to promote the study of and research into mental health disorder and emotional or mental distress and to obtain and make records of and disseminate to the public the useful results of such research and to educate the public in matters relating to mental health.

York Mind deliver a range of community mental health services to children young people and adults. In this financial year this has included Advocacy, Mentoring, Counselling, Training, Coaching and Peer Support.

##### **Public benefit statement**

The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'. York Mind's charitable purpose is enshrined in its objects 'the relief of people who are suffering or who have suffered from mental illness and in particular but not so as to limit the generality of the foregoing, the provision of education, training and rehabilitation facilities to enable them to earn their living and develop their full potential as members of society'. The trustees ensure that this purpose is carried out for the public benefit by delivering services that are valued by our members at zero or low cost for clients living within York and the surrounding areas.

##### **Contribution made by volunteers**

Volunteers make a significant contribution to our organisation but this year we saw a significant reduction in the volunteering hours down to 1470 compared to last year's figure of 4092. This, of course, was due to the global pandemic which impacted on volunteering across all services but particularly Counselling. Counselling regulators such as BACP were keen for counsellors to have undertaken specific training in delivering online/telephone Counselling and many of our volunteers had not done this. In addition, some of our Counsellors did not want to offer their services through virtual platforms.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Summary**

In March 2020, the world was hit by a global pandemic. York Mind knew that people with existing mental health conditions would be particularly affected given the uncertainty surrounding Covid. We also thought that people who had not previously struggled with mental ill-health might experience this for the first time.

Obviously, we had to move the entire staff team to working from home and we had the entire team up and running within two weeks of the mandatory work from home notice.



We made a decision to move all staff who didn't currently provide frontline delivery or who delivered face to face group work to providing a three session brief intervention and the potential of a regular longer term check-in call.

Gradually, the staff team became more confident about using online platforms such as Zoom and Teams and we provided support for people contacting us who were nervous about using the technology. By the end of the financial year, we were delivering 121 and group activities online including yoga, arts and crafts and mindfulness.

We reached people who would have never previously accessed our building based services and converted some of those who said they would never use online.

The following reports, written by our staff team, outlines the work they have delivered and the impact this has had on people using our services over this period:

### **Action to Inclusion (ATI)**

#### **Purpose and delivery model of project**

Action Towards Inclusion (ATI) is a multi-agency project that is led by Your Consortium (who are now known as Better Connect), and York Mind is one of approximately 60 project partners across York, North Yorkshire and the East Riding. The project is funded by the European Social Fund and National Lottery Community Fund. York Mind has been a keyworker partner in ATI since it started in 2016.

ATI is open to people who are unemployed or economically inactive and not currently working, who would like to get a job or move closer towards employment. York Mind provides individualised 1:1 keyworker support to individuals and helps them to identify and overcome barriers to searching for and accessing employment or education.

#### **Highlights of this year**

A new ATI Project Lead started in June, working 2.5 days per week, which brings the team back up to full strength.

There have been increases in both interest and engagement, with a 41% increase in enquiries, 21% increase in referrals, 78% increase in assessments, 67% increase in new participants and 9% increase in the number of keyworking sessions held, compared with the same time period last year.

The service has continued to meet or exceed all targets for enrolments and outcomes, despite the challenges of working remotely throughout this period.

#### **Intentions for next year**

We hope to be able to offer keyworking sessions either remotely or in person, even when we are back in the office on a routine basis, so that clients can have a greater choice of ways to engage with the programme.

We intend to continue advertising in Handymag and Your Local Link, which have been useful sources of appropriate clients for ATI.

We intend to keep engaging with partnership events provided by Your Consortium, to share learning and experience across the project and develop new contacts and effective partnership working. This has been more challenging with remote working, but we are looking forward to the resumption of in-person meetings at some point during the next year.

## Impact

The service received 45 enquiries and 41 referrals. Thirty two assessments were carried out, and 15 new participants joined the service.

A total of 285 ATI keyworker sessions were provided, 279 of which were by phone. Clients also had the opportunity of engaging via Microsoft Teams, but none chose to do so. Six sessions were delivered in person between September and December 2020 (between lockdowns), for a client who was not in a position to engage with the service remotely.

One participant completed the programme with an Employment outcome. An additional two participants withdrew from the programme during this period.

Some participants will need to continue in the programme for longer than initially anticipated, due to the challenges of seeking and obtaining work in a pandemic.

## Training

The primary purpose of York Mind Training in line with organisational strategy is to deliver high quality learning to local businesses, statutory and educational bodies. However the Covid-19 pandemic resulted in a very different year for training, although still fruitful and busy.

### The Year Reviewed

From April to October much time was spent on secondment to the Activities service delivering on-line (Zoom) training to service users. This was a highly rewarding time, writing and delivering over eighty sessions to service users. Clearly many people were struggling with mental well-being during this period and a high percentage of delegates on the courses were first-time users of York Mind services. Courses written and delivered included; Managing Stress and Anxiety, Confidence and Resilience, Creative Writing, Assertiveness and Mindfulness. Feedback was excellent across all courses and equally encouraging, retention was some of the best experienced by Activities. In addition Training also delivered three cohorts of Mindfulness to delegates on behalf of the Young Person's Service. Working with Jamie and the Activities team was rewarding and led to the creation of a significant number of new PowerPoint and resource material which subsequently fed into the Training offer.

During the summer and early autumn months, we delivered some much needed training to Emergency Department nursing and consultant NHS staff. This took the form of four Mental Health First Aids and two, one-day courses. Feedback was excellent and has resulted in the service securing further contracts in 2021-2 as the TEWV Director of Patient Services looks to deliver further mental health training (in a tiered format) to all 9000 NHS staff in York and Scarborough. An exciting opportunity for York Mind in the coming 12 months.

The financial year saw the service train 1,508 individuals (not including Activities and Young Person statistics) and income amounted to £41,565, which more than doubled the expected target. A key element to this was a contract secured with North Yorkshire County Council to create and write a Train the Trainer course for their staff to deliver around Suicide Prevention. This contract brought in over £16,000 and included an 86 page trainer's manual, a 32 page delegate's resource book and full PowerPoint. Training was then delivered to two NYCC trainers who have recently and successfully begun using the materials to train their staff. The project was delivered on time and well received – our liaison person providing the following feedback; ***"You are an amazing support and we are very grateful for all the knowledge and expertise you have shared with us. We are also grateful for the adaptability you have shown through the ongoing constraints imposed on us all by Covid."***



## Impact and Benefit

The training programme delivers mental health well-being teaching, suicide prevention instruction and stigma reducing messages to around 2000 people a year. Our reputation is excellent and as well as contract work we are approached for talks, staff events etc. Covid 19 meant 2020-21 was a very different year but a repeated theme in feedback was once more the excellent service and many appreciated the training we continued to deliver throughout the various lockdowns. Thanks to SMT organisational skills, the transition to virtual delivery across the organisation was highly impressive and Training benefited from this. Some feedback is set out below to offer a flavour:

***“Best training I have done in years. Thoroughly recommend it to colleagues and others in different jobs”*** Suicide Prevention delegate.

***“Just want to thank you for an excellent session just now. Having had personal experience with suicide (attempts), involving both my brothers and myself, it was really useful. You seem like a warm and caring human being and I thank you for the wonderful work you are doing.”*** Suicide Prevention delegate.

***“The best course I have attended in the last 10 years – amazing tutor and resources. I was made to feel comfortable, to ask questions and take part in the tasks throughout the two days. MHFA Delegate***

## Future Developments

Future plans for 2021/2022 include:

- We are looking to re-design the service and sit alongside other services in a rebranded Income Generation department.
- We are currently discussing a contract to teach NHS nursing staff Mental Health First Aid and other courses. This could potentially be a huge chunk of work with TEWV looking to ensure that all 9000 staff across Scarborough and York receive at least some training.
- Work will commence shortly on using a system such as Event-bright to ease the administrative pressure on the service when running public courses such as ASIST and MHFA. Once this has been completed, we hope to open more of our York Mind courses to the public on an individual basis, in addition to the usual offer to corporates and other organisations. The hope is to significantly boost income and reach a wider range of delegates.
- Most of our training during the lockdown months was delivered via Zoom and we have marketed our ‘Remotely Closer’ brand to advertise this. While this brand has now been dropped, the offer of virtual learning remains with perhaps around a quarter to a third of on-going training delivered in this way.
- Building on the success of the North Yorkshire County Council contract we hope to offer more T4T offers in addition to mental health consultancy services.
- Over the last twelve months we have begun to revamp our PowerPoints and resources, using professional graphic design services to improve the appearance of our delegate resources. Our suicide prevention course now benefits from this revamp, our well-being course is currently with the designer and other courses will follow in due course.
- York Mind now offer Mental Health First Aid Refresher training following Mark’s completion of the appropriate CPD qualification. The first session will be delivered on 3<sup>rd</sup> November 2021 and hopefully this can be a strong source of income for York Mind and vital resource for our customers.
- We are looking to recruit an administrative volunteer to help with this aspect of Training.

## **Conclusion**

As at 1<sup>st</sup> November 2021, the Training service continues to prosper. We are currently over-target in budget terms and there are plenty of bookings in the coming months. Face to face training has returned allowing us to deliver our main fee-earning courses of ASIST and Mental Health First Aid. There is the excitement of being part of a Corporate Services offer at York Mind and taking our new services; virtual deliveries, consultancy, MHFA Refresher and T4T into the future alongside our traditional offers to continue to serve our loyal customer base well and attract new clients.

## **Counselling**

Our adult counselling service consists of two referral pathways; specific support for Carers and a General Service which has no set eligibility criteria. Both receive referrals from Statutory and third sector organisations and individuals. The Carers Service is part-funded by the York Carers Centre with low cost client contribution. This offers access to a total of 12 once weekly counselling sessions, specifically designed for people who have caring responsibilities.

The General counselling service is unfunded and relies on ad hoc donations and fundraising initiatives alongside a low cost sessional client fee. This offers access to up to 16 once weekly sessions, for supporting individuals experiencing a broad range of mental health difficulties. Both services are delivered with the support of a team of up to 20 dedicated volunteer counsellors who are either fully trained or working towards qualification. This includes a range of therapeutic approaches, primarily Humanistic-Integrative (including Person-Centred and Gestalt Psychotherapy), Psychodynamic Therapy and Behavioural Therapy.

During the period, the focus has been on learning effective remote delivery of services throughout the pandemic.

In response to the government advice on Covid19 adjustments were quickly made to transition support to telephone or, where feasible, video (Zoom) sessions. This resulted in an approximate 50% reduction of available counselling sessions, due to some volunteers not being able to offer telephone or online sessions. Carers group peer support was also placed on hold. Over time, the number of counselling sessions slowly increased and a key focus moving forward is the resumption of face to face sessions alongside telephone support.

Counselling provides individuals with a space to explore difficulties that they are experiencing in a confidential space with a view to gaining deeper meaning that will help them to bring about positive benefits and changes.

From April 2020 to March 2021 a total of 109 adults accessed counselling support. This includes 42 individuals who accessed Carers counselling, and 67 who accessed General counselling. Overall, all clients who completed their counselling said that they greatly benefitted from the support.

## **Case study from a carer client:**

*Before I started my counselling I felt very frightened, lonely and desperate. Although I have a wonderful husband and lovely friends I was unable to properly talk to them. I felt like there was something seriously wrong with my mind and that no-one would be able to help me. At times I actually felt like I had lost my mind. I did not recognise myself and I blamed myself for feeling like this. I could not see a future. Living in constant fear of being unwell I found it difficult to focus on small tasks like doing a food shop or making deciding what we would eat for our meals. I was completely overwhelmed by such small things. I had lost interest in all the things that I love. At my lowest times I felt like I just wanted it all to end.*



*I was really sceptical about starting Counselling. I didn't think anyone could help me and I didn't think I was in the right headspace to access any help. Also I was scared to talk about what had happened to me I wanted to bury it.*

*Initially the counselling was painful but as time went on I grew to appreciate that time that I had to talk. Time for just me and I could tell someone my darkest thoughts and not be judged. Gradually I learnt more and more about myself and my world started to open up. My confidence and strength grew. The fear disappeared and I basically got my life back. I rediscovered myself. The person I thought I had lost was still there. I stopped blaming myself and I believed in myself again. It is hard to put into words but the counselling became a safety net a warm blanket around me and not something I dreaded. It opened my eyes and gave me my life back.*

The Young People's counselling service is funded by the City of York Council (CYC). It provides free access to counselling support for individuals aged 16 to 25 who are a resident of the City and not studying at University. The service is primarily based at 30 Clarence Street where, following an initial first contact appointment, individuals are offered access to 6 once weekly counselling sessions. In response to client need additional sessions may be agreed between the young person and the counsellor, though the service remains time-limited. York Mind began delivery of the service in January 2019. It is currently funded until 30<sup>th</sup> June 2022.

A key focus this year has been the ongoing navigation of the Covid19 situation and further embedding the delivery of remote support through telephone or online (video link) counselling sessions. The period has been both challenging and has presented new learning. Staff have been required to adjust and undertake training in line with BACP expectations, and underpinning processes and procedures adjusted to better support remote working and ensure continuation of service quality. Learnings taken have prepared the service for moving to a blended delivery model once in person support can resume.

*"My thought process has changed and I have a toolkit to support myself. I've already been able to use what I've learnt from counselling to deal with negative thoughts and situations."*

*"I have really enjoyed having someone to talk to and help validate my feelings. Talking about and exploring different coping methods has really helped - I definitely have a lot less bad days."*

*"Keep on doing what you do, it's just so important."*

*"I want you to know that what you have done for me will stay with me forever ..... too many things to name really - I just know it will all stay with me."*

The service benefits young people through offering an impartial and confidential space to talk to a trained person about anything that is causing young people distress, and help them work towards solutions that are right for them and their situation. This may include making sense of their own thoughts, learning new ways of dealing with situations or helping them identify what wider support they need around them.

Engagement has remained high throughout the year with over 261 young people referring into the service, 163 of who then decided to access support. Overall a total 363 of young people engaged with counselling support in some capacity, and 149 young people moved on from the service.

Clients continuously rate the service as being 'Excellent' or 'Good', with the majority either fully or partially meeting their agreed goals and saying that they would recommend the service to others.

## **York Advocacy Hub**

For April 2020 to March 2021 the York Advocacy Hub provided six advocacy services to residents of York, all funded by City of York Council.

- Independent Mental Capacity Act advocacy – We provide advocacy to people who have been assessed as lacking capacity to make decisions around safeguarding, serious medical treatment and long term accommodation.
- Generic advocacy – Providing help to people with additional needs such as mental health, learning disabilities or substance misuse issues around a range of issues such as accessing housing, social care or health services, help to access welfare benefits advice, making a complaint etc.
- NHS complaints advocacy – We provide advocacy to those who want to make a formal NHS complaint, and help them take their complaint to the public health ombudsman if needs be
- Care Act Advocacy – We help people who have substantial difficulty in being involved in their social care decisions to take more of a role in their social care assessment, planning and review and ensure the care they're provided is personalised and as they would wish it
- Independent Mental Health Advocacy – We work with people who are sectioned under the mental health act to help them appeal their section, understand their care and treatment and support them to ensure their rights are upheld whilst in hospital.
- Relevant Person's Representative- We work with people who have been deprived of their liberty – usually within a care home or health setting. These are people who have been assessed as lacking capacity around being able to make a decision about where they live. We visit them every eight weeks to ensure they have appropriate care and treatment and that their deprivation is not overly restrictive.

In 2020-2021 we received 1518 referrals for advocacy support. This is a mix of one off telephone advocacy and triage appointments in our offices, alongside more longer term casework. This represented an increase of 27% on last years figures.

IMHA support has continued to be provided at Stockton Hall.

The one off pilot for delivering some advocacy to support people through the process of Continuing Healthcare, funded by City of York Council ended at the end of March 2021. The pilot supported 18 through DSTs and CHCs meetings to determine if people should receive LA or NHS funding to meet their care needs.

During this year, 3 advocates and one service manager obtained the independent advocacy qualification which is a requirement of our main funder; the City of York Council (CYC) who contract us to deliver statutory advocacy within the City of York. 2 new advocates started the independent advocacy qualification.

### **Service Developments**

During this year 2 advocates went on maternity leave and 2 advocates went on long term sick leave, as such maternity cover was recruited and on top of that we employed a freelance advocate.

The team are working really well in delivering their caseloads, and as a result statutory waiting lists remain low and we are meeting our standard operating procedure turnaround times.

We have concentrated on improving and developing quality this year, alongside skilling up advocates to deliver more strands of advocacy. Previously advocates would specialise in one or two areas of advocacy but this meant that clients then had to have more than one advocate and this could mean long waiting times. Advocates are delivering training to their peers which offers them a developmental opportunity, as well as upskilling staff.



As advocates were not able to meet as many people in person for a large majority of the year the team have used the year to provide virtual training for the whole team on all advocacy streams to upskill all advocates. Advocates also attended the virtual advocacy conference in November, this was the first year that it has been held virtually and all advocates were able to attend a variety of sessions to increase their understanding of a variety of issues.

Unfortunately in March 2020, Covid 19 caused us to pause/re-work most of our delivery, and we looked at delivering advocacy in new ways: through the use of technology such as Zoom and Skype, and through garden and window visits. Clients who are eligible for statutory advocacy often have communication difficulties and this has been a big challenge.

### **Future Developments**

Covid 19 continues to be our biggest challenge in 2020-21, with advocates trying to deliver the face to face advocacy where no other methods can work, and making greater use of technology and other ways of seeing clients.

Our Clarence Street office remains closed for the moment, with advocates working from home.

We are re-developing our self advocacy services for people with learning disabilities with the view to providing some online groups during the Covid period.

We are in our fifth year of contract funding, with a final year waiting to be confirmed for 2021-22. Until we are clear on the security of funding beyond this, it is likely that we will pause any further general developments particularly in light of the current Covid issues.

It is likely we will need to look at a re-tender for the advocacy contract in 2021-22.

### **Service Benefits**

The advocacy service ensures that all the relevant legislation around mental health inpatients, mental capacity act law, care act law, NHS complaints etc. is upheld and where this is not, challenge where necessary.

Advocacy gives a voice to the most vulnerable, and our advocates help people appeal their section, stay within their own home, ask for leave, access mental health services, get care services they want, make complaints and have their human rights upheld to name just a few of the benefits our clients have received this year with the help of an advocate.

Our advocates work with people from those who cannot speak at all, to those who can self advocate but whose mental health is such that they really need the advocate alongside to support them.

### **Activities**

Between **April 2020 to March 2021**, York Mind provided two early intervention and prevention activity programmes to residents of York, aged 18 +.

**1.** The Mental Health and Well-being Activities Programme (**Spartacus**), partnership project, delivered alongside local third sector organisations. **2.** YM Activities Programme (**Bob**) - grant funded, delivering bespoke activities, including Peer Support.

From **8<sup>th</sup> April-30<sup>th</sup> June 2020**, both programmes were delivered under the title of **Covid 19 Response Service**, and included online groups, as well as 1-1 telephone support and coaching provision.

### **Project Highlights**

**Covid 19 Response Service-** we progressed **240** referrals through this service in **one** delivery quarter. The service provided the first line of support for many clients during the first Covid lockdown. We



established a full delivery programme online. All facilitators trained in the use of Zoom, and also provided training for clients.

**Spartacus-** We progressed **250** referrals, July 2020-March 2021. Working with **10** partners, we delivered **45** different activities, many ongoing weekly, or repeated throughout the year. We saw an increase in unique users-our target audience, with **62% of all those referring in unique**.

**(Unique user-not accessing MH services and haven't accessed in last 18 months)**

**Bob-**

- ✓ Received **182** referrals
- ✓ Supported **16** people into volunteering opportunities
- ✓ Provided **17** awareness raising sessions

#### **Intended developments for next year**

**Spartacus Programme-**Year 4 delivery concludes in June 2020. 10 new partners will continue delivery. We plan to diversify our offer to reach people in marginalised groups, including young people, those with Autism, Carers, and Travellers. Groups will be delivered online and face to face.

**Bob programme-** Running until March 2022, we will deliver client led activities including Mindfulness, Assertiveness and Well-Being Peer Support.

#### **How the service benefits participants**

Participants' feedback regularly through resilience questionnaires and verbal feedback. Real life change is captured through case studies quarterly.

1) Our Peer Support Group have taken big steps to independence. Setting up a What's App group to keep in touch and also setting up their own Zoom sessions when our facilitator was on holiday, and the group was not YM facilitated. Long term friendships/relationships have been set up.

2) One client has been able to start up his own business, as a result of the support he has received from York Mind groups. The client is keen on art and making things and has set up a business making key rings, snow globes, fridge magnets, etc. He credits the support York Mind has given to him, in helping boost his self- confidence and self- esteem and keep mentally well.

3) A participant of the Activities Service has gone from client, to YM volunteer and is now the paid Activities Administrator. All in a 6 month period of change.

4) A carer from our Substance Misuse and Gambling Carer support group has set up a new project called "Stitching away the Stigma". The project uses sewing to create anti stigma messages on cushions, clothing, wall art, etc. The slogans and feel good quotes aim to end stigma about addiction.

#### **Young Peoples Mentoring and Group work**

The Young People's Mentoring Service provides longer-term (up to 6 months) free access to mentoring for 8-18 year olds. It focuses on personalised strategic interventions: setting goals based around ownership and empowerment, normalising communication about mental health and giving young-people the skills to re-engage in their communities. The service is supported by a team of volunteer Mentors who meet with mentees on a 1:1 basis primarily to Highcliffe House and also out in the community to support young people to both isolation and engage with meaningful activities. It is funded both by Children in Need and the Winter Pressures Funds until June 2022.

Due to Covid-19 restrictions all support transitioned to either telephone or Zoom sessions and we were unable to deliver the community based element of the service. The priority being to provide stability to young people already in mentoring and those starting whilst restrictions remained in place.

Throughout clients continued to engage with this new way of delivery and we found that offering alternatives to face-to-face delivery allowed us to reach a wider demographic of young people who would have struggled to attend face-to-face support. Over the year over 110 young people were referred or self-referred into the service, a 100% of who accessed at least six mentoring sessions.

Often with our young people we are asked for guidance on regulating emotions, improving resilience to their environment, developing coping strategies for anxiety and providing support and accountability as they set and work on their goals.

*"Thank you so much."*

*"I had a regular scheduled outlet and that was most helpful."*

*"My mentor was really easy to talk to. I did not feel judged."*

Young people consistently rate the mentoring service as very good or good, with the vast majority who attend a first session going on to engage for the rest of their time. All of our young people have said they would recommend the service to others and the resilience scores consistently show improvement.

Post-Covid19 restrictions, the service is being restructured to offer a blended delivery: Zoom and in person at Highcliffe House, as well as community-based sessions. Looking forward a recruitment of new mentors will be undertaken to sustain ongoing delivery.

#### **Achievements against objectives set**

- Deliver a Covid-secure service for as long as is required. This includes offering online options, making the building as safe as possible and supporting staff with long-term home working

*Staff continued delivering services using online platforms (Zoom, Teams) or telephone. The transition to home working happened within a week. As we moved between opening up and then back into lockdowns, our building was made Covid secure. We are currently piloting a blended model of delivery*

- Actively diversify our structures and the work we deliver to ensure communities who currently do not use York Mind can influence the changes we need to make to ensure we are truly accessible

*Although progress has been limited on this, we have worked on improving our Trustee recruitment to ensure communities who might not have previously applied are able to approach us.*

*Through our Activities programme, we have chosen partners who work in marginalised communities including the Travellers Trust, the LGBT forum and Refuge Action York*

- Involve staff, volunteers and people who use our service in the development of a "blended service offer" that promotes online delivery for those who benefit from this and face to face delivery for those who prefer this option

*York Mind involved staff, volunteers and people who use our services in developing a blended model that enables delivery face to face and continues with online delivery. Staff have developed new skills in using online platforms to deliver our services. Feedback from clients show that we have reached people who have never accessed our services before and are very happy to continue with online delivery.*



- Continue to grow the organisation particularly in areas with no or very little community mental health service

*Progress on this has been limited although the CEO has been, and continues to be, heavily involved in the move to the new ICS healthcare structures. The impact of these is more likely to be felt at a regional level and conversation are ongoing with other Local Mind's in the area and partners outside the Mind Federation*

## **FINANCIAL REVIEW**

During the financial year ending 31 March 2021 the charity incurred £173,672 of unrestricted expenditure. £60,974 was spent in support of our fundraising, £88,655 on our training and awareness activities. The balance of £24,043 was spent on the governance of the charity. During the year we received £209,525 from general fundraising plus £19,900 Covid appeal. We also received £54,113 from our training and counselling activities. In addition, we also received £37,283 from Doncaster Mind as part of our shared senior management agreement. We also received £71 in investment income. This resulted in a surplus of £147,220 for the year. From this surplus £822 was transferred to cover shortfalls in our restricted funded projects. The surplus for the year was £146,398. Our total unrestricted funds are now £494,170.

During the year we spent £784,607 carrying out projects which were funded by contracts or restricted grants. Funding of £150,654 was received from grants and donations restricted for specific areas of our work and £657,552 was received from contracts and restricted grants funding activities which we applied for as part of our charitable activity. £822 was transferred from our unrestricted funds to cover project funding shortfalls. The surplus of funding at the end of the year was £24,421. This increased our restricted funds balance to £183,098. This balance is due to delays in delivering the projects due to Covid restrictions. This balance is expected to be used in the future as Covid conditions allow.

The total surplus for the year ending 31 March 2021 was £170,819. With this surplus added to our opening balance of £506,449, the total funds held are £677,268.

### **Reserves Policy**

We review our reserves policy on an annual basis taking into account future activities, the opportunities available to the Charity and the potential risks to which it might be exposed.

Unrestricted free reserves at the end of the financial year were £491,877.

York Mind aims to hold a free reserve that will enable an orderly closure of the charitable company in such an eventuality. Despite the current implications of COVID-19, following receipt of the Covid related grant of £46,500 and the maintained levels of fundraising, we have been able to increase our level of free reserves by £149,000.

The Trustees have agreed that that the funds should still be able to meet the costs of continuing to run our entire service for between two and four months. In addition, the Trustees consider it prudent that the charity should also be able to meet its contractual obligations and any costs of closure (including redundancy costs) allowing for an orderly wind down of service and so as not to have a sudden and adverse impact upon services.

The trustees have agreed a target range of free reserves of between £246,000 and £450,000. Our level exceeds this by £42,000.

The trustees, together with the senior management team, are looking at projects which could make use of the surplus free reserves available. One idea is to resource a post to assist with the identifying and signposting of appropriate services due to the increased demand we are experiencing due to the impact of Covid.

### **Investment Policy**

In accordance with the Memorandum of Association, the trustees have the power to make such investments as they see fit. With short term fluctuations in cash flow due to timing of grant income and the uncertainties of the stock market following COVID-19, we have maintained our existing investment policy of investing the money in an easy access deposit account that offers a competitive and consistent rate of return during the year. However, in view of the recent period of low interest rates, which has resulted in lower than usual investment income, we are continuing to look for better ways to invest the excess funds in order to yield a greater return.

### **Risk Management**

The trustees, on a regular basis, reviews the principal risks and uncertainties faced by the charity in its day to day operations. The trustees have established policies, systems and procedures to mitigate those risks identified.

The Risk Register continues to be reviewed and updated by the Finance and Risk Subcommittee which is led by the treasurer together with a trustee appointed to lead our development of our approach to Risk.

The trustees continue to look to improve the assessment of external risks; the definition of our risk policy; review of both risks and controls. This is giving the trustees the confidence that the identifying of risks happens in a timely fashion, and meaningful controls are implemented.

Key and material risks continue to be reviewed at board level, and we have maintained our best practice of ensuring all projects complete individual risk assessments.

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

### **Legal and Administrative details**

The organisation is a charitable company limited by guarantee, incorporated on 31 October 1991 with registered company number 02659442 and registered as a charity on 6 December 1991, registration number 1006759. The principal and registered office is Highcliffe House, Highcliffe Court, York, YO30 6BP.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

### **Method of recruitment and appointment of trustees**

Members of the Board are trustees for the purpose of Charity Law and Directors for the purposes of Company Law. Members are elected annually and meet a minimum of 6 times per year. The Board aims to be reflective of both the needs of the service users and the needs of managing a charity. We aim, wherever possible, to attract Board members who have either personal experience of mental-ill health or who have relatives and/or friends with these experiences.



The Board have undertaken a skills audit which has identified any relevant gaps in experience and in representation of communities who do not currently access our services.

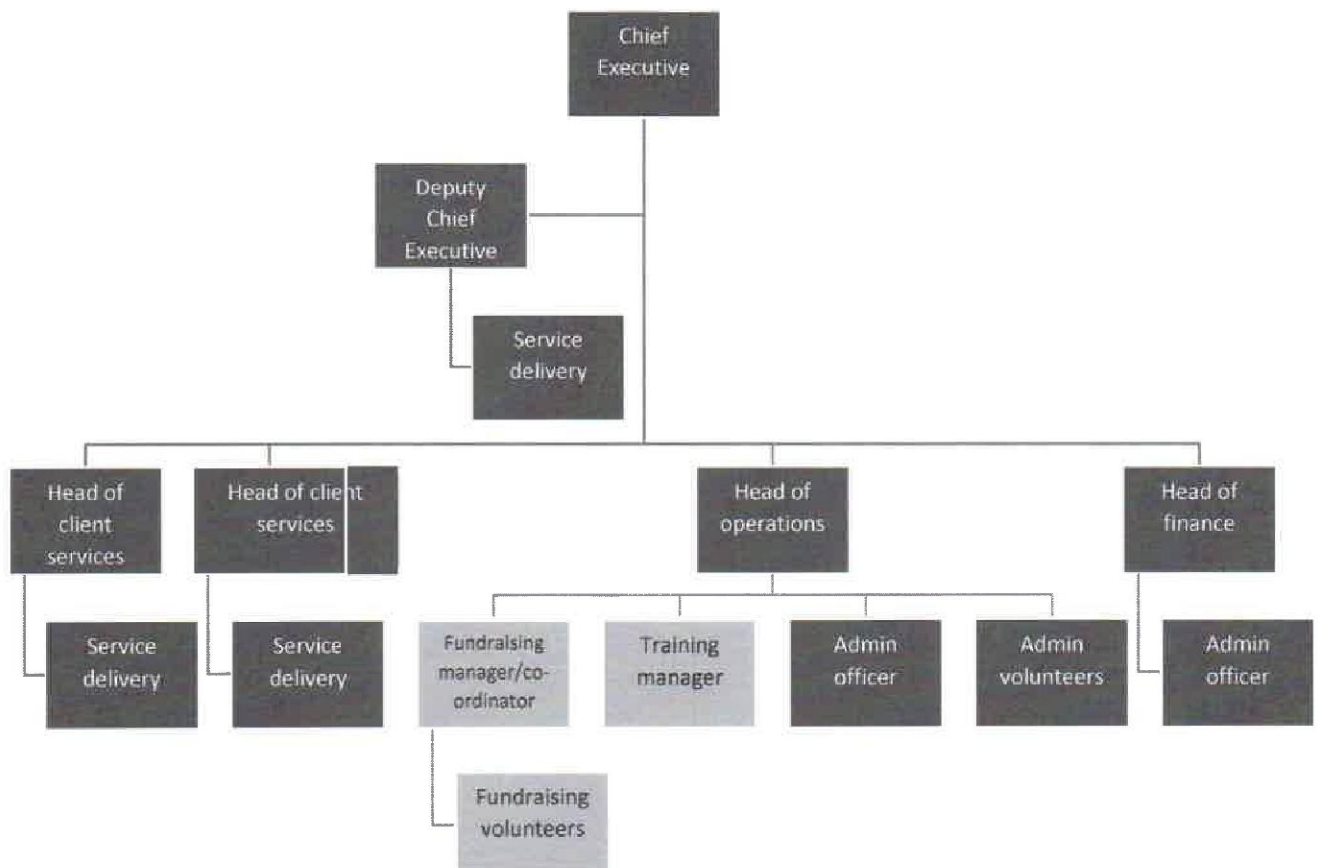
The Board have spoken directly to voluntary organisations who engage well with marginalised communities in order to shape our recruitment and ensure that it is welcoming. Alongside new guidance from national Mind, we hope to recruit new Trustees in 21/22.

### Trustee induction and training

Each new trustee is welcomed by the Chair and, following an informal interview, given a formal induction which includes details of relevant training. Each trustee meets with the Chief Executive Officer and is encouraged to tour the office and meet all staff members, who provide useful information regarding the services we are currently delivering. Prospective trustees are also given a brief information pack and are invited to attend two trustee meetings after which time a decision is made from both sides as to whether they wish to proceed. Our information pack currently consists of the following information:

- Current Trustees' Annual Report
- Charity policies and procedures
- Staff handbook
- Current strategy documents
- Minutes of the two previous trustee meetings

### Organisational structure



The Trustee Board is responsible for governance, policy and strategic direction.

Day-to-day responsibility for running York Mind is delegated to the Chief Executive Officer.

### **Key management personnel remuneration**

Remuneration for the CEO and Senior Management Team is decided by Trustees. A benchmarking exercise is undertaken using information regarding average salaries for similar sized charities, vacancies in other Local Mind associations and in charities within the same geographical region.

### **Plans for the future**

- Refresh strategy to ensure that changes resulting from Covid that impact on those with mental ill-health are fully reflected in our future plans
- Progress our work with communities who do not currently access York Mind and other mental health services to ensure barriers are removed and communities themselves are supported to deliver what is needed
- Ensure our existing services, many of which are in the final year of their funding are able to continue and are developed to their full potential

Trustees are keen for the charity to grow in order to support the additional demand for non-statutory mental health provision. They are keen to focus support across the pathway of mental health provision from early intervention to support for step-up and step down services. They chose to do this based on the continual feedback and evaluations we receive from people who use our service, our young people and adult steering groups and our staff team.

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of York Mind (Incorporating Our Celebration) Ltd for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity 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 financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and

- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The auditors, Thomas Coombs Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 25<sup>th</sup> November 2021 and signed on the board's behalf by:



.....  
D Ellis-Trustee

25/11/2021



**YORK MIND (INCORPORATING OUR CELEBRATION) LTD**  
**31<sup>ST</sup> MARCH 2021**  
**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS**

We have audited the financial statements of York Mind (Incorporating Our Celebration) Ltd (the 'charitable company') for the year ended 31st March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, 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 (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company 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.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

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 this gives rise to a material misstatement in the financial statements themselves. 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 Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, 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 charitable company'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 charitable company or to cease operations, or have no realistic alternative but to do so.

### **Our 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 a Report of the Independent Auditors 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the entity and industries in which it operates, we identified the principal risks of non-compliance with laws and regulations related to Safeguarding and data protection. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006, tax legislation and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

We assessed the susceptibility of the company's financial statements to material misstatement and how fraud might occur, including through discussions with the directors, discussions within our audit team planning meeting, updating our record of internal controls, and ensuring these controls operated as intended. We determined the principal risks were related to posting journal entries to manipulate profits, and management bias in accounting estimates, especially depreciation.

To address the risk of fraud through management bias and override of controls, we:

- Performed analytical procedures to identify any unusual or unexpected relationships.



- Identified and tested journal entries and identified any significant transactions that were unusual or outside the normal course of business.
- Investigated the rationale behind significant or unusual transactions.
- Challenged assumptions and judgements made by management in determining significant accounting estimates, in particular in relation to depreciation.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed audit procedures which included, but were not limited to:

- Agreeing financial statements disclosures to underlying supporting documentation.
- Discussions with management of known or suspected instances of non-compliance with laws and regulations.
- Reading the minutes of meetings of those charged with governance.
- Reviewing correspondence with HMRC and the company's legal advisors.

At the completion stage of the audit, the engagement partner's review included ensuring that the team had approached their work with appropriate professional scepticism and thus the capacity to identify non-compliance with laws and regulations and fraud.

There are inherent limitations in the audit procedures described above and the further removed non-compliance of laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement relating to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Auditors.

#### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

*C. Darwin*

Christopher Darwin (Senior Statutory Auditor)

for and on behalf of Thomas Coombs Limited  
 Statutory Auditor  
 Chartered Accountants  
 3365 The Pentagon  
 Century Way  
 Thorpe Park  
 Leeds  
 West Yorkshire  
 LS15 8ZB  
 Date: 25<sup>th</sup> November 2021

# YORK MIND (INCORPORATING OUR CELEBRATION) LTD

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total 31 March 2021 £	Total 31 March 2020 £
<b>Income and endowments from:</b>					
Donations and legacies	3	229,425	150,654	380,079	282,777
Charitable activities	5	91,396	657,552	748,948	752,523
Investments	4	71	-	71	251
<b>Total income</b>		<b>320,892</b>	<b>808,206</b>	<b>1,129,098</b>	<b>1,035,551</b>
<b>Expenditure on:</b>					
Raising funds	6	60,974	-	60,974	82,942
Charitable activities		112,698	784,607	897,306	879,197
<b>Total expenditure</b>	6	<b>173,672</b>	<b>784,607</b>	<b>958,280</b>	<b>962,139</b>
<b>Net Income</b>		<b>147,220</b>	<b>23,599</b>	<b>170,819</b>	<b>73,412</b>
Transfers between funds	14	(822)	822	-	-
<b>Net movement in funds</b>	14	<b>146,398</b>	<b>24,421</b>	<b>170,819</b>	<b>73,412</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		347,772	158,677	506,449	433,037
<b>Total funds carried forward</b>		<b>494,170</b>	<b>183,098</b>	<b>677,268</b>	<b>506,449</b>

The Statement of Financial Activities includes all gains or losses recognised in the year.

All income and expenditure derives from continuing activities.

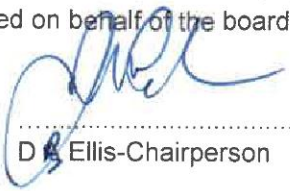
# YORK MIND (INCORPORATING OUR CELEBRATION) LTD

## BALANCE SHEET AT 31 MARCH 2021

Company Registration Number: 02659442

	Note	2021		2020	
		£	£	£	£
<b>Fixed assets:</b>					
Tangible assets	9		137,174		144,847
<b>Current assets:</b>					
Debtors	10	47,035		15,238	
Cash at bank and in hand		541,302		428,908	
<i>Total current assets</i>		<u>588,337</u>		<u>444,146</u>	
<b>Liabilities:</b>					
Creditors: Amounts falling due within one year	11	(48,243)		(82,544)	
<i>Net current assets</i>			540,094		361,602
<b>Total net assets</b>			<u><u>677,268</u></u>		<u><u>506,449</u></u>
<b>The funds of the charity:</b>					
Restricted	14		183,098		158,677
Unrestricted	14				
Tangible Fixed Assets		2,293		4,846	
Free Reserves		491,877		342,926	
			494,170		347,772
<b>Total charity funds</b>	15		<u><u>677,268</u></u>		<u><u>506,449</u></u>

The financial statements were approved and authorised for issue by the Board on 25th November 2021  
Signed on behalf of the board of trustees by:

  
D. Ellis-Chairperson

25/11/2021

The notes on pages 23 to 31 form part of these financial statements.

**YORK MIND (INCORPORATING OUR CELEBRATION) LTD**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	Note	2021		2020	
		£	£	£	£
<b>Net cash provided by / (used in) operating activities</b>	<b>17</b>	128,143		122,277	
<b>Cash flow from investing activities:</b>					
Purchase of tangible fixed assets		(15,749)		(22,011)	
		<hr/>		<hr/>	
<b>Net cash (used in) investing activities</b>			112,394		100,266
<b>Change in cash and cash equivalents in the year</b>			112,394		100,266
<b>Cash and cash equivalents at beginning of the year</b>			428,908		328,642
			<hr/>		<hr/>
<b>Cash and cash equivalents at end of the year</b>	<b>17</b>		541,302		428,908
			<hr/>		<hr/>



# YORK MIND (INCORPORATING OUR CELEBRATION) LTD

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

### 1 ACCOUNTING POLICIES

#### a) Basis of preparation

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### b) Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis.

Like many other voluntary and not for profit organisations the annual income of the charity is dependent on the renewal, recurrence or identification of new sources of short term income. Within the 12 months period following the approval of the financial statements a number of significant grants will reach the end of their contract term. Importantly if a contract is not renewed it would be expected that associated staff would transfer to a third party providing those services going forward.

The trustees have considered the expected level of income and associated costs together with the level of reserves over the 12 months from approval of the financial statements and concluded that the charity will be able to continue in operation and as such the going concern basis of accounting is appropriate.

#### c) Fixed assets

Fixed assets are stated at cost less accumulated depreciation.

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

Freehold land	- Nil
Freehold building	- 4% straight line
Building Maintenance	- 10% straight line
General and computer equipment	- 20% to 33.33% straight line
Furniture and fittings	- 20% straight line
Kitchen equipment	- 20% straight line
Production equipment	- 20% straight line

#### d) Income recognition

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

#### e) Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors specify that donations and grants given to the charity must be used in the future accounting periods, the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that donations and grants, including capital grants are for a particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when received.



# YORK MIND (INCORPORATING OUR CELEBRATION) LTD

## NOTES TO THE FINANCIAL STATEMENTS

### 1 ACCOUNTING POLICIES (continued)

#### f) Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Costs of raising funds comprise the costs associated with attracting voluntary income.

Expenditure on Charitable Activities includes the costs incurred by the charity in the delivery of the activities and services for its beneficiaries. It includes costs that are directly attributable to specific activities and the indirect costs necessary to support them. Management, Finance and Admin Support costs are apportioned to activities on the basis of time spent by staff on those activities. Premises and Office Costs are apportioned to activities based on the premises they occupy and the activities they supported.

#### g) Fund accounting

Funds held by the charity are either:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purpose.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### h) Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity contribution is restricted to the contributions disclosed in note 7. The costs of contributions are recognised in the year that they are payable.

#### i) Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and are subsequently measured at their settlement value.

#### j) Taxation

The charity is exempt from corporation tax on its charitable activities.

#### k) Leases

Rentals payable under operating leases are charged to the SOFA on a straight line basis over the period of the lease.

### 2 LEGAL STATUS OF THE CHARITY

York Mind (incorporating Our Celebration) Ltd is regulated by the Charities Commission (1006759), limited by guarantee and is registered in England & Wales. The address of the registered office and principle place of business is York Mind (incorporating Our Celebration) Ltd, Highcliffe House, Highcliffe Court, York, YO30 6BP. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

# YORK MIND (INCORPORATING OUR CELEBRATION) LTD

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

### 3 DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Donations and Fund Raising	195,036	696	195,732	188,698
BW Memorial Fund	4,841	-	4,841	-
Other income	9,649	115	9,764	9,892
Grants receivable				
Julia and Hans Rausing Trust	-	46,500	46,500	-
Kavli Trust	-	25,000	25,000	-
Young Persons Project	-	-	-	8,700
City of York Council - Activities	-	32,085	32,085	32,085
Vale of York CCG - Mentoring 13 -18 yrs	-	17,113	17,113	-
City of York Council - Wellbeing in Schools	-	7,813	7,813	-
Masonic Charitable Foundation	-	7,500	7,500	10,000
Two Ridings Foundation	-	6,542	6,542	-
National Mind	-	5,500	5,500	-
Co-op Local Community Fund	-	1,790	1,790	-
Covid Appeal	19,900	-	19,900	-
Clothworkers	-	-	-	9,000
BBC Children in Need - 13-16	-	-	-	1,725
LYP NHS Foundation Trust	-	-	-	5,962
Other One Off Grants	-	-	-	16,715
2021	<u>229,426</u>	<u>150,654</u>	<u>380,079</u>	<u>282,777</u>
2020	<u>197,185</u>	<u>85,592</u>	<u>282,777</u>	

### 4 INVESTMENT INCOME

	2021 £	2020 £
Bank interest receivable	<u>71</u>	<u>251</u>

### 5 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Charitable Activities Income</b>				
City of York Council - Advocacy Hub	-	329,477	329,477	313,332
City of York Council - Activities	-	80,430	80,430	80,000
City of York Council - Young People Counselling	-	80,000	80,000	80,000
Your Consortium - Action towards Inclusion	-	37,328	37,328	39,869
National Lottery - Staying OK	-	19,000	19,000	-
Department of Health - Creative Lives	-	18,750	18,750	50,000
York Carers Centre - Carers Counselling	-	16,000	16,000	16,350
City of York Council - Creative Lives	-	12,500	12,500	-
Vale of York CCG - Creative Lives	-	12,500	12,500	-
City of York Council - CHC Advocacy	-	12,159	12,159	4,053
Big Lottery - Awards For All	-	9,140	9,140	9,200
National Mind - Staying OK	-	7,770	7,770	19,020
BBC Children in Need - 13-18 Mentoring	-	7,466	7,466	-
Mid & North Yorkshire Citizens Advice	-	3,189	3,189	-
BBC Children in Need - Mindfulness	-	2,940	2,940	-
BBC Children in Need - 13-18 Peer Support	-	833	833	9,167
Training	49,338	-	49,338	72,816
Doncaster Mind	37,283	-	37,283	19,195
Counselling	4,775	2,720	7,495	19,120
City of York Council - Benefits Advocacy	-	-	-	16,446
Advocacy	-	5,351	5,351	3,544
General Sales	-	-	-	410
2021	<u>91,396</u>	<u>657,552</u>	<u>748,948</u>	<u>752,523</u>
2020	<u>92,011</u>	<u>660,512</u>	<u>752,523</u>	

**YORK MIND (INCORPORATING OUR CELEBRATION) LTD**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**6 TOTAL EXPENDITURE**

Basis of Allocation	Costs of Raising Funds		Charitable Activities			Total 2021	Total 2020
	Organisation	Fundraising	Restricted Projects	Unrestricted Projects	Governance		
<b>Costs charged directly to activities</b>							
Staff costs (incl training & recruitment)	Direct	-	33,913	603,614	32,392	-	669,920
Beneficiary & volunteer expenses	Direct	-	20	3,515	-	-	3,535
Activities & Course costs	Direct	-	10,887	56,178	1,294	-	68,359
Trustee expenses & training	Direct	-	-	-	-	750	750
Auditor's fees	Direct	-	-	-	-	4,000	4,000
Legal fees	Direct	-	-	-	-	-	-
Depreciation	Direct	2,554	-	20,869	-	-	-
						23,423	26,247
<b>Support costs allocated to activities</b>							
Management, Finance & Admin	Staff time	-	10,633	69,915	38,771	19,293	138,612
Premises costs (incl. Utilities)	Activity	-	1,161	18,643	13,468	-	33,272
Office costs	Activity	-	1,806	11,875	2,729	-	16,409
						16,409	26,687
<b>2021</b>	<b>2,554</b>	<b>58,420</b>	<b>784,607</b>	<b>88,655</b>	<b>24,044</b>	<b>958,280</b>	<b>962,139</b>
<b>2020</b>	<b>3,813</b>	<b>79,129</b>	<b>776,720</b>	<b>86,742</b>	<b>15,735</b>	<b>962,139</b>	

# YORK MIND (INCORPORATING OUR CELEBRATION) LTD

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

### 7 EMPLOYEE INFORMATION

The aggregate payroll costs of the Charitable Company for the period are as follows:

	2021 £	2020 £
Gross salaries	691,301	643,206
Employers National Insurance	47,472	46,934
Pension	44,454	39,396
Total staff salaries	<u>783,227</u>	<u>729,535</u>

The trustees received no remuneration.

Travel & subsistence expenses of £0 was reimbursed this year and 2 trustees received £406 in 2019-20.

#### Average number of employees for the period

	No	No
Number of management staff	6	5
Number of other staff	34	32
	<u>40</u>	<u>37</u>

No employees received emoluments in excess of £60,000.

The total remuneration paid in 2021 to key management personnel was £204,792(2020 £177,835)

### 8 NET INCOME

Net Income for the year are stated after charging:

	2021 £	2020 £
Depreciation	23,423	26,247
Current Audit Fees	3,750	-
Previous Audit Fees	-	3,500
Non- Audit Fees	250	220

### 9 TANGIBLE FIXED ASSETS

	Freehold property £	Building maintenance £	Kitchen equipment £	General & computer equipment £	Furniture fittings & production £	Total £
<b>COST</b>						
At 1 April 2020	319,624	32,995	309	21,830	12,699	387,456
Additions	-	-	-	15,749	-	15,749
Disposals	-	-	(309)	(3,380)	-	(3,689)
<b>At 31 March 2021</b>	<u>319,624</u>	<u>32,995</u>	<u>-</u>	<u>34,199</u>	<u>12,699</u>	<u>399,516</u>
<b>DEPRECIATION</b>						
At 1 April 2020	210,649	14,880	309	8,519	8,252	242,608
Charge for the year	9,785	3,049	-	8,435	2,154	23,423
On Disposals	-	-	(309)	(3,380)	-	(3,689)
<b>At 31 March 2021</b>	<u>220,433</u>	<u>17,929</u>	<u>-</u>	<u>13,573</u>	<u>10,406</u>	<u>262,342</u>
<b>NET BOOK VALUE</b>						
<b>At 31 March 2021</b>	<u>99,190</u>	<u>15,066</u>	<u>-</u>	<u>20,626</u>	<u>2,293</u>	<u>137,174</u>
At 31 March 2020	<u>108,975</u>	<u>18,115</u>	<u>-</u>	<u>13,311</u>	<u>4,447</u>	<u>144,847</u>

Included in Freehold property is land valued at £75,000 (2020 £75,000)

All fixed assets are used for charitable purposes.



# YORK MIND (INCORPORATING OUR CELEBRATION) LTD

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

### 10 DEBTORS

Trade Debtors (less provision for bad debts)  
Prepayments and accrued income

2021	2020
£	£
1,363	6,349
45,672	8,889
<u>47,035</u>	<u>15,238</u>

### 11 CREDITORS: Amounts falling due within one year

Trade Creditors  
Other Creditors  
Accruals and deferred income

2021	2020
£	£
10,525	7,347
17,662	18,622
20,055	56,575
<u>48,243</u>	<u>82,544</u>

### 12 DEFERRED INCOME

Balance at  
31 March 2020  
£  
35,655

New Additions  
£  
178,565

Amount Released  
£  
(206,756)

Balance at  
31 March 2021  
£  
7,464

### 13 LEASE AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

Within one year  
Between one and five years

2021	2020
£	£
5,165	5,165
2,688	3,763
<u>7,853</u>	<u>8,928</u>

### 14 RESTRICTED FUNDS

	Balance at 1 April 2020 £	Movement in resources		Transfers	Balance at 31 March 2021 £
		Incoming £	Outgoing £	£	
Building Project	108,975	-	(9,785)	-	99,190
Technology	12,911	5,500	(4,992)	6,374	19,793
Building Maintenance	18,115	-	(3,049)	-	15,066
Activities Programme - 'S'	6,544	80,460	(69,814)	(1,715)	15,475
Young People's Mentoring	-	17,113	(5,936)	-	11,177
Young People's Drop In	-	25,000	(15,287)	-	9,713
Young People's Creative Lives	9,632	43,750	(48,561)	-	4,821
Action Towards Inclusion	2,500	37,328	(37,328)	-	2,500
Young People's Awards For All	-	9,140	(7,076)	-	2,064
Co-op Local Community Fund	-	1,790	-	-	1,790
BBC Children in Need - Mindfulness	-	2,940	(2,150)	-	790
Counselling	-	14,662	(13,943)	-	719
Activities Programme - 'B'	-	32,085	(32,085)	-	-
Advocacy	-	334,878	(331,947)	(2,931)	-
Advocacy CHC Project	-	12,159	(12,159)	-	-
BBC Children in Need - 13-18 Peer Support	-	833	(833)	-	-
BBC Children in Need - Mentoring	-	7,466	(7,466)	-	-
Carer's Counselling	-	18,720	(16,852)	(1,868)	-
Citizen's Advice Bureau (Selby)	-	3,189	(3,189)	-	-
Staying OK (20-21)	-	19,000	(19,000)	-	-
Staying OK (19-20)	-	7,770	(7,770)	-	-
Julia and Hans Rausing Trust	-	46,500	(46,500)	-	-
Young People's Counselling	-	80,000	(79,172)	(828)	-
Return To Education	-	7,813	(7,813)	-	-
Young People's Project	-	111	(1,901)	1,790	-
	<u>158,677</u>	<u>808,206</u>	<u>(784,607)</u>	<u>822</u>	<u>183,098</u>

# YORK MIND (INCORPORATING OUR CELEBRATION) LTD

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

### RESTRICTED & UNRESTRICTED FUNDS (continued)

#### 14 UNRESTRICTED FUNDS

	Balance at 1 April 2020	Movement in resources		Transfers	Balance at 31 March 2021
	£	Incoming £	Outgoing £	£	£
Maintenance and Equipment	3,998	-	(2,361)	-	1,636
Fixed Assets	849	-	(192)	-	656
Free Reserves	342,926	320,892	(171,119)	(822)	491,877
	<u>347,772</u>	<u>320,892</u>	<u>(173,672)</u>	<u>(822)</u>	<u>494,170</u>

#### Transfers:

A figure of £882 includes material Transfers as follows:

Activities Programme - 'S' £1,715, Advocacy £2,931, Carer's Counselling £1,868 and Young People's Counselling £828 were transferred to account for the allocation of centralised costs.

Technology Fund £6,374 funding for Fixed Assets acquired during the year.

Young People's Project £1,790 transferred to cover shortfall of funding.

#### Purposes of restricted funds

The building project represents the net book value of Highcliffe House and capital work funded by the Lottery grant and restricted donations.

Technology Fund is for laptops and other IT equipment funded from a number of grants including Clothworkers (£5,332), Morrison's Community Fund (£2,026), National Mind (£3,484) and other small grants (£8,951).

The building maintenance fund is work carried out on maintaining Highcliffe House which is funded by restricted donations and grants.

During the year, the charity received specific grants restricted to the funding of the following projects:

City of York Council provide funding for a mental health activities programme,

Your Consortium for the Action Towards Inclusion project,

Dept of Health, York City Council and York CCG provided funding for the Creative Lives project

York CCG and Children in Need for Young People's Mentoring

Kavli Trust has funded a drop in service for young people. This is currently suspended due to Covid.

Big Lottery's Awards For All is funding for the Young People's Service strategy.

Co-op Local Community Fund is for a young people's project which has been delayed due to Covid.

BBC Children in Need funding for Mindfulness courses run during the pandemic.

Counselling funding is provided through the receipt of regular gifts, charges for the service and funding from City of York Council for the Young People's Counselling.

City of York Council provide funding for statutory advocacy provision and also for the the CHC and Stockton Hall projects.

We received a grant from the Julia and Hans Hoare Trust which was used to ensure the charity was resilient to challenges created due to the Covid pandemic.

We used the funding to cover the core services of the charity and additional costs incurred due to the pandemic.

City of York Council provide funding for the Return To Education project.

Fund balances represent balances carried forward on multi-year projects and projects delayed due to the pandemic.

#### Purposes of unrestricted funds

The maintenance & equipment fund is to enable the charity to develop a long term fund for the maintenance of the building and replacement of major items of equipment. This fund has now been discontinued and no new charges are made to it. The balance of the fund relates to the fixed assets in the fund.

There are some fixed assets that have been funded by and used by the fund raising team.

The general fund represents the free funds of the charity which are not designated for a particular purpose.

The Trustees are currently reviewing the on-going restrictions around the restricted funds with a capital nature. Once the restrictions are fulfilled the relevant funds will be transferred to general unrestricted funds.

# YORK MIND (INCORPORATING OUR CELEBRATION) LTD

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

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### ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

	Tangible fixed assets	Other net assets	Total
Building Project	99,190	-	99,190
Technology	19,793	-	19,793
Building Maintenance	15,066	-	15,066
Activities Programme - 'S'	-	15,475	15,475
Young People's Mentoring	-	11,177	11,177
Young People's Drop In	-	9,713	9,713
Young People's Creative Lives	832	3,989	4,821
Action Towards Inclusion	-	2,500	2,500
Young People's Awards For All	-	2,064	2,064
Co-op Local Community Fund	-	1,790	1,790
BBC Children in Need - Mindfulness	-	790	790
Counselling	-	719	719
<b>Restricted Funds</b>	<b>134,881</b>	<b>48,217</b>	<b>183,098</b>
Maintenance and Equipment Fund	1,636	-	1,636
General Fund	656	491,877	492,534
<b>Unrestricted Funds</b>	<b>2,293</b>	<b>491,877</b>	<b>494,170</b>
	<b>137,174</b>	<b>540,094</b>	<b>677,268</b>

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### RELATED PARTY TRANSACTIONS

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standards.

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### RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2021 £	2020 £
Net Income for the reporting period	170,819	73,412
Depreciation charges	23,423	26,247
Decrease/(increase) in debtors	(31,797)	12,641
Increase/(decrease) in creditors	(34,301)	9,977
<b>Net cash provided by (used in) operating activities</b>	<b>128,143</b>	<b>122,277</b>

### ANALYSIS OF CASH AND CASH EQUIVALENTS

	2021 £	Movement £	2020 £
Cash in hand	541,302	112,394	428,908
<b>Total cash and cash equivalents</b>	<b>541,302</b>	<b>112,394</b>	<b>428,908</b>



# YORK MIND (INCORPORATING OUR CELEBRATION) LTD

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

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### COMPARATIVE SOFA

	Unrestricted Funds £	Restricted Funds £	Total 31 March 2020 £
<b>Income and endowments from:</b>			
Donations and legacies	197,185	85,592	282,777
Charitable activities	92,011	660,512	752,523
Investments	251	-	251
<b>Total income</b>	<b>289,447</b>	<b>746,104</b>	<b>1,035,551</b>
<b>Expenditure on:</b>			
Raising funds	82,942	-	82,942
Charitable activities	102,477	776,720	879,197
<b>Total expenditure</b>	<b>185,419</b>	<b>776,720</b>	<b>962,139</b>
<b>Net Income</b>	<b>104,028</b>	<b>(30,616)</b>	<b>73,412</b>
Transfers between funds	(51,356)	51,356	-
<b>Net movement in funds</b>	<b>52,672</b>	<b>20,740</b>	<b>73,412</b>
<b>Reconciliation of funds:</b>			
Total funds brought forward	295,100	137,937	433,037
<b>Total funds carried forward</b>	<b>347,772</b>	<b>158,677</b>	<b>506,449</b>