

Charity Registration No. 1121499

Company Registration No. 05524738 (England and Wales)

**ADHAR PROJECT**  
**A COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**ADHAR PROJECT**  
**A COMPANY LIMITED BY GUARANTEE**  
**LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	T S Naute (Vice Chairperson) D Patel H Manjothi (Treasurer) F Solanki P Kothari P Chauhan R Martin L Aqil (Chairperson)
<b>Secretary</b>	H Sandhu
<b>Charity number</b>	1121499
<b>Company number</b>	05524738
<b>Principal address</b>	79 St Peter's Road Leicester LE2 1DH
<b>Registered office</b>	79 St Peter's Road Leicester LE2 1DH
<b>Accountants</b>	S Patel (R A S Limited)
<b>VAT Registration Number</b>	978887813
<b>Independent examiner</b>	David T Mayfield Mayfield & Co (Accountants) Ltd 2 Merus Court Meridian Business Park Leicester LE19 1RJ
<b>Bankers</b>	CAF Bank 25 Kings Hill Avenue West Mailing Kent ME19 4JQ

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**ADHAR PROJECT**  
**A COMPANY LIMITED BY GUARANTEE**  
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# **ADHAR PROJECT**

## **A COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES REPORT**

**FOR THE YEAR ENDED 31 MARCH 2016**

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The trustees present their report and accounts for the year ended 31 March 2016.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006 and the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective 1 January 2015).

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

Adhar Project is a Charitable Company limited by guarantee, incorporated on 5th August 2005 and re-registered as a charity in January 2008. The organisation was established under a Memorandum of Association which established the objectives and powers of the Charitable Company and is governed under its Articles of Association.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

T S Naute (Vice Chairperson)

D Patel

H Manjothi (Treasurer)

F Solanki

P Kothari

P Chauhan

R Martin

T Kalidas

(Resigned 31 July 2015)

L Aqil (Chairperson)

#### **Staff team**

Ms Harjit Sandhu

CEO

Mrs Vijaya Gowda

Deputy Manager

Mrs Rekha Virdee

Project Administrator

Mrs Ushma Joshi

Support Worker

Mr Alan Lo

Mental Health Practitioner

Ms Meena Dhobi

Temporary Service Co-ordinator (IAPT Open Mind PWP Resigned 1st June)

Ms Charlotte Brant

IAPT (Open Mind PWP)

Mr Rashmikan Joshi

Service Coordinator

Mr H R Giffard

Driver

Mr. Kishor Gohil

Support Worker

Mrs Shahida Mangera

IAPT (Open Mind PWP)

Mrs Chhabi Gosai

IAPT (Open Mind Senior PWP)

Miss Sarah Elizabeth Marshall

IAPT (Open Mind PWP)

Miss Jessica Broughton

IAPT (Open Mind PWP)

Mrs Hayley King

IAPT (Open Mind PWP)

Mr Collins Ngome

Sessional Worker

Mrs Chhaya Chauhan

Sessional Support Worker

Mr Charles Etoru

Service Coordinator

Mr Joe Allen

Service Coordinator (Resigned September 2015)

Ms Aisha Bhatt

Temporary Finance Officer (Resigned December 2015)

Mrs Avrielle Skeete

Support Worker

Mrs Jyotshna Surti

Temporary Support Worker

Mrs Sejal Rana

Support Worker

Miss Shabana Momin

Support Worker (Started January 2016)

**ADHAR PROJECT**  
**A COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES REPORT (CONTINUED)**  
***FOR THE YEAR ENDED 31 MARCH 2016***

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Mr Denzil Brookes

Driver (Started January 2016)

**Insurers**

AON Ltd, Capital House, 1 Houndwell Place, Southampton SO14 1HU  
Allianz Insurance Plc, 57 Ladymead, Guildford, Surrey GU1 1DB

**Appointment of Management Committee**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting (AGM) with votes from the other trustees.

Due to the nature of mental health much of the charity's work inevitably focuses upon BME people with complex and enduring mental health difficulties. The management committee seeks to ensure that the needs of this group are appropriately reflected through the diversity of the trustee body.

To enhance the organisations work service users and carers are on the management committee.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

**Trustee and Training**

Trustees are encouraged to attend a training sessions / conferences to familiarise themselves with the charity and the context within which it operates and be involved in statutory consultation events.

The trustees are aware of:

The obligations of Management Committee.

The main documents which set out the operational framework for the charity including the Memorandum and Articles.

Resourcing implications and the current financial position as set out in the latest published accounts.

Future plans and objectives.

Operational work of the charity.

Also available to them is an information pack containing relevant details on the roles and responsibilities of the management committee trustees.

**ADHAR PROJECT**  
**A COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**Organisation**

Adhar Project has a Management Committee who meet quarterly and support the manager and external consultants for the strategic direction and policy of the charity.

At present the Committee has nine members from a variety of backgrounds relevant to the work of the charity.

The day to day responsibility for the provision of the services rests with the CEO along with the Finance and Administration staff.

The CEO is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met.

The CEO has responsibility for the day to day operational management of Adhar, individual supervision of the staff team and also ensuring that the team continues to develop their skills and working practices in line with good practice.

**Risk Management Policies**

The Management Committee together with the staff has conducted a review of the major risks to which the charity is exposed. Where resources permitting systems or procedures have been established to mitigate the risks the charity faces and a reserves policy was agreed at a management committee meeting. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions. Procedural policies are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the project.

**Objectives and activities**

**Public Benefit**

We have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives, and in planning our future activities.

The charity believes it has provided a public benefit during the year through the areas outlined in section 3 headed "Mental Health Project".

As, trustees we take our charitable role very seriously and the charity works hard to make sure that it provides charitable services that are socially inclusive.

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

**ADHAR PROJECT**  
**A COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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This year we are happy to report that we have successfully achieved most of the targets set last year.

- The waiting list has been substantially reduced and currently there are only five people remaining.
- We have received funding from Lloyds Foundation and a new website has been developed as well as improved I.T and social media networks.
- 3 year business plan.
- We also delivered a very successful and well attended WMHD event at the Belgrave Neighbourhood Centre and our aim for next year is to plan two events to raise more awareness of mental health.
- We have been supported by Leicester city CCG to undertake therapeutic and recovery work to promote independence and to increase patient's insight into their particular mental health diagnosis. This work has been intensive and structured so service users can receive support in a variety of methods including one to one CBT, stress management workshops, relaxation and health and wellbeing. A number of service users have reported how beneficial the recovery service has been in assisting them in 'their journey' to achieve better understanding and more independence.
- We now have a staff key working system in place for all service users and carers (excluding drop-ins) and this has increased the quality of the service and professional relationships between service users and staff.
- We have re-organised and re-structured the staff group and also developed and implemented training programmes for all staff.

We are very proud of our achievements and will continue to explore funding for a new mini bus and our key target for next year is to secure a higher quality and accessible venue for some of our existing service users.

As Chair of Adhar I am very pleased to state the continuing success we have had in assisting and supporting people to access direct payments and personal budgets. We continue to work within the recovery model and despite a lack of resources for training and personal development I am happy to report that the staff have made significant strides in self-learning and participating in a range of events and free training to enable them to assist service users to achieve partial or full recovery thus leading to many people having independent and fulfilling lives.

In June 2015 we organised and delivered with the city CCG a conference seminar at the African Caribbean Community centre which focused on supporting communities and identifying BME needs in relation to equality and service provision. The report findings titled A Healthy Respect has been well received by a number of agencies and community groups and further work will be planned to ensure that the recommendations made by the participants are taken into account by commissioning bodies.

Though much of my time has been spent on organisational matters and with the staff group, we receive regular updates on all aspects of service delivery and in particular this year I would like to take this opportunity to thank the Open Mind staff for their hard work and creative interventions with large numbers of patients from across the city. In December 2015 LPT did not secure the tender for this service and the open mind (IAPT) services will be delivered by Nottingham NHS. Our aim is to continue to support this invaluable service and to ensure a smooth transition.

This report contains further information on our activities for the year and I would like to take this opportunity to thank our CEO, Accountant and our Auditors for all of the help and assistance they have provided, and also to extend these thanks to our funders and volunteers and our large numbers of supporters out there in the community.

**ADHAR PROJECT**  
**A COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES REPORT (CONTINUED)**  
***FOR THE YEAR ENDED 31 MARCH 2016***

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In the financial year of 2015/2016, Adhar Project was awarded the tenders by Leicester City Council to run the "Early Intervention and Prevention Low Level Mental Health Service. The new services include Drop-Ins, Support groups and structured activities, individual support including information and signposting. This Mental Health community based low level support service is targeted at:

1. The Asian community residing in the North of the City with mental health needs and their carers,
2. The Asian community residing in the East of the City with mental health needs and their carers; and
3. The African and African Caribbean community residing in the City with mental health needs and their carers.

Though the service is primarily targeted for the BME community it is not exclusively for them. This is a caveat from Leicester City Councils contract arrangements with us.

This provision is to enable service users from BME communities to building trusting therapeutic partnerships, empowering them to have more choice and take control over their lives and to develop their individual potential (e.g. training, education, and other activities which empower them) and access to social and peer support network and complementary therapies which can help them to stay well.

Though the service is referred to as Low Level Mental health support it is in fact a high intensity service as many of the service users have enduring mental health problems and require intensive and long term support.

According to the specification of requirements for the North of the City service contract, 2 members of the staff from the previous service provider have been transferred to Adhar Project.

Adhar Project has been commissioned by Leicester City CCG for the supporting recovery in BME patients known to secondary care Mental Health services. The contract was started from 1st October 2015 and would be finished by 31st March 2017. This pilot will run for 15 months. The total number of individuals supported in quarter by the service is 20 people at any one time. The service will be required to ensure the need for ongoing support from the service is reviewed every 12 weeks to limit the possibility of creating long term support dependency.

Cognitive Behavioural Therapy (CBT) and Mindfulness Based Cognitive Therapy (MBCT) are applied for the therapeutic intervention. CBT can help people to make sense of overwhelming problems by breaking them down into smaller parts including how people think, how people react, how people feel. This makes it easier to see how they are connected and how they affect individuals. Though alternation of individual thinking process and modification of behaviour; individual participants can improve their state of mind; rather than only focussing on the causes of their distress or symptoms in the past.

MBCT technique is to learn how to fine tune participants' capacity to be fully aware of recurring patterns of thoughts, behaviour, sensations and emotions. This work creates a foundation for responding with greater clarity and kindness to the triggers that set off spirals of rumination and depression anxiety and get in the way of living life to the full.

Adhar's aim is always to promote independence but to do it in a safe and productive manner and this ensures that individual service users achieve maximum mental health insight and quality of life. Our current data shows us that we have helped over 300 people and this has ranged from intensive support to simply providing someone with information or signposting them to the relevant organisations.

The organisation continues to achieve the targets set by funders and consistently provides more one to one interventions including supporting families going through difficulties due to the ongoing changes in the benefit system especially housing and disability benefit. We have assisted many service users by providing them with the right information and Advocacy support through maintaining positive working relationships with welfare benefit agencies and other mental health practitioners working with those with enduring mental health difficulties.



**ADHAR PROJECT**  
**A COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES REPORT (CONTINUED)**  
***FOR THE YEAR ENDED 31 MARCH 2016***

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We continue to work closely with the community and other voluntary organisations to ensure that Mental Health services are safe and supportive to individuals and families. Adhar has assisted and empowered a number of service users and carers not only to improve their own quality of life but also to be involved in planning and shaping mental health services in Leicester and this includes the Mental Health Partnership Board at Leicester City Council.

There are a limited number of BME Mental health services in the city and because of this the demand on our services has rapidly increased again but with the help of volunteers and social work students on placements we have met these needs.

In addition to all of our work with service users and carers we have also attended a number of meetings, conferences, planning groups, strategy meetings and organised a number of events and showcased our services to encourage more people to access us through direct payments.

The year has been challenging to BME advocacy services particularly with the closure of a BME advocacy service but the emergence of a BME advocacy pilot scheme run by us has already helped a number of in patients and out patients. The funding of this one day a week service is limiting us, because we are unable to meet the demands from service users for BME Specific Advocacy and the council has decided that BME specific advocacy is not necessary and awarded all the tenders for advocacy to a white lead and managed organisation. Therefore we are using our own reserves to fund this work. We will continue to provide advocacy as BME service users tell us that they need us to provide it because they believe we are culturally competent and can respond quickly to those who speak only an Asian language.

The advocacy service has recognised there are gaps within the service delivery of advocacy service to the BME community in Leicester. We recognise from what our clients are telling us that the lack of BME advocacy could disadvantage them and reduce their right to choose service providers. Black and Ethnic Minority service users do not always trust non-black advocacy service, because of their lack of cultural sensitivity and experience in dealing with their issues.

Adhar advocacy had been successful in working with BME service users in an instructed and non-instructed advocacy. We had been successful in promoting service users engagement with the care and treatment team and also successful in achieving service users independence from the advocacy service.

In conclusion, the advocacy support provided by Adhar has been a great success, in spite of the lack of funding for the full delivery of a BME advocacy service, run by a specialist BME service such as ourselves. We believe next year will be more successful as we look forward to the support from commissioners and those passionate about the BME advocacy services in Leicester. We are also aiming to explore next year funding from other sources as we believe there is great need for this service.

**ADHAR PROJECT**  
**A COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES REPORT (CONTINUED)**  
***FOR THE YEAR ENDED 31 MARCH 2016***

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The Open Mind Service is a partnership between LPT, Adhar and Fit for Work. There have been some big changes over the past year with the initial assessments moving from the GP surgeries to telephone triage. This has reduced the waiting time to the initial appointment and allows decisions on treatment plans to be made quicker. If needed, face-to-face assessments can be arranged. The service offers face-to-face treatment sessions and has expanded to using more community settings as opposed to just GP surgeries. This addresses the anxiety some patients have of accessing services within GP surgeries.

There is currently 3.5 staff within the Open Mind Service (there are 2.5 vacancies). The staff provides culturally appropriate self-help talking therapies which is in line with NICE Government Guidance for treating Anxiety and Depression.

The PWP's work is to provide step 2 and step 3 CBT Interventions to clients with mild to moderate mental health problems. Interventions range from one to one work, group work and telephone but there will be some developments in terms of using more I.T based systems such as the Silver cloud programme. The majority of the PWP's work is with different disorders including depression, anxiety, panic disorder, low self-esteem, social phobia, stress, health and social anxiety and OCD.

In line with the changing delivery model of the Open Mind Service a self-referral pathway is available through a new website and via Adhar. The LPT website will also allow GPs to refer through a GP portal. The range of groups/workshops/courses will increase. The current Stress Management Course will also be expanded and adapted for target/hard-to-reach groups.

In December 2015 we were informed by LPT that they were not successful in securing the tender to continue with this service and it had been awarded to Nott's NHS trust. We will be working closely with the new provider to ensure a smooth transition of TUPE and other arrangements. And it is our hope that Adhar will be able to contribute and support Nott's NHS Trust to ensure that the service is accessible and culturally appropriate for the BME community in Leicester.

#### **Achievements and performance**

Our achievements have been highlighted throughout this report and have come against the backdrop of a set of difficult financial circumstances. We hope to continue the work we have highlighted throughout this report in the coming year ahead.

Despite the reduction in payments and benefits to staff they continue to show a great deal of loyalty and commitment to the organisation and service users. Another accomplishment the project has achieved is the retention of staff and volunteers. The staff and volunteers employed by the project continue to remain dedicated, devoted and incredibly loyal and hard working.

Finally we would like to take this opportunity to thank all the staff, volunteers and all our supporters out there in the community including our funders.

**ADHAR PROJECT**  
**A COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**Financial review**

Adhar has against the backdrop of limited resources and the increasing demands on the services, and insecurities over funding, continued to find it difficult to plan or develop services. Nevertheless the charity, with the aid of sound financial management and the support of both its staff and volunteers generated a very positive financial outcome and exceeded its targets.

There have been a number of our restricted funds where there is a short-term excess of expenditure over income, which according to our budgets should be rectified in 2016-17.

**Reserves Policy**

The reserves as at the year ended 31st March 2016 stood at £112,355. The trustees aim to build sufficient reserves to enable them to maintain reserves in excess of six months "normal costs". The trustees estimate normal ongoing annual costs to be between £300,000 and £400,000. Therefore they are not content with the level of reserves as at the 31st March 2016.

**Principal Funding Sources**

Leicester City Council  
Leicester City CCG  
De Montfort University  
Leicestershire Partnership Trust  
Carlton Hayes Trust  
Lloyds Foundation  
Other small donations from individuals and local businesses

**Plans for the future**

Our key priorities for the next year are:

- To expand the mental health recovery services
- To review and reform the organisation operational structure.
- To identify potential new funders for the advocacy service.
- To develop a new logo and letterheads.
- To purchase and update I.T. equipment.
- To identify and secure more modern accessible venue for group activities.
- To procure external Human Resources and Health and Safety consultancy.
- To explore funding for a new minibus.
- To recruit a full time Finance Manager.
- To develop an in-house training programme for staff development.
- To invest in a wellness portal for employees.

On behalf of the board of trustees



**H Sandhu**

Trustee

Dated: 9 September 2016

**ADHAR PROJECT**  
**A COMPANY LIMITED BY GUARANTEE**  
**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF ADHAR PROJECT**

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I report on the accounts of the charity for the year ended 31 March 2016, which are set out on pages 10 to 18.

**Respective responsibilities of trustees and examiner**

The trustees, who are also the directors of ADHAR PROJECT for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of Institute of Chartered Accountants in England and Wales (ICAEW).

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

**Basis of independent examiner's report**

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

**Independent examiner's statement**

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David T Mayfield

Institute of Chartered Accountants in England and Wales (ICAEW)  
Mayfield & Co (Accountants) Ltd  
2 Merus Court  
Meridian Business Park  
Leicester  
LE19 1RJ

Dated: 9 September 2016

**ADHAR PROJECT**  
**A COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2016**

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2016 £	Total 2015 £
<b><u>Income and endowments from:</u></b>						
Donations and legacies	2	136,263	-	330,015	466,278	307,483
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b><u>Expenditure on:</u></b>	3					
<b>Charitable activities</b>						
Service delivery and support costs	3	41,579	-	337,823	379,402	282,226
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total resources expended</b>		<b>41,579</b>	<b>-</b>	<b>337,823</b>	<b>379,402</b>	<b>282,226</b>
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>94,684</b>	<b>-</b>	<b>(7,808)</b>	<b>86,876</b>	<b>25,257</b>
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Transfers between funds		(50,000)	50,000	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>44,684</b>	<b>50,000</b>	<b>(7,808)</b>	<b>86,876</b>	<b>25,257</b>
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Fund balances at 1 April 2015		7,027	-	18,452	25,479	222
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Fund balances at 31 March 2016</b>		<b>51,711</b>	<b>50,000</b>	<b>10,644</b>	<b>112,355</b>	<b>25,479</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**ADHAR PROJECT**  
**A COMPANY LIMITED BY GUARANTEE**  
**BALANCE SHEET**

**AS AT 31 MARCH 2016**

	Notes	2016 £	£	2015 £	£
<b>Current assets</b>					
Debtors	9	39,511		13,149	
Cash at bank and in hand		102,288		35,432	
		<u>141,799</u>		<u>48,581</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>(29,444)</u>		<u>(23,102)</u>	
<b>Total assets less current liabilities</b>			<u><b>112,355</b></u>		<u><b>25,479</b></u>
<b>Income funds</b>					
Restricted funds	12		<b>10,644</b>		18,452
Unrestricted funds:					
Designated funds	14		<b>50,000</b>		-
Other charitable funds			<b>51,711</b>		7,027
			<u><b>112,355</b></u>		<u><b>25,479</b></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2016. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 9 September 2016

  
L Aqil (Chairperson)

**Trustee**

**Company Registration No. 05524738**

**ADHAR PROJECT**  
**A COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**1 Accounting policies**

**1.1 Basis of preparation**

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015), the Charities Act 2011 and the Companies Act 2006.

**1.2 Income and endowments**

Recognition of incoming resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Investment income

This is included in the accounts when receivable.

**1.3 Expenditure**

Expenditure and Liabilities

Liability recognition – Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

**1.4 Accumulated funds**

Unrestricted funds are available for use at the discretion of the trustees at the furtherance of the charity's objectives.

Restricted funds are subject to the spending restrictions imposed by the fund provider.

**ADHAR PROJECT**  
**A COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**2 Donations and legacies**

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Donations and other income	107,501	-	107,501	38,747
Grants receivable for core activities	28,762	330,015	358,777	268,736
	<u>136,263</u>	<u>330,015</u>	<u>466,278</u>	<u>307,483</u>

**Donations and legacies**

Unrestricted funds:

Donations and other income	3,644	3,401
University income	2,980	3,090
Client purchase	100,877	31,708
	<u>107,501</u>	<u>38,199</u>

Restricted funds:

Donations and other income	-	548
	<u>-</u>	<u>548</u>

Grants were received from a number of sources during the year.

**Grants receivable for core activities**

Unrestricted funds:

Leicestershire County Council	13,508	9,190
Leicester City Council	4,150	-
Leicester City Council FRAMEWORK	11,104	-
	<u>28,762</u>	<u>9,190</u>

Restricted funds:

Leicester City Council: Main Scheme	181,578	63,546
Awards For All	-	10,000
City NHS - PCT	111,787	160,900
Leicestershire County Council	-	15,585
Other grants	11,850	9,515
City NHS - CCG	12,800	-
Lloyds Foundation Trust	12,000	-
	<u>330,015</u>	<u>259,546</u>



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**3 Expenditure**

	Staff costs £	Other costs £	Total 2016 £	Total 2015 £
<b>Charitable activities</b>				
<u>Service delivery and support costs</u>				
Activities undertaken directly	221,784	47,618	269,402	203,345
Support costs	23,839	21,715	45,554	24,440
<b>Total</b>	<b>245,623</b>	<b>69,333</b>	<b>314,956</b>	<b>227,785</b>
<b>Governance costs</b>	<b>48,826</b>	<b>15,620</b>	<b>64,446</b>	<b>54,441</b>
	<b>294,449</b>	<b>84,953</b>	<b>379,402</b>	<b>282,226</b>

Governance costs includes payments to the independent examiners of £2,520 (2015: £2,400) for examination fees.

**4 Activities undertaken directly**

	2016 £	2015 £
Other costs relating to Service delivery and support costs comprise:		
<b>Unrestricted funds:</b>		
Volunteer costs	-	74
Group activities and incidentals	-	100
Staff travel	1,153	1,122
Other costs	846	262
<b>Restricted funds:</b>		
Volunteer costs	88	360
Group activities and incidentals	32,866	10,053
Staff travel	1,664	1,791
Equipment purchases	736	117
Other costs	10,265	10,536
	<b>47,618</b>	<b>24,415</b>

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<b>5</b>	<b>Support costs</b>	<b>2016</b>	<b>2015</b>
		<b>£</b>	<b>£</b>
	Support costs		
	Consultancy fees	-	100
	Other costs	150	150
		<u>21,715</u>	<u>11,946</u>
	Staff costs	<b>23,839</b>	12,494
		<u><b>45,554</b></u>	<u>24,440</u>

<b>6</b>	<b>Governance costs</b>	<b>2016</b>	<b>2015</b>
		<b>£</b>	<b>£</b>
	Other governance costs comprise:		
	<b>Unrestricted funds:</b>		
	Other costs	2,370	1,550
	<b>Restricted funds:</b>		
	Other costs	13,250	10,580
		<u><b>15,620</b></u>	<u>12,130</u>

**7** **Trustees**

None of the trustees (or any persons connected with them) received any remuneration during the year, but some of them were reimbursed a total of £87 travelling expenses (2015: £87).

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**8 Employees**

**Number of employees**

The average monthly number of employees during the year was:

	<b>2016</b>	2015
	<b>Number</b>	Number
Service Delivery	<b>8</b>	8
Support Costs	<b>1</b>	1
Governance	<b>1</b>	1
	<u><b>10</b></u>	<u>10</u>

No employee is allocated entirely to either governance or support costs: an assessment of part of each employee's involvement in governance or support costs has been used as the basis for determining the above apportionment of costs.

<b>Employment costs</b>	<b>2016</b>	2015
	<b>£</b>	£
Wages and salaries	<b>280,212</b>	228,805
Other pension costs	<b>14,237</b>	4,930
	<u><b>294,449</b></u>	<u>233,735</u>

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

<b>9 Debtors</b>	<b>2016</b>	2015
	<b>£</b>	£
Other debtors	<b>38,070</b>	12,326
Prepayments and accrued income	<b>1,441</b>	823
	<u><b>39,511</b></u>	<u>13,149</u>

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<b>10</b>	<b>Creditors: amounts falling due within one year</b>	<b>2016</b>	<b>2015</b>
		<b>£</b>	<b>£</b>
	Trade creditors	<b>1,618</b>	2,533
	Taxes and social security costs	<b>20,463</b>	15,693
	Other creditors	<b>1,510</b>	476
	Accruals	<b>3,853</b>	2,400
	Grants in advance	<b>2,000</b>	2,000
		<b>29,444</b>	23,102

**11 Pension and other post-retirement benefit commitments**  
**Defined contribution**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Contributions payable by the company for the year	<b>14,237</b>	4,930

**12 Restricted funds**

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

	<b>Balance at 1</b>	<b>Movement in funds</b>		<b>Balance at 31</b>
	<b>April 2015</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>March 2016</b>
	<b>£</b>	<b>Resources</b>	<b>Resources</b>	<b>£</b>
		<b>£</b>	<b>£</b>	
Mental Health East	10	70,481	(70,386)	<b>105</b>
Mental Health North	-	86,597	(86,314)	<b>283</b>
Mental Health ACC	-	37,150	(37,075)	<b>75</b>
OPEN MIND	8,719	111,787	(119,961)	<b>545</b>
Mental Health Arts	9,723	-	(9,440)	<b>283</b>
BME Health CCG	-	12,000	(7,621)	<b>4,379</b>
LLOYDS	-	12,000	(7,026)	<b>4,974</b>
	<b>18,452</b>	<b>330,015</b>	<b>(337,823)</b>	<b>10,644</b>

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**13 Unrestricted funds**

	Movement in funds				
	Balance at 1 April 2015	Incoming Resources	Outgoing Resources	Transfers	Balance at 31 March 2016
	£	£	£	£	£
Own Funds	1,401	3,644	-	-	5,045
Other Projects	2,479	2,980	(855)	-	4,604
P & D P Services	1,269	110,606	(30,337)	(50,000)	31,538
County Day Services	1,878	14,883	(6,205)	-	10,556
Mental Health Advocacy	-	4,150	(4,182)	-	(32)
	<u>7,027</u>	<u>136,263</u>	<u>(41,579)</u>	<u>(50,000)</u>	<u>51,711</u>

**14 Designated funds**

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				
	Balance at 1 April 2015	Incoming Resources	Outgoing Resources	Transfers	Balance at 31 March 2016
	£	£	£	£	£
Property Fund	-	-	-	25,000	25,000
Transport Fund	-	-	-	25,000	25,000
	<u>-</u>	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>50,000</u>

**15 Analysis of net assets between funds**

	Unrestricted Funds	Designated Funds	Restricted Funds	Total
	£	£	£	£
Fund balances at 31 March 2016 are represented by:				
Current assets	81,155	50,000	10,644	141,799
Creditors: amounts falling due within one year	(29,444)	-	-	(29,444)
	<u>51,711</u>	<u>50,000</u>	<u>10,644</u>	<u>112,355</u>