

YORK MIND (INCORPORATING OUR CELEBRATION) LTD

**ANNUAL REPORT AND AUDITED
FINANCIAL STATEMENTS FOR YEAR
ENDED 31 MARCH 2018**

**Company Registration Number 02659442
Charity Number 1006759**

**HUNTER GEE HOLROYD
Chartered Accountants
Club Chambers
Museum Street
York YO1 7DN**

**YORK MIND (INCORPORATING OUR CELEBRATION) LTD
COMPANY LIMITED BY GUARANTEE**

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

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YORK MIND (INCORPORATING OUR CELEBRATION) LTD

Company Limited by Guarantee

Reference and Administration Details

Charity Number: 1006759

Company Number: 02659442

Trustee Board who served during the year:

Paul Yeomans, Chair

Ira Laketic-Ljubojevic

Dan Yates

Steve Keyes

Mary Millar

Julie Lummas

Thomas McCusker

Richard Weston (appointed January 2018)

Iffa Settle (appointed March 2018)

Lara Jones (appointed March 2018)

Zofia Ellis (resigned September 2017)

Henry Beckwith (resigned September 2017)

Company Secretary: Alyson Scott

Chief Executive: Alyson Scott

Honorary President: Patrick Kaye

Principal address and registered office: Highcliffe House, Highcliffe Court, York, YO30 6BP

Auditors

Hunter Gee Holroyd

Chartered Accountants

Club Chambers

Museum Street

York

YO1 7DN

Bankers

CAF Bank Limited

PO Box 289

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West Malling Kent

ME19 4TA

HSBC UK

13 Parliament St

York

YO1 8XS

REPORT FROM THE CHAIR

Year ended 31st March 2018

I am delighted to present our 2017/18 Annual Report which is my first as Chair of the Board of Trustees, having taken over the baton from Henry Beckwith in September 2017. I would like to take this opportunity to thank Henry, on behalf of everyone involved with York Mind, for his long service as a Trustee and, latterly, for his time as Chair during 2016/17. Similarly our thanks are extended to both Zofia Ellis and Daniel Madison who completed their tenure as Trustees during this period. We also welcomed Patrick Kaye as our new Honorary President who took over from John Bettridge CBE; thank you both for your service and ongoing advocacy of the great work undertaken by York Mind.

During 2017/18 we have continued to grow as a charity which, in turn, has placed demands upon us with respect to the infrastructure needed to support the delivery of our core operations; to that end, we strengthened our Senior Management Team in October 2017 with the addition of Tina Walker who joined us as Head of Finance. Taking a lead from the appointment of this role and in response to the financial complexity associated with ongoing growth, the Trustees decided to restructure our approach to governance and implemented a Finance Sub-Committee (meeting bi-monthly). Following the initial success of this approach, a second sub-committee will be created in 2018/19 to focus specifically on 'People and Performance' with the Finance Sub-Committee transitioning to also address Risk.

As we look forward more broadly to 2018/19 I am truly excited by the opportunities available to York Mind to continue to make a meaningful and lasting difference in supporting individuals with mental health conditions (be that through counselling, our range of activities or through our advocacy services) and raising awareness in the local community; including the provision of training courses across the corporate sector in Mental Health First Aid and Suicide Intervention Skills (ASIST). The coming year will also see a step-change in our digital presence as we implement new websites for both York Mind and our Advocacy Hub, ensuring that our services can be better accessed across all mobile devices.

Paul Yeomans
Chair of the Trustees

November 2018

TRUSTEES ANNUAL REPORT

Year ended 31st March 2018

The Trustees, who are also Directors for the purposes of the Companies Act, present their report and the audited financial statements of the Charity for the year ended 31st March 2018 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

1. Structure, Governance and Management

Governing Document and Background

York Mind is a York-based registered charity (Charity Number: 1006759) and a Company Limited by Guarantee (Company Number: 02659442). The Charity is constituted under Memorandum and Articles of Association from the date of its incorporation.

York Mind was formed in 2011 as a result of the merger of Our Celebration and York and District Mind.

Recruitment and Appointment of the Trustee Board

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 10 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.

In the event of vacancies we adhere to our Trustee Recruitment Policy which requires us to identify the particular gaps within the Board. When recruiting trustees we use word of mouth, personal contacts and advertisements on relevant websites and in publications. The Trustee recruitment policy was reviewed and updated in 2015.

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. Remuneration for the CEO and the 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.

We could not deliver the work of York Mind without the hard work and dedication of our staff team, freelancers and volunteers. We are hugely grateful for the contribution they make every day.

2. Objectives and Activities

York Mind exists in order to promote recovery from mental ill-health, emotional well-being and independent living.

The current strategic plan covers the period 2015-20.

3. Achievement and Performance

In 2017/18, our projects (excluding training) worked with 1,748 people. This included an incredible 6,322 hours given by our volunteers to support the 1-2-1 and group work delivered by York Mind. Our project monitoring and evaluations show effective, valued interventions delivering meaningful positive outcomes for those people who use the services

Our training project continued to develop, working with 2,261 people and increasing the number of corporates who buy training from us to help support good mental health in the workplace.

We co-located our Advocacy project in premises in the centre of York. The building is a mental health hub from which we also deliver a Sunday Café. As a result, Advocacy increases its accessibility and is better embedded within the other organisations who share this space with us.

We were successful in winning the tender for Young People's Counselling supporting our strategic objective to expand your work with children, young people and families. Our existing young people's work was a key factor in our success demonstrating good move-on options and alternative provision for young people.

4. Progress on Objectives for 17/18

- **Build on the income growth by ensuring we are in a position to successfully apply for contracts and tenders issued by the Local Authority and statutory health bodies**

Our unrestricted funding saw an increase to £226,911. The breadth and depth of our donor base has increased and includes £45,800 from companies and other organisations usually as part of "charity of the year" initiatives and over £107,000 from individual donations, community donations and events, ranging from sporting challenges, through to cake stalls and bag-packing.

Our training project has grown to include an additional staff member bringing in over £67,850 in income. The work we deliver to private companies initially started as one-off taster sessions. However, we have built excellent partnerships with several companies resulting in long term training delivery and reports of a real positive change in attitude towards the subject of mental health in these work places.

- **Review our governance ensuring we discharge our legal duties and adding value to the organisation through the engagement and involvement of Trustees**

Trustees have re-structured Board meetings to include a finance sub-committee. The committee is able to concentrate on finance governance and performance with a particular focus on ensuring project budgets contribute sufficiently to our core costs.

Trustees have been involved in fundraising using their own network of contacts and through direct involvement by signing up to crew a dragon boat as part of a large charity fundraising event

- **Support Mind and the Mind network with the development of their “all-age” strategy by looking to deliver services for children (those age under 13) and developing a project to work with families**

The CEO has been a member of the Mind Network Children and Young People’s reference group. This group acts as a development group and sounding board as we take forward the work already being delivered by Local Minds and use this experience to move into the shaping of national policy. The CEO is now a national Mind Trustee, sits on the Strategic Development sub-committee and has been involved with developing the network strategy for Children and Young People’s work.

Locally, we have won the contracts to deliver Young People’s Counselling and Mentoring for 8-12 year olds.

- **Increase our service user engagement through the use of project steering groups to help improve our service delivery**

Our Activities steering group were heavily involved in the shaping of Year 2 of our overall Activities programme. We work with a number of small partners to deliver this service and the group recommended which partners were selected to deliver using the information supplied on the application forms and the monitoring and evaluations provided during Year 1.

We have established a young people’s steering group which is made up of 11-21 year olds who have accessed support for their mental health. The purpose of this group is to advise York Mind on service developments, as well as looking more broadly at local and regional issues, and raising awareness of mental health amongst young people.

- **Work alongside other local Mind’s to ensure our delivery across regional footprints is comprehensive and support the aim of the Five Year Forward View for Mental Health**

Although the CEO is very involved with the network through her place on the Network Futures group and regular attendance at the regional Mind meetings, there has not been any significant progress on this objective. The objective will remain for 18/19 and local Minds are working together to identify the practical barriers that exist which prevent this from working more effectively

5. Objectives for 18/19

- **Restructure the Senior Management Team in order to ensure the organisation is in a good position to continue our growth**
- **Focus attention on the locality with the aim to influence and increase commissioning and contracting opportunities that emerge from the statutory sector**
- **Continue to pursue our commitment to early intervention and prevention by identifying an innovative project that works to support and increase protective characteristics for good mental health**
- **Work alongside other local Mind's to ensure our delivery across regional footprints is comprehensive and support the aim of the Five Year Forward View for Mental Health**

6. Our Activities

a) Counselling Services

We offer General and Carers Counselling support at York Mind with referrals from individuals, statutory and third sector organisations.

Our carers counselling service has been part-funded by the City of York Council. The service offers individuals a block of 12 counselling sessions, specifically designed for people who have caring responsibilities.

Our General counselling service is unfunded and relies on donations from individuals accessing the service as well as ad hoc donations and fundraising initiatives. We offer a block of 16 sessions to individuals experiencing mental and emotional distress, ranging from relationship issues, abuse, eating disorders, phobias, anxiety and depression. This has developed into a well-established, highly regarded service within the York area.

We also offer evening counselling, which operates between 5pm and 8pm, Monday – Thursday, enabling us to extend our reach to individuals with day time commitments. Over the past year, we have been able to support an additional 45 clients through evening counselling

The counselling service offers a diverse range of therapeutic approaches such as CBT (Cognitive Behaviour Therapy), Person Centred, Psychodynamic Therapy, Integrative Psychotherapy and Gestalt Psychotherapy.

New Developments

• Carers Service

2017 – 2018 Carers counselling was part funded via a grant from the City of York Council which ended in March 2018. In December 2017, we successfully won a joint bid with the York Carers Centre, offering counselling provision alongside other caring support services. We are now able to deliver this service for an additional 3 years from April 2018.

In addition, the York Carers Centre have provided funding support to continue the York Mind monthly carers peers support group, allowing us to offer a more group based support for carers in the York area.

- **Contributions (Carers and General)**

Due to the carers grant reduction, we implemented a minimum £10 contribution, which commenced in April 2017. During the reporting period, our general counselling service continued to ask for a minimum contribution per session of £10 for day time and £15 for evening counselling which has contributed to making the service more sustainable. From April 2018, we will be increasing the contributions to £12 for daytime and £18 for evening counselling.

We offer subsidised counselling places for both carers and general counselling in order to remove barriers to accessing services and support for those in increased hardship.

Future Developments

We have recently been liaising with Askham Grange prison to provide counselling for the inmates which we hope to be able to provide over the next year.

Due to a number of volunteers recently moving on, we plan to recruit more volunteers, so that we are running on full capacity. This will help meet referral demand and offer more choice of approaches and ensure the sustainability of the service.

We will continue to look at ways we can make service improvements and continue to provide a high standard of care to the clients who access the service.

How the service benefits the public

We continue to use the CORE evaluation system (Clinical Outcomes in Routine Evaluation) to provide a robust evaluation system with evidence based data regarding 'successful' outcomes for clients. This enables commissioners and stakeholders to see evidence based outcomes, which will in turn support any future funding and demonstrate the impact and benefit of the services we provide.

From April 2017 to March 2018, 117 clients accessed the General Counselling Service. For the Carers Counselling project, from April 2017 to March 2018, 42 clients accessed the service, with an additional 12 clients accessing the peer support group.

Below are a number of client comments that show how they have benefited from the service.

"Having the space to reflect openly on my experiences. I knew that the counsellor would not judge me and it was insightful speaking with her. I reflected further during the week on things brought up in the session."

"Ability to use my language in talking about tools and methods to help me cope and get better (i.e. risk analysis, change management)."

"Feeling like I could say what I wanted to say without being judged. Being encouraged to be more open & honest. Learning how to deal with uncomfortable feelings – Strategies."

b) Activities Service (including Peer Support Groups)

For April 2017 to March 2018, York Mind provided two activity services to residents of York, aged 18 +, both funded by City of York Council (CYC):

- The Mental Health and Well-being Activities Programme ('Spartacus'), a 3 year partnership project delivered alongside other local third sector organisations. York Mind is lead partner. Commenced 1st July 2017.
- York Mind Activities Programme ('Bob'), an in-house grant funded project delivering bespoke activities, including Peer Support. Commenced 1st April 2017.

Both activity programmes link into the City's Early Intervention and Prevention Agenda and offer self-defined pathways of support and well-being, which comprise of three strands:

- Social
- Well-being
- Learning and Development

Activities are delivered across all three strands at staggered start dates across the year to increase access to timely support.

A Steering Group of service users and a partnership Governance Group, help shape activity delivery.

New developments this year

'Spartacus' programme- From July 2017- March 2018 we:

- ✓ Received 298 referrals into the programme
- ✓ Worked with partners St Nicks, Converge, York LGBT Forum, Kindlegoods, Sunshine Changing Lanes and York Carers Centre
- ✓ Delivered 25 different activities, many ongoing weekly, or repeated throughout the year.

'Bob' programme- April 2017-March 2018 we:

- ✓ Received over 400 referrals
- ✓ Supported 9 people into volunteering opportunities
- ✓ Provided 18 awareness raising sessions
- ✓ Offered 25 different guided learning and social activities
- ✓ Delivered 4 peer support groups for 48 weeks of the year

Intended developments for next year

'Spartacus' Programme - Year 1 delivery will conclude in June 2018. New partners have been sought to deliver the programme in Year 2, to help the project reach new demographics and ensure activities reflect hidden needs in the City. Kyra, YREN, Survive and The Rowntree Society will join, taking partners up to eight.

'Bob' programme - Funding from CYC reduced in March 2018. Delivery outcomes by York Mind have been reduced in line. We'll continue to deliver bespoke activities including Mindfulness, Confidence and Resilience, 2 peer support groups, Drama and Creative Writing.

How the service benefits the public

The underpinning principles of our service delivery model are:

- **Connect** - connecting individuals to others through the programmes, provides opportunities to make links with their community, make friendships, and increase access to support.

- **Hope** - providing meaningful and positive activity supports people to have a sense of hope during their recovery.
- **Grow** - learning and development activities support people to help manage their mental health and well-being and supports recovery and resilience, decreasing need for specialist intervention.

Feedback received for both projects reflects the need for meaningful activity in York and access to support all week, including weekends.

'Since accessing the programme I have signed up for Mindfulness, Cycling, peer support, Sunday Club and Books and Writing. Each activity gives me something different- the means to relax and reduce my anxiety, physical exercise to help with my weight and mood, a place to share and not be judged, a Sunday 'family' and a place to be creative and follow an educational path.'

c) Befriending Service

York Mind's Befriending Service, 'Connecting People', matches adults who are isolated as a result of mental ill health with volunteer befrienders who offer weekly one to one support for up to 6 months. A range of guided learning and peer support groups are also available to support people's journeys to improved confidence, social engagement and wellbeing.

Befriending aims to:

- Reduce isolation through one to one befriending and peer support groups
- Improve resilience, confidence and social skills through 26 weeks of peer support and guided learning
- Empower people by offering opportunities to volunteer and support others

The period of 1st April 2017 to 31st March 2018 covers the period from the middle of year 2 to the middle of year 3 in the Befriending Project.

During this time we have:

- ✓ Received 125 referrals
- ✓ Completed 6 rounds of volunteer befriender training in York/Selby recruiting and training 67 new volunteer befrienders
- ✓ Supported the matching of 37 befriending partnerships
- ✓ Taught 7 rounds of the 6 week Confidence & Resilience course in York/Selby
- ✓ Completed and started 7 different 6 month Wellbeing Group cohorts in York/Selby
- ✓ Delivered 24 Socials in York/Selby

New developments

- We did not continue our telephone befriending service into year 3 of the project as it had been funded by an underspend in year 1 covering this service in year 2 only.
- We did not make any major new developments moving into year 3 of the project as the format we had created from the learning in years 1 and 2 (offering clients the opportunity for 6 months of one-to-one befriending, a 6 week Confidence & Resilience course, a 6 month Wellbeing Group and monthly Socials) was working well.

Intended developments for next year

- The Befriending Service's funding from the Big Lottery is due to end at the end of August 2018. No continuation funding was sought and as a result the service will be brought to a close when the funding ends. All service delivery is planned to conclude at the end of July 2018 and August will be used by staff remaining in the service to finalise all the administrative tasks associated with closing the service. The service will continue to run as normal between April 2018-July 2018.

How the service benefits the public

- ✓ One to one befriending continues to be a hugely popular aspect to our service and volunteer befrienders offering dedicated and individual support to people who feel isolated has proven to be incredibly successful in reducing isolation, with 100% of clients reporting that they feel less isolated when working with a befriender.
- ✓ Our Confidence & Resilience course offers people the chance to undertake various activities and discussion around confidence and resilience, in a supported environment. We have had a lot of success, with over 93% of people who have attended reporting an increase in resilience by the end of the 6 weeks.
- ✓ The 6 month Wellbeing Groups give people the opportunity to explore a large variety of topics including self-compassion, sleep hygiene, self-esteem, mindfulness, food and mood, managing anxiety and assertiveness, in a safe space. The group focusses on peer support and fostering friendships. It also includes trips out into the community. We have found 92% of people felt less lonely and 93% of people felt more confident interacting in a social group situation following attendance of the groups.
- ✓ We have also seen outcomes of 91% of clients reporting that they feel better able to maintain and improve their own mental health, as well as 90% of clients reporting that they feel better able to cope with the challenges in their lives since being involved with the Befriending Service.

d) Mentoring Service

The Mentoring Programme worked with Adults (18+) in helping them identify and work towards specific goals that support their overall well-being and recovery from mental ill-health. The service was predominately delivered by volunteer Mentors, who receive ongoing training and supervision to deliver of 12 weekly sessions of goal-focussed support to each Mentoring client. In addition to defining achievable goals, this includes helping break them down into manageable steps, offering ongoing encouragement of the Mentees own self-challenge, and help develop a Moving on Plan that helps the continuation of their learning.

The three year Programme, which commenced in January 2015, was fully funded by the Big Lottery Fund (BLF). Each year the programme reports against a number of client and volunteer outcomes.

New developments this year

In the final year of the project, we have provided on going supervisory support to 11 volunteer mentors recruited in January 2017, in addition to supporting 3 volunteers who have continued from last year. During this period we have received a high number of referrals and have actively worked with a total of 78 people. Service-user evaluation has reported a high degree of positive satisfaction in respect of client's experiences of the mentoring project. Specifically, 96% rated the impact of their participation in the service as either excellent (91%) or good (5%).

The mentoring project has taken part in a study by an academic from York St John University, David Britten. The research explored the impact of mentoring/coaching based interventions in mental health at York Mind. Mentoring service users and volunteers took part in in-depth interviews to explore the impact of their engagement, which showed that 'hope', 'an identity separate from illness', 'a sense of personal agency and responsibility' and increased 'self-awareness' have been key benefits for people who have engaged in mentoring.

In addition, a full evaluation has been carried out by an external evaluator who has produced a report detailing the high value service users have placed on mentoring, the tried and tested approach for achieving improved health and social outcomes for people with mental ill health, and the positive outcomes for volunteer mentors. An end of project celebration was also carried out, to celebrate the successes of the project and as a thank you to all volunteers.

Intended developments for next year

The service will no longer be operational beyond the end of the Big Lottery funding in December 2017.

How the service benefits the public

The service provided access to short-term one-to-one support that helps individuals bring about a positive change to them in their life, through facilitating their own self-learning and development of strategies for managing their recovery. It increased York Mind's capacity to offer one-to-one support without a lengthy wait, at a time when the demand for counselling remained high. Mentoring is also widely recognised as a useful moving on step from other services. Specific examples include counselling and addiction support (e.g. Lifeline).

The benefits for the service user are:

- Increasing ability to manage mental well-being:
"When I'm having a bad day, and I feel really bad, I can look at the progress I've made and think 'hmmm, maybe this is just how you're feeling.'"
- Learning how to use recovery goals and tools independently:
"The support has been self-directing and helpful. I've developed good self-awareness and seen practical changes and results."
- Increasing confidence and self-esteem:
"It helped build up my confidence without thinking myself out of doing things. I have been making more effort – I've just done a skydive for charity!"

The benefits for those who engage in volunteering:

- Boosting skills and knowledge and gaining training and experience relevant for career development, as well as to 'give something back' and make a difference in the local community:

"Through mentoring I was able to regain a sense of self-worth and belief that I could make a difference.. There is no better experience than being a small part in helping an individual move forward positively with their life."

- Increased self-awareness, self-confidence, self-esteem and interpersonal skills:

"Working as a volunteer mentor has provided me with valuable experience working one to one with clients. I feel that I have been so well supported in my role by the mentoring team. The supervision I have received has been fantastic and has helped me further develop my skills and also learn to deal with challenging situations."

e) Training Service

We maintained excellent relationships with a number of our old clients such as Hiscox, TSYS, Tata Steel, Network Rail, Joseph Rowntree Foundation and Age UK and this resulted in us receiving repeat work without the need for time consuming and potentially expensive advertising. These relationships were built on a personal level with various HR managers and other members of staff and our focus remained on providing quality training to maintain these links.

Feedback gained both officially and verbally was overwhelmingly positive and we feel this has allowed York Mind Training to become well established within the York business community with an excellent reputation. Unsolicited training requests have almost doubled this financial year and this would seem to reflect our reputation and success in previous years.

In terms of statistics; we trained 2,261 individuals and income from corporate training amounted to £55,485, and supported the training objectives within a number of other York Mind programmes such as the 'Bob' and 'Spartacus' activity programmes. For these projects, we taught one 8-week intake of Creative Writing, six eight-week Mindfulness intakes, plus two Mental Health First Aids and one ASIST.

A major change for 2017/18 was the refocusing of resources on our external, certificated courses, Mental Health First Aid (MHFA), ASIST and SafeTalk. Our ASIST and SafeTalk contract with City of York Council was a success with excellent feedback from learners and CYC themselves. It enhanced our reputation in the city – see feedback from Suicide lead at CYC below. CYC are hoping to gain funding to extend suicide prevention training for another two years and York Mind is very much central to CYC's Suicide Safer York Strategy.

We delivered eleven MHFA sessions in the year generating income in a time-economic way. Most MHFA workshops were open to the public, advertised and administered by us, although we also undertook bespoke sessions for Hiscox, Portakabin and United Response. Again the feedback was excellent and York Mind is now receiving greater volumes of unsolicited enrolments suggesting our reputation in training is becoming well established.

York Mind also delivered two 8-week Mindfulness evening classes, bespoke sessions for corporate providers and a first for York Mind – our very own Saturday retreat session

complete with relaxing music, meditations and food! Mindfulness continues to provide a unique slant to our training, which generates interest and we have provided three in-house corporate mindfulness sessions, including an 8-week course.

Finally we continue to deliver at least one free training session per month to fellow charities, organisations and good causes. Sessions here also included a number of schools and colleges.

Impact and Benefit

The training programme delivers mental health well-being teaching, suicide prevention instruction and stigma reducing messages to around 2,300 people a year. Some examples of feedback:

"I have worked for the DWP for 41 years and I can definitely say this is the best training I have ever attended."

"Thanks for all your hard work delivering ASIST. Excellent – you get such great feedback and are able to get the best out of everyone who attends" – Andy Chapman, CYC Suicide Prevention Lead.

"13 years of suffering with anxiety and fear to leave the house has been a huge battle. CBT didn't cut it, therapy didn't cut it but this course has given me hope and positivity that I can have a good life and a happy outcome".

Future Developments

We will continue to offer MHFA and ASIST to a range of clients to ensure the Training Department continues to contribute to York Mind's unrestricted income while also seeking to develop the organisation's training delivery strategy to include a review of financial administration and marketing infrastructure.

f) York Advocacy Hub

In April 2017 York Mind launched its York Advocacy Hub service, contracted by CYC for 3 years. For the first year we have been delivering this service in conjunction with Cloverleaf Advocacy. The Hub operates a single point of access for 5 specialist advocacy streams listed below, along with the number of referrals received for that stream during the year;

- Generic advocacy (215)
- NHS complaints advocacy (59)
- Care Act advocacy (82)
- Independent Mental Health Advocacy (200)
- Independent Mental Capacity Advocacy (297) - including the Relevant Person's Representative Role under the Deprivation of Liberty Safeguards framework (111)

As of 31 March 2018, 240 clients were using the service, with 224 cases being active and an additional 16 people receiving one-off advocacy support. During the year, 587 cases were closed, for 524 people.

Additionally to the Hub service streams, we were successful in gaining a small amount of funding from the Joseph Rowntree Foundation to run an 'Access to Welfare Benefits and Debt Advice' service from December 2017 for one year. We recruited and trained 6 volunteers for this project, which aimed to support 60 people during the year. By 31 March

2018, we had received 50% more enquiries than expected for that point in the project. As part of the project we have set up a monthly advice drop-in service at York Mind in partnership with the Peaseholme Charity's 'My Money My Life' service, which has been very successful.

We work with clients with a wide range of needs; many of our clients are amongst the most vulnerable in society, with complex mental or physical health difficulties and no family or friends to support them to communicate their views and wishes. As part of the increased service delivery of the Hub from April 2017, we now support many clients who lack capacity, and for whom important decisions are being made about their accommodation, care and treatment; our statutory advocacy services ensure these clients' human rights are safeguarded and they have a voice.

Our work requires that we have a strong local partnership base, enabling us to liaise with a wide range of providers on behalf of our clients as well as raise issues and trends with statutory services via a number of routes in the wider sector.

Service Developments

The first year of the new Advocacy Hub has been challenging but a successful start to embedding a 'single point of access' in York for all advocacy referrals.

During the year two York Mind advocates began training in Care Act advocacy and RPR role, and one advocate began training in IMCA role. This has enabled us to provide additional resource for these service streams which have received high volumes of referrals

One senior advocate left the York Mind team to pursue a development into a management position within York Mind, and so we recruited two further advocates to deliver generic and NHS Complaints advocacy.

During the first two quarters of the year, the volume of IMHA referrals was 56% higher than indicative level in the contract specification. We presented CYC with a business case for increased funding and were successful in gaining an additional 30 advocacy hours for the IMHA service, which we were able to deliver with increasing existing staff hours.

Future Developments

Cloverleaf Advocacy withdrew from the Advocacy Hub with effect from 31st July 2018 and a number of their advocates transferred into York Mind on 1 August 2018. We have restructured the work of the current team and the project's management structure, and reviewed recruitment plans to prioritise delivery of statutory advocacy as per the contract specification.

Our priorities for the second year of the contract will be to embed the IMCA and IMHA services and, in particular, we aim to improve the responsiveness of the IMCA service. We also aim to gain the Advocacy Quality Performance Mark by the end of 2018, and are working hard to complete the thorough review of policies and procedures which is required, and to prepare the team for a visit by assessors.

The service moved to 30 Clarence Street in July 2018, which will improve accessibility for clients, service visibility and efficiency for staff who work in the community.

We also have been successful in securing a further year of funding for our 'Access to Welfare Benefits Advice' project, from CYC's Financial Inclusion Steering Group, from

December 2018. We are reviewing staffing needs for this project and are likely to recruit and train more volunteers.

Service Benefits

Our services help people raise their voice in making complaints about their care or treatment, have their views better represented or to access services and support they need. We seek to build self-advocacy skills amongst our clients, and to increase both knowledge and confidence so that clients can take issues forward themselves in the future. We collect data from clients both on whether our service benefited the outcomes of their presenting issues and their experience of the service more generally; feedback is overwhelmingly positive on both counts.

In addition to direct client benefits, delivering a range of specialist advocacy streams within one service allows us to collate and highlight themes more broadly. An example of this is recent work we are engaged in with York District Hospital to input in training for all staff on the Mental Capacity Act and advocacy. This arose after an NHS Complaints Advocacy case highlighted an instance of restraint being used outside of legal frameworks which amounted to a deprivation of liberty; this was an issue supported by data from our IMCA service and prompted a wider conversation with hospital management.

g) Total Advocacy

Total Advocacy is a service delivered in partnership with Cloverleaf Advocacy. We are sub-contracted to provide care act and general advocacy in North Yorkshire.

Our team of a manager and four advocates help people understand their rights and help them have a voice with social care and health professionals. We work predominantly with people who have substantial difficulties and have no-one else to support them.

We deliver this service with Cloverleaf Advocacy and Advocacy Alliance (based in Scarborough) across five North Yorkshire districts.

Changes this year

The team have had some staff changes this year with a restructure that saw two advocates leave, and advocates better relocated into geographical areas. This helped us manage the waiting list for general advocacy better.

We have also started running appointment based sessions in Harrogate, with further plans to develop these in Northallerton and, potentially, Selby as well. This helps clients be seen more quickly and in some cases we can address their issue in one appointment.

Benefits of the service

The service benefits our clients because otherwise they may not know what rights they have to care assessments and support planning, continuing health care. We attend care assessments and reviews and help input into needs assessments and support plans on behalf of clients where they are unable to, by finding out more about them through their records and through people who know them best.

It helps them to have a voice in the safeguarding processes which are about them, but which often appear too complex, meaning that clients do not always feel able to input without the help of an advocate.

We work with a large number of clients who are thinking about a change of accommodation. We help make sure that professionals understand what is important to them and that they understand what is involved in moving house, and that they are happy with where they are moving to.

Without this service, our clients would be more isolated and less able to understand what rights they have, or be able to voice their wishes.

Future Developments

Following a review of York Mind's advocacy services, it was decided to withdraw from the contract with effect from 30th September 2018 to enable the organisation to focus its efforts on the provision of services in York.

h) Action to Inclusion

Action Towards Inclusion is a collaborative project involving approx. 60 partners, funded by the Big Lottery Fund and European Social Fund. It offers support to people who are unemployed and experience difficulties relating to their health, social exclusion, poverty and skills, to help them overcome these and move closer towards job-search, education and employment.

Participants receive 1-2-1 mentoring from a keyworker, along with access to specific activities delivered by Intervention Partners. York Mind is both a Keyworker and a counselling Intervention Partner.

A planned key focus has been to successfully establish a clear pathway through the project whilst also responding to individual's unique and changing needs. This includes utilising partner interventions, alongside other York Mind services and accessing wider support available within the York and Selby area. Good relations have been developed with referral organisations, and external promotion of the service has been achieved through use of the website, local libraries and community centres, information stands at the Jobcentre and placement of adverts in The Handymag and The Local Link.

The counselling intervention has been set up, with delivery supported through seven freelance fully trained counsellors. Most recently York Mind has joined an Employment Pathways Group, which has been established by the York & Selby Early Intervention in Psychosis Service to compare the available routes in York for helping people to access or return to work.

To date, the service has received 55 enquiries of which 19 individuals have formally joined the project to receive keyworker support. A further 17 individuals have accessed the counselling intervention.

The service offers holistic, personalised support through the exploration and development of a personal action plan. Primarily individual's support requirements have centred around helping to develop strategies for managing mental well-being, reduce social isolation and access practical support and advice in respect of skills and employability development. The longer-term nature of the support offered means that the majority of participants are still actively engaged in working towards outcomes. However, recent successes include a young person successfully transitioning back into full time education after a period of disengagement, and an individual finding employment following a difficult experience of

redundancy. Participants report that having a consistent person with who they can build up a trusting relationship to be most instrumental in helping them challenge themselves and their situation.

"[I have particularly enjoyed] having weekly contact with someone I knew understood and wanted to help me."

"I have gained more confidence and resilience. I am not as scared about the future."

Throughout the project has benefitting from quarterly Theory of Change workshops hosted by Your Consortium (the lead partners), which brings together representatives from across the partnership to review lessons learned. This is enabling keyworkers to explore and feedback on the participant journey to encourage the ongoing development of the service offered in response to the lived experience and needs of those accessing it, alongside suggested improvement to the efficiency of the administrative recording and monitoring requirements of the project. This will continue into 2018/19.

i) Fundraising

The Fundraising Team at York Mind manages income from many areas of Fundraising, including: Community, Events, Individual Giving, In Memoriam, Legacies, Corporate and Trusts and Foundations.

The Team is responsible for generating sufficient income to ensure the future sustainability of the charity's work and the ongoing strategy is to increase the variety of income streams available to York Mind, to prevent the charity being over reliant on any one area.

Fundraising income has seen continued growth across the year. The initial income target of £140,000 for the accounting period was met and exceeded by over £50,000.

Totals of note from 2017/18 include:

- Over £20,000 from Corporate Partnership donations
- Over £40,000 from Trusts and Foundations
- Over £25,000 from other local groups and companies
- Over £19,000 from Individual Fundraisers
- Over £80,000 from Events and Community Events
- Over £4,000 from In Mem and Legacy donations.

Throughout the year, existing corporate fundraising partnerships were managed and new support secured. Partnerships with Brightfive, and Marks & Spencers Vangarde continued, alongside several new corporate supporters: Rafi's Spicebox, Crombie Wilkinson's Solicitors and Betty's of York.

York Mind continues to receive some very generous support from a range of Charitable Trusts and Foundations for which we are incredibly grateful. Funding such as this helps to maintain the smooth operation of our vital mental health services such as: counselling; young people's services and peer support groups. During 2017/18 we were very pleased to be granted donations from, to name a few, The Purey Cust Charitable Trust, The Ed De Nunzio Charitable Trust and St James's Place Foundation. All the grants we receive help to make a real and lasting impact on the lives of the people we support.

During the year, York Mind entered our 2nd year as a charity partner for the York 10k race. We were delighted to see 114 runners representing the charity who raised over £11,000 in

sponsorship. We also saw 10 runners take part in the Great North Run raising over £8,000 and seven hardy runners complete the Yorkshire Marathon, between them raising over £3,000 in sponsorship.

In May we hosted our first organised walk, the York Walls Walk, to celebrate Mental Health Awareness Week. Sixty three participants (including York Mind staff, trustees, volunteers, clients and representatives from our corporate partners M&S Vangarde, Aviva Women's Network, Crombie Wilkinsons, Brightfive and Arcadis) took part, and raised over £300 in donations. We hope to make this an annual event to mark the awareness week.

In September a group of individuals nicknamed the 'Snickleways Bangers' undertook a Paris to Geneva cycle ride, raising money in memory of one of the participant's nephews. Together, they raised a staggering amount, nearly £13,000. The group have confirmed they will be undertaking a further event to raise money for York Mind in 2018/19

For the third consecutive year, York Mind was the official charity partner for York's Little Festival of Live Music which raised nearly £3,000. We have been informed that we will be the partner charity for the next festival too.

We worked in partnership with Rethink, York Group to organise the second, annual Art Auction & Exhibition in which the sale of 52 donated artworks raised over £1,000 for each charity.

Further collaborations saw us take part in the first national Mind/local Minds co-fundraising pilot event, 'R.E.D January'. 44 participants signed up to 'Run Every Day' in January, of which 19 participants raised money.

We also invested time into awareness and information giving events to build and maintain a positive community presence. External visits included; York St John University, York College, York Train Station, Portakabin, Aviva Women's Network and the University of York. As well as being a vital point of contact for the public to discuss mental health issues, these events allow York Mind to engage with potential new volunteers, event participants and general supporters.

As a team, we are very aware of the amazing contribution made by our supporters and we want to give them the best possible fundraising experience possible.

Peter, who fundraised for us, provided this feedback:

"Thank you so much for all the help and guidance, everything has been a real pleasure to have been involved in"

Communication is pivotal to the work of the fundraising team and wider charity and we continue to build a strong presence on social media – with over 2,000 followers on Facebook and nearly 4,000 followers on Twitter, as well as reaching supporters via the website and quarterly newsletter. These are all vital tools with which to engage supporters of all ages, and we aim to ensure that we stay up-to-date with current social media trends and developments.

Over the next twelve months, we will continue to invest time into successfully managing our ongoing partnerships with local businesses, trusts and foundations, and individuals, as well as looking forward to new collaborations. We aim to actively pursue new leads, as well as maintain the excellent relationships we have already established.

Further to this, volunteering at fundraising events has proven to play an important role in terms of our service-users general recovery and transition from York Mind services. We intend to develop work in this area to make sure opportunities to be involved with Fundraising are made more available to all.

7. Financial Review

The financial results for the year are set out in the accounts. There was an overall deficit of £50,228 resulting from financial support provided to the provision of a number of services including counselling, activities and the two advocacy services and the total funds held at the end of the year are £424,499.

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. Given the current economic climate the trustees consider it prudent to continue with the existing reserves policy of having a target level of 'free' reserves equivalent to six months operating expenses, £550,000, to ensure adequate financial security in the event of a shortfall in funding. The free reserves at the end of the financial year were £164,760 against the reserves target of £550,000 representing a shortfall of £385,240. We are working towards achieving our target level of reserves and the trustees will ensure that there is a level of free cash reserves which is sufficient to ensure flexibility and liquidity. To do this we are looking at ways of ensuring that incoming resources remain within unrestricted funds and are not transferred to cover shortfalls in funding elsewhere. The total amount of unrestricted funds amounted to £265,161.

The General and Organisational Development Fund had a closing value of £16,196 which is a slight increase from the previous year. The main reason for this was the transfer of £5,936 from the kitchen fund which is no longer required as York Mind no longer maintains a professional kitchen. There was no other movement in the unrestricted funds. The Board has continued to invest in the infrastructure of the Charity in order to facilitate the successful achievement of its objectives and support future growth.

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, 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.

8. Risk Management

The Committee, on a regular basis, reviews the principal risks and uncertainties faced by the charity in its day to day operations. The Committee has established policies, systems and procedures to mitigate those risks identified. Particular attention has been paid to reviewing our funding streams given the present economic climate. We believe that maintaining our

'free' reserves at the levels stated above will provide sufficient resources in the event of adverse circumstances. We confirm that adequate systems, policies and procedures are in place to mitigate or manage any potential impact on the Charity should the risks materialise.

Trustees have implemented a strategic risk register, reviewed annually. All risk is identified from low impact, low probability to high impact, high probability. Mitigation is then identified for high impact, high probability scenarios.

In addition, the CEO is responsible for an operational risk assessment which is updated annually and is shared with Trustees. Each project has its own risk assessment. These are reviewed and updated annually.

9. Public Benefit

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.

Trustees' Responsibilities

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (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 income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- 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 maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company [and the group] and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

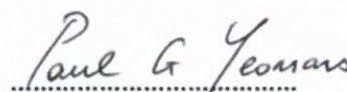
In so far as the trustees are aware:

- 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 trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Registered office:
Highcliffe House
Highcliffe Court
York
YO30 6BP

Signed on behalf of the trustees



Paul Yeomans
Chair

Approved by the trustees on 6th December 2018

**YORK MIND (INCORPORATING OUR CELEBRATION) LTD
COMPANY LIMITED BY GUARANTEE
INDEPENDENT AUDIT REPORT TO THE MEMBERS OF YORK MIND**

Opinion

We have audited the financial statements of York Mind (Incorporating Our Celebration) (the "Charity") for the year ended 31st March 2018 which comprise the Statement of Financial Activities, the Balance Sheet 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, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31st March 2018 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Other Matter

The prior year comparative figures have not been audited.

Conclusions relating to going concern

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

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

Other information

The 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 auditor's report 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 there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

We have nothing to report in respect of the following matters in relation to which 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;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on page 21, the trustees 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 they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Our responsibilities for the audit of the financial statements

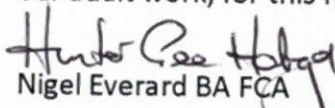
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee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

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 . This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity'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 Charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.


Nigel Everard BA FCA
Senior Statutory Auditor

For and on behalf of

HUNTER GEE HOLROYD
Chartered Accountants and Statutory Auditors
Club Chambers
Museum Street
York
YO1 7DN

12 DECEMBER 2018

YORK MIND (INCORPORATING OUR CELEBRATION) LTD

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2018

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total 31 March 2018 £ | Total 31 March 2017 £ |
|------------------------------------|------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| Income and endowments from: | | | | | |
| Donations and legacies | 3 | 157,839 | 296,977 | 454,816 | 416,265 |
| Charitable activities | 5 | 68,857 | 522,676 | 591,533 | 332,208 |
| Investments | 4 | 215 | - | 215 | 530 |
| Total income | | 226,911 | 819,653 | 1,046,564 | 749,003 |
| Expenditure on: | | | | | |
| Raising funds | 6 | 67,939 | - | 67,939 | 63,539 |
| Charitable activities | | 107,580 | 921,273 | 1,028,853 | 686,879 |
| Total expenditure | 6 | 175,519 | 921,273 | 1,096,792 | 750,418 |
| Net (expenditure) | | 51,392 | (101,620) | (50,228) | (1,415) |
| Transfers between funds | 12 | (49,089) | 49,089 | - | - |
| Net movement in funds | 12 | 2,303 | (52,531) | (50,228) | (1,415) |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | | 262,857 | 211,870 | 474,727 | 476,142 |
| Total funds carried forward | | 265,160 | 159,339 | 424,499 | 474,727 |

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 2018

Company Registration Number: 02659442

| | Note | £ | 2018 £ | £ | 2017 £ |
|--|------|-----------|-----------------------|-----------------------|-----------|
| Fixed assets: | | | | | |
| Tangible assets | 9 | | 165,096 | | 166,809 |
| Current assets: | | | | | |
| Debtors | 10 | 55,388 | | 62,982 | |
| Cash at bank and in hand | | 366,077 | | 377,280 | |
| <i>Total current assets</i> | | | <u>421,465</u> | <u>440,262</u> | |
| Liabilities: | | | | | |
| Creditors: Amounts falling due within one year | 11 | (162,062) | | (132,344) | |
| <i>Net current assets</i> | | | 259,403 | | 307,918 |
| Total net assets | | | <u>424,499</u> | <u>474,727</u> | |
| The funds of the charity: | | | | | |
| Restricted | 12 | | 159,339 | | 211,870 |
| Unrestricted | 12 | | 265,160 | | 262,857 |
| Total charity funds | 13 | | <u>424,499</u> | <u>474,727</u> | |

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved by the members of the committee on the 6/12/18 and are signed on their behalf by:

Paul G Yeomans
Paul Yeomans
Chairperson

The notes on pages 28 to 35 form part of these financial statements.

YORK MIND (INCORPORATING OUR CELEBRATION) LTD
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2018

| | Note | 2018 | | 2017 | |
|--|-----------|----------|----------|----------|----------|
| | | £ | £ | £ | £ |
| Net cash provided by / (used in) operating activities | 16 | 5,754 | | (1,781) | |
| Cash flow from investing activities: | | | | | |
| Purchase of tangible fixed assets | | (16,957) | | (12,848) | |
| | | <hr/> | | <hr/> | |
| Net cash (used in) investing activities | | | (11,203) | | (14,629) |
| Change in cash and cash equivalents in the year | | | (11,203) | | (14,629) |
| Cash and cash equivalents at beginning of the year | | | 377,280 | | 391,909 |
| | | | <hr/> | | <hr/> |
| Cash and cash equivalents at end of the year | 16 | | 366,077 | | 377,280 |
| | | | <hr/> | | <hr/> |

YORK MIND (INCORPORATING OUR CELEBRATION) LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

1. ACCOUNTING POLICIES

a) Basis of preparation

The financial statements 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 applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) - (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Preparation of the accounts on a going concern basis

The trustees consider there are no material uncertainties about the charity's ability to continue as a going concern. The review of the financial position, reserves level and future plans gives trustees confidence the charity remains a going concern for the foreseeable future.

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 |
| General and computer equipment | - 20% to 33.33% straight line |
| Furniture and fittings | - 20% straight line |
| Kitchen equipment | - 20% straight line |
| Freehold building | - 4% 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

FOR THE YEAR ENDED 31 MARCH 2018

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. Support costs are apportioned to activities on the basis of time spent by staff on those activities.

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. There were no outstanding contributions at the year end.

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.

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 2018

3 DONATIONS AND LEGACIES

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2018 £ | Total Funds 2017 £ |
|--|----------------------------|--------------------------|--------------------------|--------------------------|
| Donations and Fund Raising | 151,496 | 906 | 152,402 | 144,212 |
| Other income | 6,343 | 983 | 7,326 | 5,160 |
| Grants receivable | | | | |
| Big Lottery - Befriending | - | 98,810 | 98,810 | 99,067 |
| Big Lottery - New Mentoring | - | 38,251 | 38,251 | 49,921 |
| Young Persons Project | - | 25,300 | 25,300 | 32,114 |
| BBC Children in Need - 13-16 | - | 22,649 | 22,649 | 22,220 |
| City of York - Activities | - | 45,200 | 45,200 | - |
| Your Consortium - Action towards Inclusion | - | 28,980 | 28,980 | 16,938 |
| AScK | - | 8,000 | 8,000 | 1,016 |
| Joseph Rowntree Foundation - Advocacy | - | 2,838 | 2,838 | - |
| NY Police ASIST | - | - | - | 10,919 |
| LYPTF / TEWV / Innovation Fund | - | 25,060 | 25,060 | 34,698 |
| | <u>157,839</u> | <u>296,977</u> | <u>454,816</u> | <u>416,265</u> |

4 INVESTMENT INCOME

| | 2018 £ | 2017 £ |
|--------------------------|------------|------------|
| Bank interest receivable | <u>215</u> | <u>530</u> |

5 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2018 £ | Total Funds 2017 £ |
|---|----------------------------|--------------------------|--------------------------|--------------------------|
| Charitable Activities Income | | | | |
| Advocacy Contract - North Yorkshire | - | 112,798 | 112,798 | 48,312 |
| City of York Council - Advocacy Hub | - | 291,020 | 291,020 | 128,136 |
| City of York Council - Activities | - | 59,650 | 59,650 | - |
| City of York Council - 8-16 Mentoring | - | 9,000 | 9,000 | - |
| City of York Council - Carers Counselling | - | 15,750 | 15,750 | 21,245 |
| City of York Council - Other | - | - | - | 45,203 |
| Training | 67,845 | - | 67,845 | 37,186 |
| General Sales | 1,012 | - | 1,012 | 361 |
| Advocacy | - | 300 | 300 | 929 |
| Befriending | - | 1,102 | 1,102 | 1,297 |
| Counselling | - | 33,056 | 33,056 | 12,744 |
| CAAPY | - | - | - | 34,091 |
| Horizons | - | - | - | 2,704 |
| | <u>68,857</u> | <u>522,676</u> | <u>591,533</u> | <u>332,208</u> |

YORK MIND (INCORPORATING OUR CELEBRATION) LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

6. TOTAL RESOURCES EXPENDED

| Basis of Allocation | Costs of Raising Funds | | Charitable Activities | | Total | Total |
|---|------------------------|---------------|-----------------------|-----------------------|---------------|------------------|
| | Organisation | Fundraising | Restricted Projects | Unrestricted Projects | Governance | 2017 |
| Costs charged directly to activities | | | | | | |
| Staff costs (incl training & recruitment), Direct | - | 42,310 | 544,589 | 53,312 | - | 640,211 |
| Beneficiary & volunteer expenses | - | 104 | 11,402 | 157 | - | 11,663 |
| Activities & Course costs | - | 307 | 189,282 | 17,249 | - | 206,838 |
| Trustee expenses & training | - | - | - | - | 306 | 306 |
| Auditor's fees | - | - | - | - | 4,667 | 4,667 |
| Bookkeeping fees | - | - | - | - | 19,070 | 19,070 |
| Legal fees | - | - | - | - | - | - |
| Depreciation | 7,683 | - | 10,987 | - | - | 18,670 |
| Support costs allocated to activities | | | | | | |
| Management, Finance & Admin | - | 5,542 | 79,239 | 6,406 | 60 | 91,247 |
| Premises costs (incl. Utilities) | - | 1,332 | 42,557 | 2,966 | - | 46,855 |
| Office costs | - | 10,661 | 43,217 | 3,216 | 171 | 57,266 |
| | 7,683 | 60,256 | 921,273 | 83,306 | 24,274 | 1,096,792 |
| | | | | | | 750,418 |

YORK MIND (INCORPORATING OUR CELEBRATION) LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

7 EMPLOYEE INFORMATION

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

| | 2018 £ | 2017 £ |
|------------------------------|----------------|----------------|
| Gross salaries | 607,447 | 500,627 |
| Employers National Insurance | 42,548 | 30,521 |
| Pension | 41,383 | 23,181 |
| Total staff salaries | <u>691,378</u> | <u>554,329</u> |

The directors received no remuneration.

Travel & subsistence expenses of £306 were reimbursed to 4 directors during the year (2017 - £627)

Average number of employees for the period

| | No | No |
|----------------------------|-----------|-----------|
| Number of management staff | 5 | 4 |
| Number of other staff | 20 | 16 |
| | <u>25</u> | <u>20</u> |

No employee earns more than £60,000 per annum (2017 - nil)

The total remuneration paid to key management personnel was £137,027 (2017 - £122,917)

8 NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR

| | 2018 £ | 2017 £ |
|--|---------------|---------------|
| Net (outgoing) resources for the year are stated after charging: | | |
| Depreciation | <u>18,670</u> | <u>18,013</u> |

9 TANGIBLE FIXED ASSETS

| | Freehold property £ | Kitchen equipment £ | General & computer equipment £ | Furniture fittings & production £ | Total £ |
|-------------------------|---------------------------|---------------------------|---|--|----------------|
| COST | | | | | |
| At 1 April 2017 | 338,224 | 18,683 | 79,572 | 39,258 | 475,737 |
| Additions | 9,131 | - | 2,813 | 5,013 | 16,957 |
| At 31 March 2018 | <u>347,355</u> | <u>18,683</u> | <u>82,385</u> | <u>44,271</u> | <u>492,694</u> |
| DEPRECIATION | | | | | |
| At 1 April 2017 | 184,256 | 18,163 | 73,114 | 33,395 | 308,928 |
| Charge for the year | 10,820 | 167 | 5,077 | 2,606 | 18,670 |
| At 31 March 2018 | <u>195,076</u> | <u>18,330</u> | <u>78,191</u> | <u>36,001</u> | <u>327,598</u> |
| NET BOOK VALUE | | | | | |
| At 31 March 2018 | <u>152,279</u> | <u>353</u> | <u>4,194</u> | <u>8,270</u> | <u>165,096</u> |
| At 31 March 2017 | <u>153,969</u> | <u>521</u> | <u>6,458</u> | <u>5,862</u> | <u>166,809</u> |

Included in Freehold property is land valued at £75,000 (2017 - £75,000)

YORK MIND (INCORPORATING OUR CELEBRATION) LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

10 DEBTORS

| | 2018 | 2017 |
|--|---------------|---------------|
| | £ | £ |
| Trade Debtors (less provision for bad debts) | 24,074 | 36,867 |
| Prepayments and accrued income | 31,314 | 26,115 |
| | <u>55,388</u> | <u>62,982</u> |

11 CREDITORS: Amounts falling due within one year

| | £ | £ |
|------------------------------|----------------|----------------|
| Trade Creditors | 57,543 | 21,232 |
| Other Creditors | 489 | 17,312 |
| Accruals and deferred income | 104,030 | 93,800 |
| | <u>162,062</u> | <u>132,344</u> |

12 RESTRICTED FUNDS

| | Balance at 1 April 2017 | Movement in resources | | Transfers | Balance at 31 March 2018 |
|---------------------------------------|----------------------------|-----------------------|------------------|---------------|-----------------------------|
| | £ | Incoming £ | Outgoing £ | £ | £ |
| Building Project | 148,924 | - | (10,987) | - | 137,937 |
| Activities Programme - 'S' | - | 59,650 | (65,931) | 6,281 | - |
| Activities Programme - 'B' | - | 45,200 | (41,558) | (3,642) | - |
| Counselling | - | 48,806 | (59,329) | 10,523 | - |
| Big Lottery New Mentoring | 9,457 | 38,251 | (36,188) | (11,520) | - |
| Big Lottery Befriending | 29,612 | 100,817 | (121,703) | 4,962 | 13,689 |
| Young Persons Project | - | 26,165 | (42,474) | 16,309 | - |
| BBC Children in Need - 13-16 Project | 6,892 | 22,766 | (23,607) | - | 6,051 |
| City of York Council - 8-16 Mentoring | - | 9,000 | (5,590) | (3,260) | 150 |
| Advocacy | - | 294,159 | (305,323) | 11,164 | - |
| NY Advocacy | - | 112,798 | (129,684) | 16,886 | - |
| Innovation Fund | 10,000 | - | (7,944) | (2,056) | - |
| Peer Support / SPA | - | 25,060 | (31,392) | 6,332 | - |
| AScK | 622 | 8,000 | (5,680) | (2,195) | 747 |
| Action Towards Inclusion | 5,668 | 28,980 | (33,883) | - | 765 |
| ASIsT | 695 | - | - | (695) | - |
| | <u>211,870</u> | <u>819,652</u> | <u>(921,273)</u> | <u>49,089</u> | <u>159,339</u> |

YORK MIND (INCORPORATING OUR CELEBRATION) LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

12 RESTRICTED & UNRESTRICTED FUNDS (continued)

UNRESTRICTED FUNDS

| | Balance at 1 April 2017 | Movement in resources | | Transfers | Balance at 31 March 2018 |
|--------------------------------|----------------------------|-----------------------|------------------|-----------------|-----------------------------|
| | £ | Incoming £ | Outgoing £ | £ | £ |
| Capital Reserve | 21,268 | - | - | - | 21,268 |
| Contingency Fund | 148,564 | - | - | - | 148,564 |
| General Fund | 7,957 | 226,911 | (175,519) | (43,153) | 16,195 |
| Maintenance and Equipment Fund | 19,133 | - | - | - | 19,133 |
| Kitchen fund | 5,936 | - | - | (5,936) | - |
| Winding up Fund | 60,000 | - | - | - | 60,000 |
| | <u>262,857</u> | <u>226,911</u> | <u>(175,519)</u> | <u>(49,089)</u> | <u>265,160</u> |

Transfers:

A figure of £49,089 includes material Transfers as follows:

A transfer of £10,522 from unrestricted funds to Counselling to cover a shortfall in funding.

A transfer of £11,164 from unrestricted funds to Advocacy Hub to cover a shortfall in funding.

A transfer of £16,886 from unrestricted funds to North Advocacy project to cover a shortfall in funding.

A transfer of £16,310 from unrestricted funds to Young People's Service to cover a shortfall in funding.

Purposes of restricted funds

The building project represents the net book value of Highcliffe House and ongoing capital work funded by the Lottery grant and restricted donations. The fund balance is reduced by the depreciation charged and maintenance

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

Big Lottery for the Befriending and Mentoring Services, BBC Children in Need for the 13-16 Young People's project, City of York Council for a mental health activities programme, Your Consortium for the Action Towards Inclusion project, Joseph Rowntree Foundation for the advocacy financial inclusion project.

Fund balances represent balances carried forward on multi-year projects.

Purposes of unrestricted funds

The capital reserve represents the opening capital and reserves on incorporation.

The contingency fund represents the free funds of the charity which, in the current changing funding climate, the trustee board propose to increase to a target of £500,000 representing c. 6 months running costs based on projected expenditure of £1m. The purpose of the fund is to mitigate the cashflow requirements and avoid recourse to bankers in the event of a shortfall or gap in major funding.

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

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.

The Kitchen Fund is no longer required as York Mind no longer operates a training kitchen.

The Winding Up fund represents a fund to provide for redundancy and other costs associated with winding up York Mind.

YORK MIND (INCORPORATING OUR CELEBRATION) LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

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

| | Tangible fixed assets | Other net assets | Total |
|--------------------------|--------------------------|---------------------|----------------|
| Building project | 152,632 | (14,695) | 137,937 |
| Big Lottery Befriending | - | 13,689 | 13,689 |
| 13-16 Project | - | 6,051 | 6,051 |
| 8-16 Mentoring Project | - | 150 | 150 |
| AScK | - | 747 | 747 |
| Action towards Inclusion | | 765 | 765 |
| | <u>152,632</u> | <u>6,707</u> | <u>159,339</u> |
| Unrestricted Funds | <u>12,464</u> | <u>252,697</u> | <u>265,160</u> |
| | <u>165,096</u> | <u>259,403</u> | <u>424,499</u> |

14. RELATED PARTY TRANSACTIONS

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

15. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee, having no share capital. Each member is liable to contribute a sum not exceeding £1 in the event of the company being wound up while they are members or within one year thereafter.

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

| | 2018 £ | 2017 £ |
|--|--------------|----------------|
| Net (expenditure) for the reporting period | (50,228) | (1,415) |
| Depreciation charges | 18,670 | 18,013 |
| Decrease/(increase) in debtors | 7,594 | (5,974) |
| Increase/(decrease) in creditors | 29,718 | (12,405) |
| Net cash provided by (used in) operating activities | <u>5,754</u> | <u>(1,781)</u> |

ANALYSIS OF CASH AND CASH EQUIVALENTS

| | 2018 £ | Movement £ | 2017 £ |
|--|----------------|-----------------|----------------|
| Cash in hand | 366,077 | (11,203) | 377,280 |
| Total cash and cash equivalents | <u>366,077</u> | <u>(11,203)</u> | <u>377,280</u> |