

CARDIFF MIND LTD

England & Wales · Charity number 1020633

Details

Status Registered

Legal form Charitable company

Company number [02803045](#)

Registered 1993-05-06

Register [View on the Charity Commission register](#)

Contact

Address 166 Newport Road
Cardiff
CF24 1DL

Phone 02920402040

Email admin@cardiffmind.org

Website www.cardiffmind.org

Activities

Objects: TO PROMOTE THE PRESERVATION OF MENTAL HEALTH IN ASSOCIATION WITH MIND (THE NATIONAL ASSOCIATION FOR MENTAL HEALTH) AND IN ACCORDANCE WITH THE AIMS AND OBJECTS OF MIND

Activities: We provide support, advice and assistance to people experiencing mental health issues, to maximise their potential and live independent fulfilled lives within their community

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Accommodation/housing, Economic/community Development/employment
- **Who:** People With Disabilities, Other Defined Groups

Geography

- **Area of benefit:** IN PRACTICE CARDIFF
- Cardiff

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£1,612,894	£1,675,627	£961,959	57
2024-03-31	£1,611,208	£1,757,159	£1,024,692	76
2023-03-31	£1,706,723	£1,631,432	£1,170,643	60
2022-03-31	£1,572,063	£1,331,982	£1,095,352	56
2021-03-31	£1,250,800	£1,069,784	£855,271	54

Trustees

Name	Role	Appointed
JULIE ANNE DAWSON		
Kristy Maloney		2024-11-07
LEE LANCIOTTI		
PHILIP EDWARDS		

CARDIFF MIND LTD

England & Wales - Charity number 1020633

Accounts

REGISTERED COMPANY NUMBER: 02803045 (England and Wales)
REGISTERED CHARITY NUMBER: 1020633

**Report of the Trustees and
Audited Financial Statements for the Year Ended 31 March 2025
for
Cardiff Mind Ltd**

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for the Year Ended 31 March 2025**

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Cardiff Mind Ltd

Report of the Trustees for the Year Ended 31 March 2025

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

Mission

"Cardiff Mind promotes positive emotional wellbeing through empowering and supporting people to access opportunities to give them independence and quality of life."

The Mission Statement has been reviewed and redrafted by the Management Committee at its meeting in November 2023 to reflect the fact that the organisation sees itself as assisting individuals to develop their own pathways to mental wellbeing.

Cardiff Mind has also adopted a statement of Organisational Values that influence the way in which its staff, volunteers and Management Committee work. In addition, its values influence the aims and objectives of the organisation.

Cardiff Mind will recognise that everyone's personal experience of mental health has significance to them and should be recognised and respected as a valid experience for that individual.

Cardiff Mind will work with people by regarding them as individuals, treating them with dignity and respect and being sensitive to all of their experiences, beliefs, values, cultural, social and domestic responsibilities and particularly their aspirations.

Cardiff Mind will recognise and value difference, promote inclusion and equality of opportunity in all its work and will seek to remove obstacles that prevent individuals from fully participating in its activities.

Cardiff Mind will actively challenge discrimination and stigma wherever it is encountered and will promote the rights and responsibilities of individuals.

Cardiff Mind will welcome and actively encourage full participation by people who access our services to effect development and evaluation of services and the organisation

Cardiff Mind believes everyone should have the opportunity to be heard and will encourage and support everyone to express their opinions.

In practice this means that the people that we support are not solely restricted to those that have been categorised by a medical diagnosis of "severe and enduring mental health problems" - we wish to support everyone who has or has had mental health issues.

Objects of the Charity

To promote the preservation of mental health in association with Mind (the National Association for Mental Health) and in accordance with the aims and objectives of Mind.

Activities

Cardiff Mind is a Limited Company with charitable objectives whose aim is to provide a range of community based services for people with mental health problems. The services currently provided include supported accommodation, tenant support in their own homes, self management groups, counselling individual planning, self help and support groups.

**Report of the Trustees
for the Year Ended 31 March 2025**

Objectives and activities

Aim 1

To provide services that place the individual at their centre and that enables the individual to discover and realise their full potential as actively participating citizens.

Objectives

1. Maintain and improve a case-work approach for individual service users.
2. Discuss and plan with consumers ways in which they can improve their mental health and wellbeing by accessing support and advice from Cardiff Mind and other agencies to overcome obstacles that prevent them from achieving their potential.
3. Deliver services in a way that best suits the communication preferences of people who use our services.
4. Use opportunities to evidence and celebrate the improvements that people make in their own lives.

Aim 2

To develop new services that enable the consumer to remain within or return to their local community of choice.

Objectives

1. Actively seek to work with customers to develop new service models for accommodation and support
2. Extend beyond current 18-65 client group by responding to requirements for age appropriate services
3. Extend outreach/satellite operations into other geographical areas of Cardiff and South Wales

Aim 3

To provide high quality services that evidence positive outcomes and value for money.

Objectives

1. Seek and attain externally recognised quality standards and hallmarks and embed those processes within the activities of the organisation
2. Utilise outcome-related performance monitoring systems that capture the progress made by individual service users.
3. Continue to develop a workforce that is qualified and competent to take advantage of the potential for service development.

Aim 4

To increase awareness and understanding of mental health issues and to challenge stigma and discrimination.

Objectives

1. Take advantage of the opportunities that come about for mental health and well-being promotion - particularly in the workplace and educational establishments
2. Provide training, advice and support to mainstream organisations to ensure that people with mental health issues are able to access work, leisure, educational and recreational opportunities
3. Actively participate in opportunities to campaign and influence at a local and national level

**Report of the Trustees
for the Year Ended 31 March 2025**

Objectives and activities

Aim 5

To work in partnership with individuals, funders and service providers to ensure that the National Service Framework becomes a reality for people experiencing difficulties with their mental health.

Objectives

1. Participate in a joined up solution for people experiencing difficulties with their mental health in Cardiff
2. Work collaboratively with voluntary sector partners particularly with Mind in the Vale to develop equality of access to opportunities for consumers throughout the UHB area.
3. Ensure that all services provided and activities that take place within Cardiff Mind relate to and resonate with the Welsh Government's Vision Statement for Mental Health.

Area of benefit

Cardiff Mind operates primarily within the City of Cardiff although is able to provide telephone advice and information/signposting to a wider catchment area. It works with anyone who has or has experienced difficulties with their mental health together with their families and carers.

It endeavours to be an inclusive service to all citizens in accordance with its Equal Opportunities Policy. Specific service provision is very often restricted by the requirements of funders but Cardiff Mind is committed to helping people achieve the best possible outcomes in their lives. In the year we have developed partnerships with employers and other organisations as part of a more general strategy of supporting mental health and wellbeing within the community. The Memorandum and Articles provide for the area of benefit to include the whole of the Principality but hitherto activities have been restricted by the conditions of funders and also the Mind Membership Agreement. As part of a review of the Membership Agreement it seems likely that these geographical restrictions will be relaxed in future and there will be a greater emphasis on partnership working within the network

Public benefit

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous twelve months. The review looks at the success of each key activity to provide a range of community-based services for people with mental health problems. The review also helps us ensure our aims, objectives and activities remained focused on our stated objectives. 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 thus ensuring that it continues in its purpose to promote positive wellbeing through empowering and supporting people to access opportunities to give them independence and quality of life.

**Report of the Trustees
for the Year Ended 31 March 2025**

Objectives and activities

Report of main activities

Cardiff Mind has premises in the east of the City Centre where it offers a range of support services to people in Cardiff who have or are recovering from mental health problems. It also undertakes outreach work in other parts of the City via the Floating Support Service.

The Organisation is currently structured into 2 service provision teams and an administrative core.

The service provision teams are:

Accommodation Support Housing

Supported Housing

Working in partnership with Housing Associations and Cardiff City Council, Cardiff Mind provides 26 bed spaces in shared houses and flats. The accommodation is provided with support between 9 am and 7 pm with 24 hour emergency cover. The aim of the service is to encourage people who have long term mental health problems to develop the social and general living skills which will enable them to live successfully in the community. In 2023/24 we entered into a partnership with Cardiff & Vale UHB to assist those in hospital to move back into the community with support. The UHB now has sole nomination rights.

It is important to emphasise that the service is not intended to provide a home for life but rather to work with the tenant to build up the skills and confidence that will enable them to have a home of their own.

The organisation has sharpened up the individual support plans to better equip individuals to achieve greater independence while acknowledging that there are some who will always require support. There are also continuing plans to review and wherever possible improve the quality of the accommodation provided thereby building upon the progress of the last year.

Floating Support - Supporting people in their own homes

Working in partnership again with Cardiff City Council a team of support staff provides support to people with mental health problems living in their own homes. The aim of the support is to offer assistance with tenancy and related areas to facilitate successful community living. Some of the service users have moved from Cardiff Mind's more intensively supported schemes.

The service is funded to provide 9 whole time equivalent places under the Cardiff Council Hoarding Project together with Domiciliary Support on a case by case basis. This has been developed in partnership with Community Mental Health teams to deliver longer term support as part of a care plan under unified assessment arrangements. The volume of work generated has offset the majority of revenue reductions and has continued to flourish despite the financial difficulties that face the Council. The contracts are on an individual case by case basis and consequently are somewhat vulnerable. That said, there is a growing body of evidence to support the view that the service provides a cost-effective solution to sustaining people in their own homes thereby avoiding hospitalisation or assisting in earlier discharge from hospital.

Due to financial constraints the Council has been forced to prioritise service users who are in need of personal care rather than those who require a preventative service. The early indications are that domiciliary support will suffer in the medium term.

We also provide support to a number of individuals who have the resources available to make their own support arrangements as they do not access local authority financial support.

The service is regulated by Care Inspectorate Wales.

**Report of the Trustees
for the Year Ended 31 March 2025**

Objectives and activities

Individualised Planning / Day Services

Prior to any service user entering the service they are invited to meet a member of the Planning Team to discuss their personal circumstances and issues affecting their lives. This Initial Assessment ensures that people do not simply drift into a particular service but do so on the basis of an informed choice and knowing how their attendance will be of benefit to improving their life. More importantly this total review process enables us to jointly consider what other solutions may be available to resolve other issues in their lives and provides an opportunity to receive specific assistance in accessing these. We can assist them in developing a plan to cover all aspects of their situation and can support them in achieving or attaining their goals.

CCIs

During the Course of 2019 we introduced as part of the requirements of a new contract with the University Health Board the CCI methodology as part of our work in GP surgeries. This proved popular and effective and so we have incorporated it into our Individual Personalised Planning Service. There are a number of study modules that can be undertaken to enable the service user to better understand their condition, potential root causes and how to develop coping strategies. These modules are underpinned by Cognitive Behavioural Therapy Principles during the initial assessment phase we work together to develop a personal plan.

Active Monitoring/Supported Self Help

This offering was originally developed and funded via Mind/Mind Cymru and its funding came to an end in 2023/24. It covers many of the areas contained within the CCI suite but is less onerous in terms of time commitment. It is offered as a complimentary alternative to CCIs for those accessing services outside of the Mind Cymru referral pathway.

Counselling

We offer a free counselling service to women and men who cannot afford to pay for a private counsellor and who require a greater number of sessions than are provided under the NHS scheme. The service is operated by volunteers and we currently can see 80 individuals per week for up to a 16 week period in each case. The service has 50 person centred counsellors.

We also provide a fee-paying service for service users who are able and willing to make a financial contribution to receive a service from a professionally qualified sessional staff member. This service runs in parallel to the free service and people are given a clear choice between the free NHS funded service and the fee-paying one.

In response to the needs of service users we have also developed a service that can counsel couples. This can be as part of the free or fee-paying routes.

Group Activities

Our Group Activities were cancelled as a result of COVID restrictions and although our Wednesday Art Group has resumed, there seems to be little appetite for the resumption of the others.

As part of our Tier Zero work we provide Group Training in ACT and Stress Control within the wider Community.

Tier Zero

We currently provide Tier Zero to all GP practices covering Cardiff. Patients are referred to us by the surgeries and are assessed for CCI/Supported Self-help provision.

Community Connectors

We were awarded the Community Connectors Pilot Project which runs for 2 years from May/June 2021. This service was extended until 31st March 2024. It is not a Mental Health service per se but rather is designed to assist hard-to-reach groups access opportunities within their local community.

External partnerships

As part of our strategy to develop new revenue streams, we provide external training to a variety of other organisations to increase awareness of mental health issues in the wider community. We provide such courses as mental health first aid and mental health awareness training to assist employers meet their obligations to their staff.

There is a developing market in this area particularly from Legal, Insurance and educational organisations which in part is down to the fact that mental health in the workplace has moved significantly up the employer agenda.

We have also developed a service that supports individual employees as part of a response to personal issues they may be experiencing and on occasions traumatic incidents affecting larger groups within a workforce.

Latterly we have been able to maximise our reputation and have been delivery partners for Employment Projects and latterly with Cardiff Council to provide Mental Health Support to staff and tenants in its Housing Service.

**Report of the Trustees
for the Year Ended 31 March 2025**

Achievements and performance

Charitable activities

Our initial response to the pandemic was to continue to provide our services as long as was possible. This was of course subject to government guidelines and the availability of staff/skills. This approach undoubtedly raised our profile with Commissioners and increased our reputation as consistent and committed partners.

This involved changing the way we work particularly in Day Services where we had to develop a way of delivering services remotely by telephone or digitally. We also needed to build in additional resilience by training all staff to be able to undertake all aspects of our work.

We negotiated changes with our college partners to maintain our free Counselling Service remotely, this required an additional module for students to be completed and also temporary guidelines from the BACP to approve the temporary new way of working.

This approach has borne fruit as we have been able to maximise opportunities accruing from Active Monitoring in which we operated our flexible staffing approach to exceed all our initial targets and picked up further work. We were also able to deliver contracts to employment providers that generated additional income.

Our reputation for resilience and flexibility was appreciated particularly by the UHB and we were successful in being re-awarded our Core Contract and were in a strong position to bid for an extension to our Tier Zero Contract. Although there was a delay in awarding the contract until June 2022, we are pleased to report that we moved on from our single cluster in 2021/22 to having all 6 Cardiff Clusters.

The award of the Community Connectors Contract has required us to accommodate a new staff team within the building. This initially was achieved by utilising rooms previously used for face to face counselling. However, the lessening of COVID restrictions meant that the colleges wished us to resume face to face working. Fortunately, we were able to acquire a building to lease within our current curtilage and we have been able to turn this into a Counselling venue.

The Landlord of our Office and Coach House which were the bases for service delivery indicated that the properties would be sold and as a result we would be left potentially homeless or at best subject to a new Landlord. We had already built up a significant amount of Reserves and were therefore in a position to purchase the Properties with the assistance of a 50% mortgage from the Charity Bank. This was successfully delivered in 2023/24 and it was decided to utilize the provision in Reserves for remedial work on the cessation of the Lease to re-roof the buildings. We were therefore able to utilize our strong cash position to acquire a Fixed asset from which to deliver services and retain something which undoubtedly has an appreciating development value in future.

We had previously anticipated the cessation of our Accommodation Support Service as the Council had indicated its intention to decommission. The service was in the throes of being wound down, but at the 11th hour we were approached by the UHB to develop a service utilising the properties to enable hospital patients to be supported on a pathway towards integration into the community. This was very much a pilot project but the Management Committee felt that it was worth pursuing. As with any new development there were costs such as refurbishment and loss of income as a result of voids. We were however able to utilise our reserves to meet this expenditure by way of sums designated for Operating Costs and Redundancy Costs (which were no longer required). The pilot project has proved to be successful with full occupancy achieved in Q4 and a continuation of the project into 2024/25. Although the project does not necessarily assume the generation of a significant surplus it does make an important contribution to our overheads.

Financial review

Results

The Charity made an overall deficit of £62,733 (2024: £145,951) This decreased the Charity's level of reserves from £1,024,692 in 2024 to £961,959 as at 31 March 2025. The amount of these reserves attributable to unrestricted reserves at that date was £732,674 and £229,285 being attributable to restricted reserves.

Investment policy and objectives

The Charity has extensive investment powers under its Memorandum of Association restricted only by its charitable objects, prevailing legislation and the fiduciary duty placed on its Trustees.

**Report of the Trustees
for the Year Ended 31 March 2025**

Financial review

Reserves policy

The Trustees of Cardiff Mind recognise the need to hold reserves to ensure funds are available to provide a range of community-based services for people with mental health problems should the income levels fall. If one or more projects cease, the financial burden on those remaining will be greater as their share of central services will rise.

Reserves are also required to meet the future business requirements particularly in terms of investment in information technology and staff training and development. It is the view of the Trustees that the continuation of the organisation and its ability to deliver services to its beneficiaries will be dependent on it being a modern organisation maximising the benefits of IT and delivering services through a highly trained and competent workforce.

A minimum level of reserves needs to be retained to ensure the Trustees can operate their exit strategy and meet its legal commitments should the Charity be unable to continue due to a lack of a sustainable income stream. The Trustees have undertaken an analysis of short term reserve requirements and have invested some of the cash at bank balances to generate higher levels of income from interest than are ordinarily available from a current or even deposit account.

The Charity is dependent upon receipt of Support People Revenue Grant, a contract with the Cardiff and the Vale University Health Board and Grants previously administered by the Wales Council for Voluntary Action and now by the UHB together with other income from donations, external training and private counselling. The current economic climate is uncertain and the threat of Central Government cuts will almost certainly have a negative impact on future income.

Based on the above, the trustees have examined the charity's requirement for reserves in light of the main risks to the organisation. Based on this analysis, the trustees have developed a reserves policy and have calculated that the charity needs to hold £490,000 in reserves to manage cash flow, continuity and liability risks as well as any emergency expenditure and monies for expansion of services.

Our current potential liabilities excluding amounts that would not be covered by elements of our restricted reserves are as follows:

Building improvements - £150,000
Redundancy Liability - £90,000
Operating Costs - £100,000
Services Support - £100,000
Emergencies - £50,000
Total - £490,000

The level of available reserves, i.e. the total unrestricted reserves less amounts invested in fixed assets, adjusted for mortgage loans, amounted to £411,324 represents 23% of total expenditure, on the assumption that the Charity wanted to maintain all its current level of services with no restricted fund income.

The Trustees are committed to maintaining current service levels for as long as the funding permits. Increases in salaries will be dependent upon the level of future income streams.

**Report of the Trustees
for the Year Ended 31 March 2025**

Future plans

As has been stated above, the partnership with the UHB to have full nomination rights for our supported housing was established as a pilot project. The success in 2023/24 generates a degree of optimism that the new arrangements will be continued and formalized by a direct contract with the UHB rather than the intermediary involvements of the Council. Indeed, it is hoped that the service model might be expanded or adapted to suit the support requirements of other patients.

The fact that both Day Services and Tier Zero deliver both CCI and SSH as core provision offers opportunities to have a combined team of practitioners. This was one of our strengths during the pandemic and there is an opportunity to better manage workload but also provide a greater consistency of approach by amalgamation under a single manager. This is a benefit of the cessation of the Reporting requirements of the Mind Cymru Service which ceased on 31st March 2024. Although the Service received resources the requirements were somewhat onerous and it gives us an opportunity to work differently and generate cost savings.

Our future plans therefore are primarily ones of emphasis on service delivery more efficiently and effectively with a concentration on front line worker capacity to minimize waiting times. This is primarily driven by the need to be able to evidence performance levels for when the re-tendering by the UHB takes place. Although the UHB has an option to extend the contract for a further 2 years, we have to plan for a retendering to become effective from 2025/26.

We are delighted to highlight an ever-strengthening partnership approach with Mind in the Vale who assisted us with the development of the Tier Zero contract but perhaps more importantly has enabled us to consider how best to respond to opportunities and threats across the University Health Board area. We are both committed to ensuring that citizens in the area have access to a full range of services delivered to Mind values and see the future as being one of increasing collaboration.

The Domiciliary Support Service continues to inhabit a very insecure environment with the former CCHA Contract being decommissioned and replaced by a pilot Hoarding Service. On a positive note there is a realistic prospect that there will be increased opportunities for the service from the new way of working and the plans envisage the retention of our flats and hopefully the continuation of the revenue attached thereto.

Once again, the Trustees have agreed a deficit budget for 2024/25 hopeful that we will continue to manage our voids efficiently and that the call on reserves will be less than planned. It is also important to note that having evaluated the reserve levels required to meet liabilities and business continuity needs and met those basic requirements the Trustees are of the view that excess resources should be deployed in such a manner as to secure better services for people experiencing mental health issues, rather than simply storing them for future use. The deficit budget is very much in line with the previously successful strategy to maintain capacity to maximise opportunities.

Over the last few years our Reserves have grown massively. The reserve/spend ratio will remain strong and funders will legitimately ask "why are your Reserves so high and what do you intend to do with them?". We have moved from a current assets based organisation into a mixed one following the purchase of our building this has also given us a greater degree of control over our location. It appeared to be a sound strategy to firmly establish our presence and commitment and provide a useful investment in the medium term. This would also evidence our continuing commitment to our service and its beneficiaries within the City and County of Cardiff.

Of course, recent experience has taught us that circumstances can change massively - the Pandemic was a classic example. However, we can evidence that via our robust Contingency and Business Continuity processes we can respond nimbly and indeed have been able to turn what could have so easily been a disaster into an opportunity to strengthen our position. This has been driven by our fundamental ethos of supporting our client group and working alongside Statutory and Voluntary Sector partners to improve the lives of Cardiff citizens who are experiencing mental health issues.

Structure, governance and management

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Charity is a Limited Company (registration number 2803045) and is governed by its Memorandum and Articles of Association. Cardiff Mind is also registered with the Charity Commissioners Number 1020633.

Cardiff Mind Ltd

Report of the Trustees for the Year Ended 31 March 2025

Structure, governance and management

Trustee appointment, induction and training

The Charity Trustees are the people who are legally responsible for the overall management and decision making in a charity. As a larger Charity, staff carry out the work of the charity and the Trustees are responsible for monitoring and controlling their activities. The Trustees are also Directors for the purposes of the Companies Act.

The Trustees are elected each year by the members of the Company at the Company's Annual General Meeting and form the Company's Management Committee. The Committee also has designated members who carry out the roles of Chair, Vice-Chair and Treasurer these too are elected at the Annual General Meeting.

There can be up to 12 Trustees, a minimum of 2 must be users of the service, a further 2 people may be co-opted to serve on the Committee.

Prior to the Annual General Meeting the Company publicises the fact that nominations are sought for election to the Management Committee via directly contacting members of the Company and expressions of interest are invited. Those members who are interested in serving are invited to meet with the Chief Executive to discuss the role in greater detail and also what skills need to be acquired for the individual to actively and effectively contribute. This would then form the basis of an individual development/induction plan.

Following the Annual General Meeting the Management Committee would consider its new composition and skill mix and would redress any shortcomings via advertisement and initial co-option of interested persons. The process of informal discussion with the Chief Executive is similar as is the identification of personal development issues. Prior to co-option the would-be Management Committee Member is invited to attend a couple of Management Committee Meetings as an observer prior to becoming a co-opted member.

Corporate governance

The Organisation is managed by a voluntary Management Committee whose role is to set the overall objectives for Cardiff Mind and to ensure that the organisation is keeping within its legal and moral obligations. The Management Committee holds the ultimate control and responsibility for Cardiff Mind and its operations. Management Committee members are drawn from a wide background, bringing together professional, commercial and local experience. There are some members who can provide a service user perspective. As at the end of the Financial Year three of the Management Committee brought such a perspective with personal experience of the complete range of services provided. This represents a significant proportion of the Committee.

The Committee meets formally every three months and more frequently if operational or governance issues require. As part of the Business Planning exercise the Committee reviewed the skill mix available and increased its base by advertising for new Committee members. The response attracted some high calibre candidates and will be reviewed on an annual basis.

The Management Committee is responsible for the organisation's strategy and policy framework. It delegates the day to day management and implementation of that framework to the Chief Executive.

The Management Committee has developed and adopted a number of key policy initiatives designed to improve Corporate Governance and organisational performance. These arrangements are externally reviewed by funders and also have been scrutinised under the Mind Quality Mark Framework in 2013/14, with the highest level of accreditation being awarded. The policies themselves are subject to Annual Review in general and a specific detailed review programme to ensure that they remain fit for purpose. We were reviewed under the MQM framework in June 2023.

Related parties

There are no related party transactions.

Reference and administrative details

Registered Company number

02803045 (England and Wales)

Registered Charity number

1020633

Registered office

166 Newport Road
Cardiff
CF24 1DL

Cardiff Mind Ltd

Report of the Trustees for the Year Ended 31 March 2025

Trustees

Philip Edwards - Chair
Julie Anne Dawson
Lee Lanciotti - Vice Chair
Neil Fulton - Treasurer (resigned 29.6.25)
Jacqueline Mary Jones (resigned 1.11.24)
Mikaela Lauren Gully (resigned 31.12.24)
Gillian Addicott (resigned 31.12.24)
Kristy Maloney (appointed 7.11.24)

Chief Executive officer

Roger Bone (resigned 30.06.25)
James Padbury (Joint, appointed 01.07.25)
Ellyn Pascoe (Joint, appointed 01.07.25)

Auditors

Menzies LLP, Statutory Auditors
5th Floor Hodge House
114-116 St Mary Street
Cardiff
CF10 1DY

Bankers

HSBC
56 Queen Street
Cardiff
CF10 2PX

Statement of trustees' responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year. Under that law, the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

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

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

The auditors, Menzies LLP, Statutory Auditors, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Cardiff Mind Ltd

**Report of the Trustees
for the Year Ended 31 March 2025**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on and signed on its behalf by:

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Philip Edwards - Trustee

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Report of the Independent Auditors to the Members of Cardiff Mind Ltd

Opinion

We have audited the financial statements of Cardiff Mind Ltd (the 'charitable company') for the year ended 31 March 2025 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Material uncertainty related to going concern

We draw attention to note 1, 'Going concern', in the financial statements, which discusses the challenges the charity is currently facing and considers its viable next steps to allow it to continue meeting the mental health needs of people in Cardiff in the future. The current position indicates that, whilst there are options available to the charity, a material uncertainty does exist that may cast significant doubt on the charity's ability to continue as a going concern. Our opinion is not modified in respect of this matter.

Other information

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

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Report of the Independent Auditors to the Members of Cardiff Mind Ltd

Responsibilities of trustees

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

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

Our responsibilities for the audit of the financial statements

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

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our planning procedures identify the legal and regulatory frameworks applicable to the operations and financial statements of the company. These are reviewed internally with the audit team including relevant industry experience and expectations as well as externally with the client management. The key laws and regulations we considered in this context were the UK Companies Act 2006, Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland', UK GAAP (FRS 102) and relevant tax legislation.

Once identified, we assess the risks of material misstatements in relation to the laws and regulations, irregularities, including fraud and adjust our testing accordingly. Our audit procedures include:

- Discussing with Trustees and management which areas of the business they believe to be more susceptible to fraud, and whether they have any knowledge or suspicion of fraudulent activities;
- Obtaining an understanding of the key controls put in place by the company to address risks identified, assessing the effectiveness of those and discussing how these are maintained and monitored internally;
- Assessing the risk of management override and review and testing of journal entries made into the accounting system;
- Discussing with Trustees and Management the legal and regulatory obligations of the business and whether they have any knowledge or suspicion of non compliance.

Despite the audit being planned and conducted in accordance with ISAs (UK) there remains an unavoidable risk that material misstatements in the financial statements may not be detected owing to inherent limitations of the audit, and that by their very nature, any such instances of fraud or irregularities likely involve collusion, forgery, intentional misrepresentation, or the override of internal controls.

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 Report of the Independent Auditors.

Use of our report

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

Clive Edwards (Senior Statutory Auditor)
for and on behalf of Menzies LLP, Statutory Auditors
5th Floor Hodge House
114-116 St Mary Street
Cardiff
CF10 1DY

Date:

Cardiff Mind Ltd

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2025

		Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
	Notes				
Income and endowments from					
Donations and legacies	2	12,927	-	12,927	14,634
Charitable activities	4				
Empowerment and support		1,053,528	506,511	1,560,039	1,547,102
Investment income	3	11,977	-	11,977	18,448
Other income		27,951	-	27,951	31,024
Total		<u>1,106,383</u>	<u>506,511</u>	<u>1,612,894</u>	<u>1,611,208</u>
Expenditure on					
Charitable activities	5				
Empowerment and support		<u>1,267,345</u>	<u>408,282</u>	<u>1,675,627</u>	<u>1,757,159</u>
NET INCOME/(EXPENDITURE)		(160,962)	98,229	(62,733)	(145,951)
Reconciliation of funds					
Total funds brought forward		<u>893,636</u>	<u>131,056</u>	<u>1,024,692</u>	<u>1,170,643</u>
Total funds carried forward		<u><u>732,674</u></u>	<u><u>229,285</u></u>	<u><u>961,959</u></u>	<u><u>1,024,692</u></u>

Cardiff Mind Ltd

Balance Sheet
31 March 2025

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
Fixed assets					
Tangible assets	11	808,016	-	808,016	827,430
Current assets					
Debtors	12	92,864	-	92,864	58,656
Investments	13	149,681	132,726	282,407	280,751
Cash at bank and in hand		64,105	96,559	160,664	648,187
		<u>306,650</u>	<u>229,285</u>	<u>535,935</u>	<u>987,594</u>
Creditors					
Amounts falling due within one year	14	(46,773)	-	(46,773)	(449,551)
Net current assets		<u>259,877</u>	<u>229,285</u>	<u>489,162</u>	<u>538,043</u>
Total assets less current liabilities		1,067,893	229,285	1,297,178	1,365,473
Creditors					
Amounts falling due after more than one year	15	(335,219)	-	(335,219)	(340,781)
NET ASSETS		<u>732,674</u>	<u>229,285</u>	<u>961,959</u>	<u>1,024,692</u>
Funds	18				
Unrestricted funds				732,674	893,636
Restricted funds				229,285	131,056
Total funds				<u>961,959</u>	<u>1,024,692</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
Philip Edwards - Trustee

Cardiff Mind Ltd

**Cash Flow Statement
for the Year Ended 31 March 2025**

	Notes	2025 £	2024 £
Cash flows from operating activities			
Cash generated from operations	1	(495,033)	(365,756)
Net cash used in operating activities		(495,033)	(365,756)
Cash flows from investing activities			
Purchase of tangible fixed assets		-	(714,657)
Interest received		10,321	18,448
Investment interest received		1,656	1,647
Net cash provided by/(used in) investing activities		11,977	(694,562)
Cash flows from financing activities			
New loans in year		-	350,000
Loan repayments in year		(33,963)	(31,359)
Interest paid		29,496	26,476
Net cash (used in)/provided by financing activities		(4,467)	345,117
Change in cash and cash equivalents in the reporting period		(487,523)	(715,201)
Cash and cash equivalents at the beginning of the reporting period		648,187	1,363,388
Cash and cash equivalents at the end of the reporting period		160,664	648,187

The notes form part of these financial statements

Cardiff Mind Ltd

Notes to the Cash Flow Statement
for the Year Ended 31 March 2025

1. Reconciliation of net expenditure to net cash flow from operating activities

	2025 £	2024 £
Net expenditure for the reporting period (as per the Statement of Financial Activities)	(62,733)	(145,951)
Adjustments for:		
Depreciation charges	19,414	17,890
Interest received	(10,321)	(18,448)
Investment interest received	(1,656)	-
(Increase)/decrease in debtors	(35,864)	7,025
Decrease in creditors	(403,873)	(226,272)
Net cash used in operations	<u>(495,033)</u>	<u>(365,756)</u>

2. Analysis of changes in net funds

	At 1.4.24 £	Cash flow £	At 31.3.25 £
Net cash			
Cash at bank and in hand	648,187	(487,523)	160,664
	<u>648,187</u>	<u>(487,523)</u>	<u>160,664</u>
Liquid resources			
Deposits included in cash	-	-	-
Current asset investments	280,751	1,656	282,407
	<u>280,751</u>	<u>1,656</u>	<u>282,407</u>
Debt			
Debts falling due within 1 year	(4,336)	(1,095)	(5,431)
Debts falling due after 1 year	(340,781)	5,562	(335,219)
	<u>(345,117)</u>	<u>4,467</u>	<u>(340,650)</u>
Total	<u>583,821</u>	<u>(481,400)</u>	<u>102,421</u>

**Notes to the Financial Statements
for the Year Ended 31 March 2025**

1. Accounting policies

Basis of preparing the financial statements

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

Going Concern

Over the past two years Cardiff Mind has faced sustained financial pressure, resulting in deficits in both the current and comparative periods, having previously reported a surplus each year since 2019. This position has been significantly worsened by the loss of major funding streams, including the discontinuation of Community Opportunities funding and the Tier Zero project by the University Health Board. As a result, the organisation has had to undertake substantial restructuring and redundancies, alongside leaving vacant posts unfilled in order to reduce monthly overspend. These decisions, largely shaped under the previous CEO, have resulted in a much smaller organisation operating in an increasingly challenging funding environment.

Despite these difficulties, there are clear grounds for cautious optimism. Several services continue to perform strongly: the Floating Support Team has been rated "excellent", Supported Accommodation generates a surplus that contributes positively to overall finances, and paid counselling income has grown by almost 58% between April and November. In parallel, Cardiff Mind has submitted bids for Tier Zero and CAPS funding, is exploring funding support to reinstate the Free Counselling Service, and has begun rebuilding strategic relationships with the University Health Board, National Mind, Mind Cymru and the wider Mind Federation. Given the scale of ongoing risk, a merger with a neighbouring Local Mind is being actively explored as the most viable route to long-term sustainability, enabling shared functions, efficiencies and resilience.

To address the immediate financial position, a range of savings options are being presented to the Board across Floating Support, Counselling and Core services. These include limited reductions in staffing where unavoidable, restructuring of management roles, reductions in central and support posts, review of non-staff contracts, and significant changes to premises usage. In particular, the proposed sale of the Head Office/Coach House could release in excess of £350k in equity (subject to final sale price), while alternative rented or shared premises are expected to be achievable at comparable cost. Even with restructuring, however, achieving breakeven will likely require a combination of staffing changes, premises savings, and progress toward merger.

Overall, while Cardiff Mind continues to face serious financial challenges, it retains viable options. With decisive action, careful management of service quality and strategic collaboration, potentially through merge, the organisation has a realistic opportunity to stabilise, become more efficient, and emerge better positioned to meet the mental health needs of people in Cardiff in the years ahead.

Income

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Revenue grants are recognised in the period in which the expenditure to which they relate is incurred. Where there are conditions attached to the use of these grants they are credited to the Restricted Fund. All other revenue grants are included in the General Fund in unrestricted funds.

Rental income is based upon the weekly charge arising in the accounting period to which it relates.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

Other income is accounted for on a receivables basis.

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2025**

1. Accounting policies - continued**Expenditure**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

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

Tangible fixed assets

Individual items costing £1,000 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write the cost, less any estimated residual value, over their expected useful economic life as follows:

Office equipment	over 3 years
Fixtures and fittings	over 3 years
Computer equipment	over 3 years
Property	over 50 years

Taxation

The company is a registered charity and all of its income is primary purpose it is, therefore exempt from taxation.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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 purposes.

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

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

Debtors, creditors and cash

Current assets and liabilities, including cash held at bank are recognised at cost or valuation as at the year end.

2. Donations and legacies

	2025	2024
	£	£
Donations	12,927	14,634

3. Investment income

	2025	2024
	£	£
Deposit account interest	11,977	18,448

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2025**

4. Income from charitable activities

		2025	2024
	Activity	£	£
Local Mental Health Grants Scheme	Empowerment and support	231,959	231,959
Community Connectors	Empowerment and support	90,000	149,990
SPG - received in year	Empowerment and support	214,264	275,566
Tier Zero	Empowerment and support	265,805	265,805
SPRG	Empowerment and support	72,825	-
Domiciliary Care Cardiff and the Vale	Empowerment and support	117,751	117,286
University Health Board	Empowerment and support	79,631	61,002
Residents charges receivable	Empowerment and support	324,858	334,108
Voids	Empowerment and support	(52,817)	(71,379)
CAP SERVICE	Empowerment and support	15,833	-
Council Hubs	Empowerment and support	30,000	-
Counselling fees	Empowerment and support	129,930	118,680
Active Monitoring Mind	Empowerment and support	-	64,085
Other Grants	Empowerment and support	40,000	-
		<u>1,560,039</u>	<u>1,547,102</u>

5. Charitable activities costs

	Direct Costs	Support costs (see note 6)	Totals
	£	£	£
Empowerment and support	<u>1,530,143</u>	<u>145,484</u>	<u>1,675,627</u>

6. Support costs

	Finance	Human resources	Governance costs	Totals
	£	£	£	£
Empowerment and support	<u>90,209</u>	<u>29,496</u>	<u>25,779</u>	<u>145,484</u>

Support costs, included in the above, are as follows:

	2025	2024
	Empowerment and support	Total activities
	£	£
Wages	68,919	68,237
Rent and rates	21,125	19,745
Bank charges	165	240
Interest payable and similar charges	29,496	26,476
Wages	11,724	11,608
Auditors' remuneration	5,025	4,706
Auditors' remuneration for non audit work	9,030	5,850
	<u>145,484</u>	<u>136,862</u>

Cardiff Mind Ltd

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

7. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2025 £	2024 £
Auditors' remuneration	5,025	4,706
Other non-audit services	9,030	5,850
Depreciation - owned assets	19,414	17,890

8. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

9. Staff costs

	2025 £	2024 £
Wages and salaries	1,036,650	1,060,557
Social security costs	77,090	79,177
Other pension costs	54,265	56,396
	1,168,005	1,196,130

The average monthly number of employees during the year was as follows:

	2025	2024
Charitable activities	49	56
Support staff	6	2
	55	58

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

During the year Cardiff Mind Ltd paid key management gross salaries totalling £267,651 (2024: £220,777). Key management are considered to be 6 individuals who directly impact upon the strategic direction of the charity.

10. Comparatives for the statement of financial activities

	Unrestricted funds £	Restricted funds £	Total funds £
Income and endowments from			
Donations and legacies	14,634	-	14,634
Charitable activities			
Empowerment and support	976,505	570,597	1,547,102
Investment income	18,448	-	18,448
Other income	31,024	-	31,024
Total	1,040,611	570,597	1,611,208
Expenditure on			
Charitable activities			
Empowerment and support	1,036,488	720,671	1,757,159
NET INCOME/(EXPENDITURE)	4,123	(150,074)	(145,951)

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2025**

10. Comparatives for the statement of financial activities - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Reconciliation of funds			
Total funds brought forward	889,513	281,130	1,170,643
Total funds carried forward	<u>893,636</u>	<u>131,056</u>	<u>1,024,692</u>

11. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Totals £
Cost			
At 1 April 2024 and 31 March 2025	838,598	60,942	899,540
Depreciation			
At 1 April 2024	15,318	56,792	72,110
Charge for year	16,772	2,642	19,414
At 31 March 2025	32,090	59,434	91,524
Net book value			
At 31 March 2025	<u>806,508</u>	<u>1,508</u>	<u>808,016</u>
At 31 March 2024	<u>823,280</u>	<u>4,150</u>	<u>827,430</u>

12. Debtors: amounts falling due within one year

	2025 £	2024 £
Trade debtors	61,562	44,112
Other debtors	1,900	1,407
Prepayments and accrued income	29,402	13,137
	<u>92,864</u>	<u>58,656</u>

13. Current asset investments

	2025 £	2024 £
Monies held on deposit	<u>282,407</u>	<u>280,751</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2025**

14. Creditors: amounts falling due within one year

	2025	2024
	£	£
Bank loans and overdrafts (see note 16)	5,431	4,336
Social security and other taxes	18,948	19,463
Other creditors	9,711	4,567
Accruals and deferred income	12,683	421,185
	<u>46,773</u>	<u>449,551</u>
Deferred income brought forward	410,403	606,809
Amounts released to incoming resources	(692,511)	(313,848)
Amounts deferred in the year	283,185	117,442
	<u>1,077</u>	<u>410,403</u>

15. Creditors: amounts falling due after more than one year

	2025	2024
	£	£
Bank loans (see note 16)	<u>335,219</u>	<u>340,781</u>

16. Loans

An analysis of the maturity of loans is given below:

	2025	2024
	£	£
Amounts falling due within one year on demand:		
Bank loans	<u>5,431</u>	<u>4,336</u>
Amounts falling between one and two years:		
Bank loans - 1-2 years	<u>12,157</u>	<u>9,072</u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	<u>28,761</u>	<u>21,639</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Bank loans more 5 yr by instal	294,301	310,070

17. Leasing agreements

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

	2025	2024
	£	£
Within one year	3,224	3,224
Between one and five years	2,418	5,642
	<u>5,642</u>	<u>8,866</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2025**

18. Movement in funds

	At 1.4.24 £	Net movement in funds £	At 31.3.25 £
Unrestricted funds			
General fund	893,636	(160,962)	732,674
Restricted funds			
Local Mental Health Grants Scheme	104,349	(25,754)	78,595
Cardiff and the Vale University Health Board	26,707	(8,743)	17,964
Tier Zero	-	132,726	132,726
	<u>131,056</u>	<u>98,229</u>	<u>229,285</u>
TOTAL FUNDS	<u><u>1,024,692</u></u>	<u><u>(62,733)</u></u>	<u><u>961,959</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,106,383	(1,267,345)	(160,962)
Restricted funds			
Local Mental Health Grants Scheme	179,704	(205,458)	(25,754)
Cardiff and the Vale University Health Board	61,002	(69,745)	(8,743)
Tier Zero	265,805	(133,079)	132,726
	<u>506,511</u>	<u>(408,282)</u>	<u>98,229</u>
TOTAL FUNDS	<u><u>1,612,894</u></u>	<u><u>(1,675,627)</u></u>	<u><u>(62,733)</u></u>

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	872,875	20,761	893,636
Building refurbishment fund	16,638	(16,638)	-
	<u>889,513</u>	<u>4,123</u>	<u>893,636</u>
Restricted funds			
Local Mental Health Grants Scheme	216,390	(112,041)	104,349
Cardiff and the Vale University Health Board	64,740	(38,033)	26,707
	<u>281,130</u>	<u>(150,074)</u>	<u>131,056</u>
TOTAL FUNDS	<u><u>1,170,643</u></u>	<u><u>(145,951)</u></u>	<u><u>1,024,692</u></u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2025**

18. Movement in funds - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,040,611	(1,019,850)	20,761
Building refurbishment fund	-	(16,638)	(16,638)
	<u>1,040,611</u>	<u>(1,036,488)</u>	<u>4,123</u>
Restricted funds			
Local Mental Health Grants Scheme	179,705	(291,746)	(112,041)
Cardiff and the Vale University Health Board	61,002	(99,035)	(38,033)
Tier Zero	265,805	(265,805)	-
Active Monitoring	64,085	(64,085)	-
	<u>570,597</u>	<u>(720,671)</u>	<u>(150,074)</u>
TOTAL FUNDS	<u><u>1,611,208</u></u>	<u><u>(1,757,159)</u></u>	<u><u>(145,951)</u></u>

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

The building refurbishment designated fund has been created by the Trustees to cover the potential costs of remedial works to the property occupied by the charity in the coming years.

Local Mental Health Grants Scheme - the scheme is administered by Cardiff and the Vale University Health Board. Part of this funding is for Core Services and Integrated Day Services. The other part of the funding is to provide people with support in re-engaging with the community. This is completed by providing; a safe space, social contact, information and advice, vocational assessment/planning, volunteering opportunities, a wide range of pre-vocational training and links into a host of community resources.

Cardiff and the Vale University Health Board - The funding is provided to secure for the residents of Cardiff the provision of specified healthcare by contributing towards the core costs of the Integrated Day Services. In particular, the service should provide; an Outreach Service, a free counselling service, support groups, training to other organisations, information on other agencies and sources of support and a list of counsellors and therapists.

Tier Zero is a three year contract with the University Health Board to provide CCI support for individuals within GP Practices in the SE Cluster Group of Cardiff.

Active Monitoring is a scheme to provide support in line with GP referrals to support those in need with mental health support.

19. Employee benefit obligations

The charity operates a defined contribution scheme. The pension costs charge for the year represents contributions payable by the charity to the scheme and amounted to £54,265 (2024: £56,396).

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2025**

20. Related party disclosures

There were no related party transactions for the year ended 31 March 2025.

21. Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

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Cardiff Mind Ltd

Detailed Statement of Financial Activities
for the Year Ended 31 March 2025

	2025 £	2024 £
Income and endowments		
Donations and legacies		
Donations	12,927	14,634
Investment income		
Deposit account interest	11,977	18,448
Charitable activities		
Local Mental Health Grants Scheme	231,959	231,959
Community Connectors	90,000	149,990
SPG - received in year	214,264	275,566
Tier Zero	265,805	265,805
SPRG	72,825	-
Domiciliary Care	117,751	117,286
Cardiff and the Vale University Health Board	79,631	61,002
Residents charges receivable	324,858	334,108
Voids	(52,817)	(71,379)
CAP SERVICE	15,833	-
Council Hubs	30,000	-
Counselling fees	129,930	118,680
Active Monitoring Mind	-	64,085
Other Grants	40,000	-
	1,560,039	1,547,102
Other income		
Other income	14,242	2,077
Training income	12,829	28,947
Rent income	880	-
	27,951	31,024
Total incoming resources	1,612,894	1,611,208
Expenditure		
Charitable activities		
Wages	956,007	980,712
Social security	77,090	79,177
Pensions	54,265	56,396
Rent and rates	-	16
Insurance	17,264	15,440
Light and heat	44,423	31,774
Telephone	38,238	30,542
Repairs and maintenance	38,798	43,929
Computer software and maintenance	30,130	25,749
Training, conferences and Awaydays	12,353	12,828
Travel costs	13,922	12,439
Printing, postage and stationery	5,592	8,797
Subscriptions and donations	17,647	12,465
Sundry and other costs	63,254	129,813
Cleaning	16,376	11,195
Management charges	117,493	114,970
Legal and professional fees	7,877	36,165
Fixtures and fittings	19,414	17,890
	1,530,143	1,620,297

This page does not form part of the statutory financial statements

Cardiff Mind Ltd

Detailed Statement of Financial Activities
for the Year Ended 31 March 2025

	2025 £	2024 £
Support costs		
Finance		
Wages	68,919	68,237
Rent and rates	21,125	19,745
Bank charges	165	240
	90,209	88,222
Human resources		
Bank loan interest	29,496	26,476
Governance costs		
Wages	11,724	11,608
Auditors' remuneration	5,025	4,706
Auditors' remuneration for non audit work	9,030	5,850
	25,779	22,164
Total resources expended	1,675,627	1,757,159
Net expenditure	(62,733)	(145,951)

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CARDIFF MIND LTD

England & Wales - Charity number 1020633

Accounts

REGISTERED COMPANY NUMBER: 02803045 (England and Wales)
REGISTERED CHARITY NUMBER: 1020633

**Report of the Trustees and
Audited Financial Statements for the Year Ended 31st March 2024
for
Cardiff Mind Ltd**

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COMPANIES HOUSE

Cardiff Mind Ltd

**Contents of the Financial Statements
for the Year Ended 31st March 2024**

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Cardiff Mind Ltd
Report of the Trustees
for the Year Ended 31st March 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

Mission

"Cardiff Mind promotes positive emotional wellbeing through empowering and supporting people to access opportunities to give them independence and quality of life."

The Mission Statement has been reviewed and redrafted by the Management Committee at its meeting in November 2023 to reflect the fact that the organisation sees itself as assisting individuals to develop their own pathways to mental wellbeing.

Cardiff Mind has also adopted a statement of Organisational Values that influence the way in which its staff, volunteers and Management Committee work. In addition, its values influence the aims and objectives of the organisation.

Cardiff Mind will recognise that everyone's personal experience of mental health has significance to them and should be recognised and respected as a valid experience for that individual.

Cardiff Mind will work with people by regarding them as individuals, treating them with dignity and respect and being sensitive to all of their experiences, beliefs, values, cultural, social and domestic responsibilities and particularly their aspirations.

Cardiff Mind will recognise and value difference, promote inclusion and equality of opportunity in all its work and will seek to remove obstacles that prevent individuals from fully participating in its activities.

Cardiff Mind will actively challenge discrimination and stigma wherever it is encountered and will promote the rights and responsibilities of individuals.

Cardiff Mind will welcome and actively encourage full participation by people who access our services to effect development and evaluation of services and the organisation

Cardiff Mind believes everyone should have the opportunity to be heard and will encourage and support everyone to express their opinions.

In practice this means that the people that we support are not solely restricted to those that have been categorised by a medical diagnosis of "severe and enduring mental health problems" - we wish to support everyone who has or has had mental health issues.

Objects of the Charity

To promote the preservation of mental health in association with Mind (the National Association for Mental Health) and in accordance with the aims and objectives of Mind.

Activities

Cardiff Mind is a Limited Company with charitable objectives whose aim is to provide a range of community based services for people with mental health problems. The services currently provided include supported accommodation, tenant support in their own homes, self management groups, counselling individual planning, self help and support groups.

Cardiff Mind Ltd

**Report of the Trustees
for the Year Ended 31st March 2024**

Objectives and activities

Aim 1

To provide services that place the individual at their centre and that enables the individual to discover and realise their full potential as actively participating citizens.

Objectives

1. Maintain and improve a case-work approach for individual service users.
2. Discuss and plan with consumers ways in which they can improve their mental health and wellbeing by accessing support and advice from Cardiff Mind and other agencies to overcome obstacles that prevent them from achieving their potential.
3. Deliver services in a way that best suits the communication preferences of people who use our services.
4. Use opportunities to evidence and celebrate the improvements that people make in their own lives.

Aim 2

To develop new services that enable the consumer to remain within or return to their local community of choice.

Objectives

1. Actively seek to work with customers to develop new service models for accommodation and support
2. Extend beyond current 18-65 client group by responding to requirements for age appropriate services
3. Extend outreach/satellite operations into other geographical areas of Cardiff and South Wales

Aim 3

To provide high quality services that evidence positive outcomes and value for money.

Objectives

1. Seek and attain externally recognised quality standards and hallmarks and embed those processes within the activities of the organisation
2. Utilise outcome-related performance monitoring systems that capture the progress made by individual service users.
3. Continue to develop a workforce that is qualified and competent to take advantage of the potential for service development.

Aim 4

To increase awareness and understanding of mental health issues and to challenge stigma and discrimination.

Objectives

1. Take advantage of the opportunities that come about for mental health and well-being promotion - particularly in the workplace and educational establishments
2. Provide training, advice and support to mainstream organisations to ensure that people with mental health issues are able to access work, leisure, educational and recreational opportunities
3. Actively participate in opportunities to campaign and influence at a local and national level

Cardiff Mind Ltd

Report of the Trustees for the Year Ended 31st March 2024

Objectives and activities

Aim 5

To work in partnership with individuals, funders and service providers to ensure that the National Service Framework becomes a reality for people experiencing difficulties with their mental health.

Objectives

1. Participate in a joined up solution for people experiencing difficulties with their mental health in Cardiff
2. Work collaboratively with voluntary sector partners particularly with Mind in the Vale to develop equality of access to opportunities for consumers throughout the UHB area.
3. Ensure that all services provided and activities that take place within Cardiff Mind relate to and resonate with the Welsh Government's Vision Statement for Mental Health.

Area of benefit

Cardiff Mind operates primarily within the City of Cardiff although is able to provide telephone advice and information/signposting to a wider catchment area. It works with anyone who has or has experienced difficulties with their mental health together with their families and carers.

It endeavours to be an inclusive service to all citizens in accordance with its Equal Opportunities Policy. Specific service provision is very often restricted by the requirements of funders but Cardiff Mind is committed to helping people achieve the best possible outcomes in their lives. In the year we have developed partnerships with employers and other organisations as part of a more general strategy of supporting mental health and wellbeing within the community. The Memorandum and Articles provide for the area of benefit to include the whole of the Principality but hitherto activities have been restricted by the conditions of funders and also the Mind Membership Agreement. As part of a review of the Membership Agreement it seems likely that these geographical restrictions will be relaxed in future and there will be a greater emphasis on partnership working within the network

Public benefit

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous twelve months. The review looks at the success of each key activity to provide a range of community-based services for people with mental health problems. The review also helps us ensure our aims, objectives and activities remained focused on our stated objectives. 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 thus ensuring that it continues in its purpose to promote positive wellbeing through empowering and supporting people to access opportunities to give them independence and quality of life.

Cardiff Mind Ltd

Report of the Trustees for the Year Ended 31st March 2024

Objectives and activities

Report of main activities

Cardiff Mind has premises in the east of the City Centre where it offers a range of support services to people in Cardiff who have or are recovering from mental health problems. It also undertakes outreach work in other parts of the City via the Floating Support Service.

The Organisation is currently structured into 2 service provision teams and an administrative core.

The service provision teams are:

Accommodation Support Housing

Supported Housing

Working in partnership with Housing Associations and Cardiff City Council, Cardiff Mind provides 26 bed spaces in shared houses and flats. The accommodation is provided with support between 9 am and 7 pm with 24 hour emergency cover. The aim of the service is to encourage people who have long term mental health problems to develop the social and general living skills which will enable them to live successfully in the community. In 2023/24 we entered into a partnership with Cardiff & Vale UHB to assist those in hospital to move back into the community with support. The UHB now has sole nomination rights.

It is important to emphasise that the service is not intended to provide a home for life but rather to work with the tenant to build up the skills and confidence that will enable them to have a home of their own.

The organisation has sharpened up the individual support plans to better equip individuals to achieve greater independence while acknowledging that there are some who will always require support. There are also continuing plans to review and wherever possible improve the quality of the accommodation provided thereby building upon the progress of the last year.

Floating Support - Supporting people in their own homes

Working in partnership again with Cardiff City Council a team of support staff provides support to people with mental health problems living in their own homes. The aim of the support is to offer assistance with tenancy and related areas to facilitate successful community living. Some of the service users have moved from Cardiff Mind's more intensively supported schemes.

The service is funded to provide 9 whole time equivalent places under the Cardiff Council Hoarding Project together with Domiciliary Support on a case by case basis. This has been developed in partnership with Community Mental Health teams to deliver longer term support as part of a care plan under unified assessment arrangements. The volume of work generated has offset the majority of revenue reductions and has continued to flourish despite the financial difficulties that face the Council. The contracts are on an individual case by case basis and consequently are somewhat vulnerable. That said, there is a growing body of evidence to support the view that the service provides a cost-effective solution to sustaining people in their own homes thereby avoiding hospitalisation or assisting in earlier discharge from hospital.

Due to financial constraints the Council has been forced to prioritise service users who are in need of personal care rather than those who require a preventative service. The early indications are that domiciliary support will suffer in the medium term.

We also provide support to a number of individuals who have the resources available to make their own support arrangements as they do not access local authority financial support.

The service is regulated by Care Inspectorate Wales.

Cardiff Mind Ltd

Report of the Trustees for the Year Ended 31st March 2024

Objectives and activities

Individualised Planning / Day Services

Prior to any service user entering the service they are invited to meet a member of the Planning Team to discuss their personal circumstances and issues affecting their lives. This Initial Assessment ensures that people do not simply drift into a particular service but do so on the basis of an informed choice and knowing how their attendance will be of benefit to improving their life. More importantly this total review process enables us to jointly consider what other solutions may be available to resolve other issues in their lives and provides an opportunity to receive specific assistance in accessing these. We can assist them in developing a plan to cover all aspects of their situation and can support them in achieving or attaining their goals.

CCIs

During the Course of 2019 we introduced as part of the requirements of a new contract with the University Health Board the CCI methodology as part of our work in GP surgeries. This proved popular and effective and so we have incorporated it into our Individual Personalised Planning Service. There are a number of study modules that can be undertaken to enable the service user to better understand their condition, potential root causes and how to develop coping strategies. These modules are underpinned by Cognitive Behavioural Therapy Principles during the initial assessment phase we work together to develop a personal plan.

Active Monitoring/Supported Self Help

This offering was originally developed and funded via Mind/Mind Cymru and its funding came to an end in 2023/24. It covers many of the areas contained within the CCI suite but is less onerous in terms of time commitment. It is offered as a complimentary alternative to CCIs for those accessing services outside of the Mind Cymru referral pathway.

Counselling

We offer a free counselling service to women and men who cannot afford to pay for a private counsellor and who require a greater number of sessions than are provided under the NHS scheme. The service is operated by volunteers and we currently can see 80 individuals per week for up to a 16 week period in each case. The service has 50 person centred counsellors.

We also provide a fee-paying service for service users who are able and willing to make a financial contribution to receive a service from a professionally qualified sessional staff member. This service runs in parallel to the free service and people are given a clear choice between the free NHS funded service and the fee-paying one.

In response to the needs of service users we have also developed a service that can counsel couples. This can be as part of the free or fee-paying routes.

Group Activities

Our Group Activities were cancelled as a result of COVID restrictions and although our Wednesday Art Group has resumed, there seems to be little appetite for the resumption of the others.

As part of our Tier Zero work we provide Group Training in ACT and Stress Control within the wider Community.

Tier Zero

We currently provide Tier Zero to all GP practices covering Cardiff. Patients are referred to us by the surgeries and are assessed for CCI/Supported Self-help provision.

Community Connectors

We were awarded the Community Connectors Pilot Project which runs for 2 years from May/June 2021. This service was extended until 31st March 2024. It is not a Mental Health service per se but rather is designed to assist hard-to-reach groups access opportunities within their local community.

External partnerships

As part of our strategy to develop new revenue streams, we provide external training to a variety of other organisations to increase awareness of mental health issues in the wider community. We provide such courses as mental health first aid and mental health awareness training to assist employers meet their obligations to their staff.

There is a developing market in this area particularly from Legal, Insurance and educational organisations which in part is down to the fact that mental health in the workplace has moved significantly up the employer agenda.

We have also developed a service that supports individual employees as part of a response to personal issues they may be experiencing and on occasions traumatic incidents affecting larger groups within a workforce.

Latterly we have been able to maximise our reputation and have been delivery partners for Employment Projects and latterly with Cardiff Council to provide Mental Health Support to staff and tenants in its Housing Service.

Cardiff Mind Ltd
Report of the Trustees
for the Year Ended 31st March 2024

Achievement and performance

Charitable activities

Our initial response to the pandemic was to continue to provide our services as long as was possible. This was of course subject to government guidelines and the availability of staff/skills. This approach undoubtedly raised our profile with Commissioners and increased our reputation as consistent and committed partners.

This involved changing the way we work particularly in Day Services where we had to develop a way of delivering services remotely by telephone or digitally. We also needed to build in additional resilience by training all staff to be able to undertake all aspects of our work.

We negotiated changes with our college partners to maintain our free Counselling Service remotely, this required an additional module for students to be completed and also temporary guidelines from the BACP to approve the temporary new way of working.

This approach has borne fruit as we have been able to maximise opportunities accruing from Active Monitoring in which we operated our flexible staffing approach to exceed all our initial targets and picked up further work. We were also able to deliver contracts to employment providers that generated additional income.

Our reputation for resilience and flexibility was appreciated particularly by the UHB and we were successful in being re-awarded our Core Contract and were in a strong position to bid for an extension to our Tier Zero Contract. Although there was a delay in awarding the contract until June 2022, we are pleased to report that we moved on from our single cluster in 2021/22 to having all 6 Cardiff Clusters.

The award of the Community Connectors Contract has required us to accommodate a new staff team within the building. This initially was achieved by utilising rooms previously used for face to face counselling. However, the lessening of COVID restrictions meant that the colleges wished us to resume face to face working. Fortunately, we were able to acquire a building to lease within our current curtilage and we have been able to turn this into a Counselling venue.

The Landlord of our Office and Coach House which were the bases for service delivery indicated that the properties would be sold and as a result we would be left potentially homeless or at best subject to a new Landlord. We had already built up a significant amount of Reserves and were therefore in a position to purchase the Properties with the assistance of a 50% mortgage from the Charity Bank. This was successfully delivered in 2023/24 and it was decided to utilize the provision in Reserves for remedial work on the cessation of the Lease to reroof the buildings. We were therefore able to utilize our strong cash position to acquire a Fixed asset from which to deliver services and retain something which undoubtedly has an appreciating development value in future.

We had previously anticipated the cessation of our Accommodation Support Service as the Council had indicated its intention to decommission. The service was in the throes of being wound down, but at the 11th hour we were approached by the UHB to develop a service utilising the properties to enable hospital patients to be supported on a pathway towards integration into the community. This was very much a pilot project but the Management Committee felt that it was worth pursuing. As with any new development there were costs such as refurbishment and loss of income as a result of voids. We were however able to utilise our reserves to meet this expenditure by way of sums designated for Operating Costs and Redundancy Costs (which were no longer required). The pilot project has proved to be successful with full occupancy achieved in Q4 and a continuation of the project into 2024/25. Although the project does not necessarily assume the generation of a significant surplus it does make an important contribution to our overheads.

Financial review

Results

The Charity made an overall deficit of £145,951 (2023: £75,291 surplus.) This decreased the Charity's level of reserves from £1,170,643 in 2023 to £1,024,692 as at 31 March 2024. The amount of these reserves attributable to unrestricted reserves at that date was £893,636 and £131,056 being attributable to restricted reserves.

Investment policy and objectives

The Charity has extensive investment powers under its Memorandum of Association restricted only by its charitable objects, prevailing legislation and the fiduciary duty placed on its Trustees.

Cardiff Mind Ltd

Report of the Trustees for the Year Ended 31st March 2024

Financial review

Reserves policy

The Trustees of Cardiff Mind recognise the need to hold reserves to ensure funds are available to provide a range of community-based services for people with mental health problems should the income levels fall. If one or more projects cease, the financial burden on those remaining will be greater as their share of central services will rise.

Reserves are also required to meet the future business requirements particularly in terms of investment in information technology and staff training and development. It is the view of the Trustees that the continuation of the organisation and its ability to deliver services to its beneficiaries will be dependent on it being a modern organisation maximising the benefits of IT and delivering services through a highly trained and competent workforce.

A minimum level of reserves needs to be retained to ensure the Trustees can operate their exit strategy and meet its legal commitments should the Charity be unable to continue due to a lack of a sustainable income stream. The Trustees have undertaken an analysis of short term reserve requirements and have invested some of the cash at bank balances to generate higher levels of income from interest than are ordinarily available from a current or even deposit account.

The Charity is dependent upon receipt of Support People Revenue Grant, a contract with the Cardiff and the Vale University Health Board and Grants previously administered by the Wales Council for Voluntary Action and now by the UHB together with other income from donations, external training and private counselling. The current economic climate is uncertain and the threat of Central Government cuts will almost certainly have a negative impact on future income.

Based on the above, the trustees have examined the charity's requirement for reserves in light of the main risks to the organisation. Based on this analysis, the trustees have developed a reserves policy and have calculated that the charity needs to hold £490,000 in reserves to manage cash flow, continuity and liability risks as well as any emergency expenditure and monies for expansion of services.

Our current potential liabilities excluding amounts that would not be covered by elements of our restricted reserves are as follows:

Building improvements - £150,000
Redundancy Liability - £90,000
Operating Costs - £100,000
Services Support - £100,000
Emergencies - £50,000
Total - £490k

The level of available reserves, i.e. the total unrestricted reserves less amounts invested in fixed assets, adjusted for mortgage loans, amounted to £411,324 represents 23% of total expenditure, on the assumption that the Charity wanted to maintain all its current level of services with no restricted fund income.

The Trustees are committed to maintaining current service levels for as long as the funding permits. Increases in salaries will be dependent upon the level of future income streams.

Cardiff Mind Ltd

Report of the Trustees for the Year Ended 31st March 2024

Future plans

As has been stated above, the partnership with the UHB to have full nomination rights for our supported housing was established as a pilot project. The success in 2023/24 generates a degree of optimism that the new arrangements will be continued and formalized by a direct contract with the UHB rather than the intermediary involvements of the Council. Indeed, it is hoped that the service model might be expanded or adapted to suit the support requirements of other patients.

The fact that both Day Services and Tier Zero deliver both CCI and SSH as core provision offers opportunities to have a combined team of practitioners. This was one of our strengths during the pandemic and there is an opportunity to better manage workload but also provide a greater consistency of approach by amalgamation under a single manager. This is a benefit of the cessation of the Reporting requirements of the Mind Cymru Service which ceased on 31st March 2024. Although the Service received resources the requirements were somewhat onerous and it gives us an opportunity to work differently and generate cost savings.

Our future plans therefore are primarily ones of emphasis on service delivery more efficiently and effectively with a concentration on front line worker capacity to minimize waiting times. This is primarily driven by the need to be able to evidence performance levels for when the re-tendering by the UHB takes place. Although the UHB has an option to extend the contract for a further 2 years, we have to plan for a retendering to become effective from 2025/26.

We are delighted to highlight an ever-strengthening partnership approach with Mind in the Vale who assisted us with the development of the Tier Zero contract but perhaps more importantly has enabled us to consider how best to respond to opportunities and threats across the University Health Board area. We are both committed to ensuring that citizens in the area have access to a full range of services delivered to Mind values and see the future as being one of increasing collaboration.

The Domiciliary Support Service continues to inhabit a very insecure environment with the former CCHA Contract being decommissioned and replaced by a pilot Hoarding Service. On a positive note there is a realistic prospect that there will be increased opportunities for the service from the new way of working and the plans envisage the retention of our flats and hopefully the continuation of the revenue attached thereto.

Once again, the Trustees have agreed a deficit budget for 2024/25 hopeful that we will continue to manage our voids efficiently and that the call on reserves will be less than planned. It is also important to note that having evaluated the reserve levels required to meet liabilities and business continuity needs and met those basic requirements the Trustees are of the view that excess resources should be deployed in such a manner as to secure better services for people experiencing mental health issues, rather than simply storing them for future use. The deficit budget is very much in line with the previously successful strategy to maintain capacity to maximise opportunities.

Over the last few years our Reserves have grown massively. The reserve/spend ratio will remain strong and funders will legitimately ask "why are your Reserves so high and what do you intend to do with them?". We have moved from a current assets based organisation into a mixed one following the purchase of our building this has also given us a greater degree of control over our location. It appeared to be a sound strategy to firmly establish our presence and commitment and provide a useful investment in the medium term. This would also evidence our continuing commitment to our service and its beneficiaries within the City and County of Cardiff.

Of course, recent experience has taught us that circumstances can change massively - the Pandemic was a classic example. However, we can evidence that via our robust Contingency and Business Continuity processes we can respond nimbly and indeed have been able to turn what could have so easily been a disaster into an opportunity to strengthen our position. This has been driven by our fundamental ethos of supporting our client group and working alongside Statutory and Voluntary Sector partners to improve the lives of Cardiff citizens who are experiencing mental health issues.

Structure, governance and management

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Charity is a Limited Company (registration number 2803045) and is governed by its Memorandum and Articles of Association. Cardiff Mind is also registered with the Charity Commissioners Number 1020633.

Cardiff Mind Ltd

Report of the Trustees for the Year Ended 31st March 2024

Structure, governance and management

Trustee appointment, induction and training

The Charity Trustees are the people who are legally responsible for the overall management and decision making in a charity. As a larger Charity, staff carry out the work of the charity and the Trustees are responsible for monitoring and controlling their activities. The Trustees are also Directors for the purposes of the Companies Act.

The Trustees are elected each year by the members of the Company at the Company's Annual General Meeting and form the Company's Management Committee. The Committee also has designated members who carry out the roles of Chair, Vice-Chair and Treasurer these too are elected at the Annual General Meeting.

There can be up to 12 Trustees, a minimum of 2 must be users of the service, a further 2 people may be co-opted to serve on the Committee.

Prior to the Annual General Meeting the Company publicises the fact that nominations are sought for election to the Management Committee via directly contacting members of the Company and expressions of interest are invited. Those members who are interested in serving are invited to meet with the Chief Executive to discuss the role in greater detail and also what skills need to be acquired for the individual to actively and effectively contribute. This would then form the basis of an individual development/induction plan.

Following the Annual General Meeting the Management Committee would consider its new composition and skill mix and would redress any shortcomings via advertisement and initial co-option of interested persons. The process of informal discussion with the Chief Executive is similar as is the identification of personal development issues. Prior to co-option the would-be Management Committee Member is invited to attend a couple of Management Committee Meetings as an observer prior to becoming a co-opted member.

Corporate governance

The Organisation is managed by a voluntary Management Committee whose role is to set the overall objectives for Cardiff Mind and to ensure that the organisation is keeping within its legal and moral obligations. The Management Committee holds the ultimate control and responsibility for Cardiff Mind and its operations. Management Committee members are drawn from a wide background, bringing together professional, commercial and local experience. There are some members who can provide a service user perspective. As at the end of the Financial Year three of the Management Committee brought such a perspective with personal experience of the complete range of services provided. This represents a significant proportion of the Committee.

The Committee meets formally every three months and more frequently if operational or governance issues require. As part of the Business Planning exercise the Committee reviewed the skill mix available and increased its base by advertising for new Committee members. The response attracted some high calibre candidates and will be reviewed on an annual basis.

The Management Committee is responsible for the organisation's strategy and policy framework. It delegates the day to day management and implementation of that framework to the Chief Executive.

The Management Committee has developed and adopted a number of key policy initiatives designed to improve Corporate Governance and organisational performance. These arrangements are externally reviewed by funders and also have been scrutinised under the Mind Quality Mark Framework in 2013/14, with the highest level of accreditation being awarded. The policies themselves are subject to Annual Review in general and a specific detailed review programme to ensure that they remain fit for purpose. We were reviewed under the MQM framework in June 2023.

Related parties

There are no related party transactions.

Reference and administrative details

Registered Company number

02803045 (England and Wales)

Registered Charity number

1020633

Registered office

166 Newport Road
Cardiff
CF24 1DL

Cardiff Mind Ltd

Report of the Trustees for the Year Ended 31st March 2024

Trustees

Philip Edwards - Chair
Julie Anne Dawson
Lee Lanciotti - Vice Chair
Neil Fulton - Treasurer
Jacqueline Mary Jones
Mikaela Lauren Gully
Gillian Addicott

Chief Executive officer

Roger Bone

Auditors

Haines Watts Wales LLP, Statutory Auditors
7 Neptune Court
Vanguard Way
Cardiff
CF24 5PJ

Bankers

HSBC
56 Queen Street
Cardiff
CF10 2PX

Statement of trustees' responsibilities

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

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

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

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

The auditors, Haines Watts Wales LLP, Statutory Auditors, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Cardiff Mind Ltd

**Report of the Trustees
for the Year Ended 31st March 2024**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 05-12-24..... and signed on its behalf by:


.....

Philip Edwards - Trustee

Report of the Independent Auditors to the Members of Cardiff Mind Ltd

Opinion

We have audited the financial statements of Cardiff Mind Ltd (the 'charitable company') for the year ended 31st March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Report of the Independent Auditors to the Members of Cardiff Mind Ltd

Responsibilities of trustees

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

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

Our responsibilities for the audit of the financial statements

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

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our planning procedures identify the legal and regulatory frameworks applicable to the operations and financial statements of the company. These are reviewed internally with the audit team including relevant industry experience and expectations as well as externally with the client management. The key laws and regulations we considered in this context were the UK Companies Act 2006, Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland', UK GAAP (FRS 102) and relevant tax legislation.

Once identified, we assess the risks of material misstatements in relation to the laws and regulations, irregularities, including fraud and adjust our testing accordingly. Our audit procedures include:

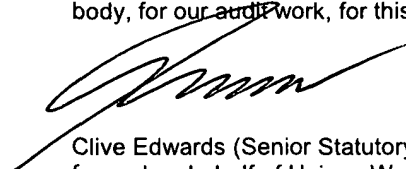
- Discussing with Trustees and management which areas of the business they believe to be more susceptible to fraud, and whether they have any knowledge or suspicion of fraudulent activities;
- Obtaining an understanding of the key controls put in place by the company to address risks identified, assessing the effectiveness of those and discussing how these are maintained and monitored internally;
- Assessing the risk of management override and review and testing of journal entries made into the accounting system;
- Discussing with Trustees and Management the legal and regulatory obligations of the business and whether they have any knowledge or suspicion of non compliance.

Despite the audit being planned and conducted in accordance with ISAs (UK) there remains an unavoidable risk that material misstatements in the financial statements may not be detected owing to inherent limitations of the audit, and that by their very nature, any such instances of fraud or irregularities likely involve collusion, forgery, intentional misrepresentation, or the override of internal controls.

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 Report of the Independent Auditors.

Use of our report

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



Clive Edwards (Senior Statutory Auditor)
for and on behalf of Haines Watts Wales LLP, Statutory Auditors
7 Neptune Court
Vanguard Way
Cardiff
CF24 5PJ

Date: 9 December 2024

Cardiff Mind Ltd

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31st March 2024

		Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
	Notes				
Income and endowments from					
Donations and legacies	2	14,634	-	14,634	23,385
Charitable activities	4				
Empowerment and support		976,505	570,597	1,547,102	1,639,965
Investment income	3	18,448	-	18,448	7,374
Other income		31,024	-	31,024	35,999
Total		<u>1,040,611</u>	<u>570,597</u>	<u>1,611,208</u>	<u>1,706,723</u>
Expenditure on					
Charitable activities	5				
Empowerment and support		<u>1,036,488</u>	<u>720,671</u>	<u>1,757,159</u>	<u>1,631,432</u>
NET INCOME/(EXPENDITURE)		4,123	(150,074)	(145,951)	75,291
Reconciliation of funds					
Total funds brought forward		889,513	281,130	1,170,643	1,095,352
Total funds carried forward		<u><u>893,636</u></u>	<u><u>131,056</u></u>	<u><u>1,024,692</u></u>	<u><u>1,170,643</u></u>

The notes form part of these financial statements

Cardiff Mind Ltd

Balance Sheet
31st March 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
Fixed assets					
Tangible assets	11	827,430	-	827,430	4,209
Current assets					
Debtors	12	58,656	-	58,656	195,429
Investments	13	280,751	-	280,751	279,104
Cash at bank and in hand		517,131	131,056	648,187	1,363,388
		<u>856,538</u>	<u>131,056</u>	<u>987,594</u>	<u>1,837,921</u>
Creditors					
Amounts falling due within one year	14	(449,551)	-	(449,551)	(671,487)
		<u>406,987</u>	<u>131,056</u>	<u>538,043</u>	<u>1,166,434</u>
Net current assets					
		<u>406,987</u>	<u>131,056</u>	<u>538,043</u>	<u>1,166,434</u>
Total assets less current liabilities		<u>1,234,417</u>	<u>131,056</u>	<u>1,365,473</u>	<u>1,170,643</u>
Creditors					
Amounts falling due after more than one year	15	(340,781)	-	(340,781)	-
		<u>893,636</u>	<u>131,056</u>	<u>1,024,692</u>	<u>1,170,643</u>
NET ASSETS		<u>893,636</u>	<u>131,056</u>	<u>1,024,692</u>	<u>1,170,643</u>
Funds	18				
Unrestricted funds				893,636	889,513
Restricted funds				131,056	281,130
Total funds				<u>1,024,692</u>	<u>1,170,643</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on 05-12-24 and were signed on its behalf by:


Philip Edwards - Trustee

Cardiff Mind Ltd

**Cash Flow Statement
for the Year Ended 31st March 2024**

	Notes	2024 £	2023 £
Cash flows from operating activities			
Cash generated from operations	1	(365,756)	357,181
Net cash (used in)/provided by operating activities		(365,756)	357,181
Cash flows from investing activities			
Purchase of tangible fixed assets		(714,657)	(2,112)
Interest received		18,448	7,374
Investment interest received		1,647	1,637
Net cash (used in)/provided by investing activities		(694,562)	6,899
Cash flows from financing activities			
New loans in year		350,000	-
Loan repayments in year		(31,359)	-
Interest paid		26,476	-
Net cash provided by financing activities		345,117	-
Change in cash and cash equivalents in the reporting period		(715,201)	364,080
Cash and cash equivalents at the beginning of the reporting period		1,363,388	999,308
Cash and cash equivalents at the end of the reporting period		648,187	1,363,388

The notes form part of these financial statements

Cardiff Mind Ltd

Notes to the Cash Flow Statement
for the Year Ended 31st March 2024

1. Reconciliation of net (expenditure)/income to net cash flow from operating activities

	2024 £	2023 £
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(145,951)	75,291
Adjustments for:		
Depreciation charges	17,890	353
Interest received	(18,448)	(7,374)
Decrease/(increase) in debtors	7,025	(107,707)
(Decrease)/increase in creditors	(226,272)	396,618
Net cash (used in)/provided by operations	<u>(365,756)</u>	<u>357,181</u>

2. Analysis of changes in net funds

	At 1.4.23 £	Cash flow £	At 31.3.24 £
Net cash			
Cash at bank and in hand	1,363,388	(715,201)	648,187
	<u>1,363,388</u>	<u>(715,201)</u>	<u>648,187</u>
Liquid resources			
Deposits included in cash	-	-	-
Current asset investments	279,104	1,647	280,751
	<u>279,104</u>	<u>1,647</u>	<u>280,751</u>
Debt			
Debts falling due within 1 year	-	(4,336)	(4,336)
Debts falling due after 1 year	-	(340,781)	(340,781)
	<u>-</u>	<u>(345,117)</u>	<u>(345,117)</u>
Total	<u>1,642,492</u>	<u>(1,058,671)</u>	<u>583,821</u>

The notes form part of these financial statements

Cardiff Mind Ltd

Notes to the Financial Statements for the Year Ended 31st March 2024

1. Accounting policies

Basis of preparing the financial statements

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

Income

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Revenue grants are recognised in the period in which the expenditure to which they relate is incurred. Where there are conditions attached to the use of these grants they are credited to the Restricted Fund. All other revenue grants are included in the General Fund in unrestricted funds.

Rental income is based upon the weekly charge arising in the accounting period to which it relates.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

Other income is accounted for on a receivables basis.

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

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

Tangible fixed assets

Individual items costing £1,000 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write the cost, less any estimated residual value, over their expected useful economic life as follows:

Office equipment	over 3 years
Fixtures and fittings	over 3 years
Computer equipment	over 3 years
Property	over 50 years

Taxation

The company is a registered charity and all of its income is primary purpose it is, therefore exempt from taxation.

Cardiff Mind Ltd

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2024**

1. Accounting policies - continued

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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 purposes.

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

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

Debtors, creditors and cash

Current assets and liabilities, including cash held at bank are recognised at cost or valuation as at the year end.

2. Donations and legacies

	2024	2023
	£	£
Donations	14,634	23,385

3. Investment income

	2024	2023
	£	£
Deposit account interest	18,448	7,374

4. Income from charitable activities

	2024	2023
	£	£
Activity		
Local Mental Health Grants Scheme	231,959	231,959
Community Connectors	149,990	184,878
SPG - received in year	275,566	198,744
Tier Zero	265,805	192,066
SPRG	-	68,796
Domiciliary Care	117,286	134,762
Cardiff and the Vale University Health Board	61,002	61,002
Residents charges receivable	334,108	315,403
Voids	(71,379)	(79,177)
Nationwide	-	23,748
Counselling fees	118,680	81,115
Active Monitoring Mind	64,085	110,008
Cardiff MIND wellbeing hubs	-	42,100
MINDs cost of living fund	-	18,000
Counselling interventions	-	44,061
CCC Staffing cost	-	12,500
	<u>1,547,102</u>	<u>1,639,965</u>

Cardiff Mind Ltd

Notes to the Financial Statements - continued
for the Year Ended 31st March 2024

5. Charitable activities costs

	Direct Costs £	Support costs (see note 6) £	Totals £
Empowerment and support	1,620,297	136,862	1,757,159

6. Support costs

	Finance £	Human resources £	Governance costs £	Totals £
Empowerment and support	88,222	26,476	22,164	136,862

Support costs, included in the above, are as follows:

	2024 Empowerment and support £	2023 Total activities £
Wages	68,237	67,561
Rent and rates	19,745	13,277
Bank charges	240	6,538
Interest payable and similar charges	26,476	-
Wages	11,608	11,493
Auditors' remuneration	4,706	4,578
Auditors' remuneration for non audit work	5,850	7,411
	136,862	110,858

7. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2024 £	2023 £
Auditors' remuneration	4,706	4,578
Other non-audit services	5,850	7,411
Depreciation - owned assets	17,890	353

8. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31st March 2024 nor for the year ended 31st March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2024 nor for the year ended 31st March 2023.

Cardiff Mind Ltd

Notes to the Financial Statements - continued
for the Year Ended 31st March 2024

9. Staff costs

	2024 £	2023 £
Wages and salaries	1,060,557	998,322
Social security costs	79,177	82,361
Other pension costs	56,396	53,873
	<u>1,196,130</u>	<u>1,134,556</u>

The average monthly number of employees during the year was as follows:

	2024	2023
Charitable activities	56	60
Support staff	2	2
	<u>58</u>	<u>62</u>

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

During the year Cardiff Mind Ltd paid key management gross salaries totalling £220,777 (2023: £241,094). Key management are considered to be 5 individuals who directly impact upon the strategic direction of the charity.

10. Comparatives for the statement of financial activities

	Unrestricted funds £	Restricted funds £	Total funds £
Income and endowments from			
Donations and legacies	23,385	-	23,385
Charitable activities			
Empowerment and support	1,071,486	568,479	1,639,965
Investment income	7,374	-	7,374
Other income	35,999	-	35,999
Total	<u>1,138,244</u>	<u>568,479</u>	<u>1,706,723</u>
Expenditure on			
Charitable activities			
Empowerment and support	1,035,291	596,141	1,631,432
NET INCOME/(EXPENDITURE)	102,953	(27,662)	75,291
Reconciliation of funds			
Total funds brought forward	786,560	308,792	1,095,352
Total funds carried forward	<u>889,513</u>	<u>281,130</u>	<u>1,170,643</u>

Cardiff Mind Ltd

Notes to the Financial Statements - continued
for the Year Ended 31st March 2024

11. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Totals £
Cost			
At 1st April 2023	-	58,429	58,429
Additions	838,598	2,513	841,111
At 31st March 2024	838,598	60,942	899,540
Depreciation			
At 1st April 2023	-	54,220	54,220
Charge for year	15,318	2,572	17,890
At 31st March 2024	15,318	56,792	72,110
Net book value			
At 31st March 2024	823,280	4,150	827,430
At 31st March 2023	-	4,209	4,209

12. Debtors: amounts falling due within one year

	2024 £	2023 £
Trade debtors	44,112	22,467
Other debtors	1,407	154,286
Prepayments and accrued income	13,137	18,676
	58,656	195,429

13. Current asset investments

	2024 £	2023 £
Monies held on deposit	280,751	279,104

14. Creditors: amounts falling due within one year

	2024 £	2023 £
Bank loans and overdrafts (see note 16)	4,336	-
Social security and other taxes	19,463	21,930
Other creditors	4,567	24,980
Accruals and deferred income	421,185	624,577
	449,551	671,487
Deferred income brought forward	606,809	218,615
Amounts released to incoming resources	(313,848)	(203,626)
Amounts deferred in the year	117,442	591,820
Deferred income carried forward	410,403	606,809

Cardiff Mind Ltd

Notes to the Financial Statements - continued
for the Year Ended 31st March 2024

15. Creditors: amounts falling due after more than one year

	2024 £	2023 £
Bank loans (see note 16)	340,781	-

16. Loans

An analysis of the maturity of loans is given below:

	2024 £	2023 £
Amounts falling due within one year on demand:		
Bank loans	4,336	-
Amounts falling between one and two years:		
Bank loans - 1-2 years	9,072	-
Amounts falling due between two and five years:		
Bank loans - 2-5 years	21,639	-
Amounts falling due in more than five years:		
Repayable by instalments:		
Bank loans more 5 yr by instal	310,070	-

17. Leasing agreements

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

	2024 £	2023 £
Within one year	3,224	3,224
Between one and five years	5,642	8,866
	8,866	12,090

18. Movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	872,875	20,761	893,636
Building refurbishment fund	16,638	(16,638)	-
	889,513	4,123	893,636
Restricted funds			
Local Mental Health Grants Scheme	216,390	(112,041)	104,349
Cardiff and the Vale University Health Board	64,740	(38,033)	26,707
	281,130	(150,074)	131,056
TOTAL FUNDS	1,170,643	(145,951)	1,024,692

Cardiff Mind Ltd

Notes to the Financial Statements - continued
for the Year Ended 31st March 2024

18. Movement in funds - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,040,611	(1,019,850)	20,761
Building refurbishment fund	-	(16,638)	(16,638)
	1,040,611	(1,036,488)	4,123
Restricted funds			
Local Mental Health Grants Scheme	179,705	(291,746)	(112,041)
Cardiff and the Vale University Health Board	61,002	(99,035)	(38,033)
Tier Zero	265,805	(265,805)	-
Active Monitoring	64,085	(64,085)	-
	570,597	(720,671)	(150,074)
TOTAL FUNDS	1,611,208	(1,757,159)	(145,951)

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	734,642	121,785	856,427
Building refurbishment fund	51,918	(18,832)	33,086
	786,560	102,953	889,513
Restricted funds			
Local Mental Health Grants Scheme	308,792	(27,662)	281,130
TOTAL FUNDS	1,095,352	75,291	1,170,643

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,138,244	(1,016,459)	121,785
Building refurbishment fund	-	(18,832)	(18,832)
	1,138,244	(1,035,291)	102,953
Restricted funds			
Local Mental Health Grants Scheme	242,657	(270,319)	(27,662)
Tier Zero	192,066	(192,066)	-
Active Monitoring	110,008	(110,008)	-
Nationwide Community Grant	23,748	(23,748)	-
	568,479	(596,141)	(27,662)
TOTAL FUNDS	1,706,723	(1,631,432)	75,291

Cardiff Mind Ltd

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2024**

18. Movement in funds - continued

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

The building refurbishment designated fund has been created by the Trustees to cover the potential costs of remedial works to the property occupied by the charity in the coming years.

Local Mental Health Grants Scheme - the scheme is administered by Cardiff and the Vale University Health Board. Part of this funding is for Core Services and Integrated Day Services. The other part of the funding is to provide people with support in re-engaging with the community. This is completed by providing; a safe space, social contact, information and advice, vocational assessment/planning, volunteering opportunities, a wide range of pre-vocational training and links into a host of community resources.

Cardiff and the Vale University Health Board - The funding is provided to secure for the residents of Cardiff the provision of specified healthcare by contributing towards the core costs of the Integrated Day Services. In particular, the service should provide; an Outreach Service, a free counselling service, support groups, training to other organisations, information on other agencies and sources of support and a list of counsellors and therapists.

Tier Zero is a three year contract with the University Health Board to provide CCI support for individuals within GP Practices in the SE Cluster Group of Cardiff.

Active Monitoring is a scheme to provide support in line with GP referrals to support those in need with mental health support.

Nationwide Community grant is a two year scheme to help people into a home or support people to thrive within the home environment.

19. Employee benefit obligations

The charity operates a defined contribution scheme. The pension costs charge for the year represents contributions payable by the charity to the scheme and amounted to £56,396 (2023: £53,873).

20. Related party disclosures

There were no related party transactions for the year ended 31st March 2024.

21. Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

CARDIFF MIND LTD

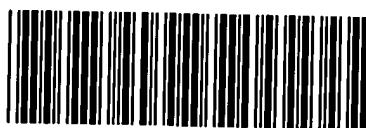
England & Wales - Charity number 1020633

Accounts

REGISTERED COMPANY NUMBER: 02803045 (England and Wales)
REGISTERED CHARITY NUMBER: 1020633

**Report of the Trustees and
Audited Financial Statements for the Year Ended 31 March 2023
for
Cardiff Mind Ltd**

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COMPANIES HOUSE

Cardiff Mind Ltd

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for the Year Ended 31 March 2023**

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**Report of the Trustees
for the Year Ended 31 March 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

Mission

"Cardiff Mind promotes positive emotional wellbeing through empowering and supporting people to access opportunities to give them independence and quality of life."

It is felt that this emphasises the view that the organisation sees its role as assisting individuals to develop their own pathway to mental wellbeing wherever that may be.

The Action Plan adopted in support of the Business Plan is intended to provide a delivery and monitoring process to ensure that the Company's mission would become a reality.

In analysing the Company's strategic direction, it was identified and agreed that there were still 3 important and inter-related dimensions to its activities but that they needed to be sharpened up in order that they could become reflected in its new aims and objectives.

These dimensions relate to:

- * Provision of consumer focused quality evidence based services that are value for money and are in accordance with our values and principles.
- * Campaigning on behalf of individuals and the client group as a whole.
- * Influencing the external environment to ensure that people who have experienced or are experiencing difficulties with their mental health have quality support at a local level.

Objects of the Charity

To promote the preservation of mental health in association with Mind (the National Association for Mental Health) and in accordance with the aims and objectives of Mind.

Activities

Cardiff Mind is a Limited Company with charitable objectives whose aim is to provide a range of community based services for people with mental health problems. The services currently provided include supported accommodation, tenant support in their own homes, self management groups, counselling individual planning, self help and support groups.

**Report of the Trustees
for the Year Ended 31 March 2023**

Objectives and activities

Aim 1

To provide services that place the individual at their centre and that enables the individual to discover and realise their full potential as actively participating citizens.

Objectives

1. Introduce and implement a case-work approach for consumers.
2. Discuss and plan with consumers ways in which they can improve their mental health and wellbeing by accessing support and advice from Cardiff Mind and other agencies to overcome obstacles that prevent them from achieving their potential.
3. Develop a methodology to evidence and celebrate the improvements that people make in their own lives

Aim 2

To develop new services that enable the consumer to remain within or return to their local community of choice.

Objectives

1. Actively seek to work with customers to develop new service models for accommodation and support
2. Extend beyond current 18-65 client group by responding to requirements for age appropriate services
3. Extend outreach/satellite operations into other geographical areas of Cardiff and South Wales

Aim 3

To provide high quality services that evidence positive outcomes and value for money.

Objectives

1. Seek and attain externally recognised quality standards and hallmarks and embed those processes within the activities of the organisation
2. Introduce outcome-related performance monitoring systems that capture the progress made by individual consumers
3. Maintain the principles of Best Value in all of our activities

Aim 4

To increase awareness and understanding of mental health issues and to challenge stigma and discrimination.

Objectives

1. Take advantage of the opportunities that come about for mental health and well-being promotion - particularly in the workplace and educational establishments
2. Provide training, advice and support to mainstream organisations to ensure that people with mental health issues are able to access work, leisure, educational and recreational opportunities
3. Actively participate in opportunities to campaign and influence at a local and national level

**Report of the Trustees
for the Year Ended 31 March 2023**

Objectives and activities

Aim 5

To work in partnership with individuals, funders and service providers to ensure that the National Service Framework becomes a reality for people experiencing difficulties with their mental health.

Objectives

Actively participate in opportunities to campaign and influence at a local and national level

1. Participate in a joined up solution for people experiencing difficulties with their mental health in Cardiff
2. Work collaboratively with voluntary sector partners particularly within the Mind movement to develop equality of access to opportunities for consumers throughout Wales
3. Ensure that all services provided and activities that take place within Cardiff Mind relate to and resonate with the National Service Framework.

Area of benefit

Cardiff Mind operates primarily within the City of Cardiff although is able to provide telephone advice and information/signposting to a wider catchment area. It works with anyone who has or has experienced difficulties with their mental health together with their families and carers. It endeavours to be an inclusive service to all citizens in accordance with its Equal Opportunities Policy. Specific service provision is very often restricted by the requirements of funders but Cardiff Mind is committed to helping people achieve the best possible outcomes in their lives. In the year we have developed partnerships with employers and other organisations as part of a more general strategy of supporting mental health and wellbeing within the community. The Memorandum and Articles provide for the area of benefit to include the whole of the Principality but hitherto activities have been restricted by the conditions of funders and also the Mind Membership Agreement. As part of a review of the Membership Agreement it seems likely that these geographical restrictions will be relaxed in future and there will be a greater emphasis on partnership working within the network

Public benefit

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous twelve months. The review looks at the success of each key activity to provide a range of community-based services for people with mental health problems. The review also helps us ensure our aims, objectives and activities remained focused on our stated objectives. 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 thus ensuring that it continues in its purpose to promote positive wellbeing through empowering and supporting people to access opportunities to give them independence and quality of life.

**Report of the Trustees
for the Year Ended 31 March 2023**

Objectives and activities

Report of main activities

Cardiff Mind has premises in the east of the City centre where it offers a range of support services to people in Cardiff who have or are recovering from mental health problems. It also undertakes outreach work in other parts of the City via the Floating Support Service. It also has a presence in all GP clusters as part of its Tier Zero work and in the South East cluster visits Community Connectors programme.

The Organisation is currently structured into 2 service provision teams and an administrative core.

The service provision teams are:-

Accommodation Support Housing

Supported Housing

Working in partnership with Housing Associations and Cardiff City Council, Cardiff Mind provides 26 bed spaces in shared houses and flats. The accommodation is provided with support between 9 am and 7 pm with 24-hour emergency cover. The aim of the service is to encourage people who have long term mental health problems to develop the social and general living skills which will enable them to live successfully in the community.

It is important to emphasise that the service is not intended to provide a home for life but rather to work with the tenant to build up the skills and confidence that will enable them to have a home of their own.

The organisation has sharpened up the individual support plans to better equip individuals to achieve greater independence while acknowledging that there are some who will always require support. There are also continuing plans to review and wherever possible improve the quality of the accommodation provided thereby building upon the progress of the last year.

For those who are in their own homes we are able to continue with their support via the Floating Support Service.

The Supported Housing Service is in the throes of being decommissioned by the Council in accordance with its Housing Support Strategy. The target date for closure of our houses in multiple occupancy is 31st March 2023. Late on in the year a successor partnership has been developed with the University Health Board to assist patients to move out of hospital settings and back into the community. It is anticipated that over time the UHB will utilize all Supported Housing tenancies although 2023/24 will be a transitional year.

Floating Support - Supporting people in their own homes

Working in partnership again with Cardiff City Council and Cardiff Community Housing Association a team of support staff provides support to people with mental health problems living in their own homes. The aim of the support is to offer assistance with tenancy and related areas to facilitate successful community living. Some of the service users have moved from Cardiff Mind's more intensively supported schemes.

The service is funded to provide 9 whole time equivalent places under the former Cardiff Community Housing Scheme together with Domiciliary Support on a case by case basis. This has been developed in partnership with Community Mental Health teams to deliver longer term support as part of a care plan under unified assessment arrangements. The volume of work generated has offset the majority of revenue reductions and has continued to flourish despite the financial difficulties that face the Council. The contracts are on an individual case by case basis and consequently are somewhat vulnerable. That said, there is a growing body of evidence to support the view that the service provides a cost-effective solution to sustaining people in their own homes thereby avoiding hospitalisation or assisting in earlier discharge from hospital.

Due to financial constraints the Council has been forced to prioritise service users who are in need of personal care rather than those who require a preventative service. The early indications are that domiciliary support will suffer in the medium term.

The Cardiff Community Housing Association Service has been redesigned to reflect the fact that support needs can vary from week to week. We have therefore been able to provide a more flexible and responsive service that has met the needs of up to 16 service users at any one time. It has now been incorporated into the main Council Service...In the short-term these resources have been deployed into assisting clients whose tenancies are deemed to be at risk from their predisposition to hoard items.

We also provide support to a number of individuals who have the resources available to make their own support arrangements as they do not access local authority financial support.

We also have a scheme to support service users who do not receive Local Authority Support funded by a 2-year grant from the Nationwide Building Society. This came to an end on 31st March 2023.

**Report of the Trustees
for the Year Ended 31 March 2023**

Objectives and activities

Individualised Planning / Day Services

Over the last decade Cardiff Mind has moved towards creating a model of integrated day services. The reason for this is threefold - firstly, to maximise the flexibility for service delivery and development that can be achieved by combining funding streams; secondly, to encourage a more flexible style of working within the staff group; and thirdly and most importantly to view service provision from an individual service user rather than a service delivery perspective. This has resulted in the establishment and development of an individualised person centred approach that has a single point of entry into services and access based on a uniform interview/assessment of need in order that people may receive the best assistance available.

The model encourages service users from our accommodation support services and from the wider community to access a range of activities run on an individual or group basis that will enable them to progress on their own journey to acquire skills, confidence and independence or resolve specific issues that are hampering their plans. This is very much in keeping with the Recovery model that has been adopted by health and social services at a local and national level and is in keeping with the Mind ethos. The service itself has generated much useful information that has necessitated a fundamental service redesign to emphasise the benefits of equipping people to manage their own mental health conditions.

Individually based

Individual Personalised Planning

Prior to any service user entering the service they are invited to meet a member of the Planning Team to discuss their personal circumstances and issues affecting their lives. This innovation ensures that people do not simply drift into a particular service but do so on the basis of an informed choice and knowing how their attendance will be of benefit to improving their life. More importantly this total review process enables us to jointly consider what other solutions may be available to resolve other issues in their lives and provides an opportunity to receive specific assistance in accessing these. We can assist them in developing a plan to cover all aspects of their situation and can support them in achieving or attaining their goals.

CCIs

During the Course of 2019 we introduced as part of the requirements of a new contract with the University Health Board the CCI methodology as part of our work in GP surgeries. This proved popular and effective and so we have incorporated it into our Individual Personalised Planning Service.

Active Monitoring

In addition to participating in the Mind Cymru co-ordinated Active Monitoring Programme, we hold the delivery licence in our own right and can offer this as an alternative to CCIs to individuals who might find this a more beneficial alternative. This offer provides an alternative route to support for individuals who may find the CCI route too challenging in terms of its requirement to undertake the production of detailed written material.

Counselling

We offer a free counselling service to women and men who cannot afford to pay for a private counsellor and who require a greater number of sessions than are provided under the NHS scheme. The service is operated by volunteers and we currently can see 100 individuals per week for up to a 16 week period in each case. The service has 50 person centred counsellors.

We also provide a fee-paying service for service users who are able and willing to make a financial contribution to receive a service from a professionally qualified sessional staff member. This service runs in parallel to the free service and people are given a clear choice between the free NHS funded service and the fee-paying one.

In response to the needs of service users we have also developed a service that can counsel couples. This can be as part of the free or fee-paying routes.

Group Activities

Our Group Activities were cancelled as a result of COVID restrictions and although our Wednesday Art Group has resumed, there seems to be little appetite for the resumption of the others.

As part of our Tier Zero work we provide Group Training in ACT and Stress Control within the wider Community.

Tier Zero

We were successful in the Tier Zero retendering exercise and now provide the service in all 6 of the GP clusters in Cardiff.

Community Connectors

We were awarded the Community Connectors Pilot which has been extended until 31st March 2024.

**Report of the Trustees
for the Year Ended 31 March 2023**

Objectives and activities

External partnerships

As part of our strategy to develop new revenue strategy we provide external training to a variety of other organisations to increase awareness of mental health issues in the wider community. We provide such courses as mental health first aid and mental health awareness training to assist employers meet their obligations to their staff.

There is a developing market in this area particularly from Legal, Insurance and educational organisations which in part is down to the fact that mental health in the workplace has moved significantly up the employer agenda.

We have also developed a service that supports individual employees as part of a response to personal issues they may be experiencing and on occasions traumatic incidents affecting larger groups within a workforce.

Latterly we have been able to maximise our reputation and have been delivery partners for Employment Projects and latterly with Cardiff Council to provide Mental Health Support to staff and tenants in its Housing Service.

Achievement and performance

Charitable activities

Our initial response to the pandemic was to continue to provide our services as long as was possible. This was of course subject to government guidelines and the availability of staff/skills.

This involved changing the way we work particularly in Day Services where we had to develop a way of delivering services remotely by telephone or digitally. We also needed to build in additional resilience by training all staff to be able to undertake all aspects of our work.

We negotiated changes with our college partners to maintain our free Counselling Service remotely, this required an additional module for students to be completed and also temporary guidelines from the BACP to approve the temporary new way of working.

This approach has borne fruit as we have been able to maximise opportunities accruing from Active Monitoring in which we operated our flexible staffing approach to exceed all our initial targets and picked up further work. We were also able to deliver contracts to employment providers that generated additional income.

Our reputation for resilience and flexibility was appreciated particularly by the UHB and we were successful in being re-awarded our Core Contract and were in a strong position to bid for an extension to our Tier Zero Contract. Although there was a delay in awarding the contract until June 2022, we are pleased to report that we moved on from our single cluster in 2021/22 to having all 6 Cardiff Clusters.

The award of the Community Connectors Contract has required us to accommodate a new staff team within the building. This initially was achieved by utilising rooms previously used for face to face counselling. However, the lessening of COVID restrictions meant that the colleges wished us to resume face to face working. Fortunately, we were able to acquire a building to lease within our current curtilage and we have been able to turn this into a Counselling venue.

We had been concerned that we would experience reductions in our Training and Private Counselling Income but our move to digital working was able to offset our anticipated reductions.

The Trustees' decision to invest in capacity within the staff group has enabled us to take full advantage of arising opportunities.

All in all, 2022/23 has been a successful year for us with the changes in the way we deliver services, the upskilling of staff to be able to multi-task across all our offerings and our enhanced reputation for being resilient and delivery being reflected in a better than expected level of incoming resources which has contributed greatly to our financial position.

Financial review

Results

The Charity made an overall surplus of £75,291 (2022: £240,081 surplus.) This increased the Charity's level of reserves from £1,095,352 in 2022 to £1,170,643 as at 31 March 2023. The amount of these reserves attributable to unrestricted reserves at that date was £889,513 and £281,130 being attributable to restricted reserves.

Investment policy and objectives

The Charity has extensive investment powers under its Memorandum of Association restricted only by its charitable objects, prevailing legislation and the fiduciary duty placed on its Trustees.

**Report of the Trustees
for the Year Ended 31 March 2023**

Financial review

Reserves policy

The Trustees of Cardiff Mind recognise the need to hold reserves to ensure funds are available to provide a range of community-based services for people with mental health problems should the income levels fall. If one or more projects cease, the financial burden on those remaining will be greater as their share of central services will rise.

Reserves are also required to meet the future business requirements particularly in terms of investment in information technology and staff training and development. It is the view of the Trustees that the continuation of the organisation and its ability to deliver services to its beneficiaries will be dependent on it being a modern organisation maximising the benefits of IT and delivering services through a highly trained and competent workforce.

A minimum level of reserves needs to be retained to ensure the Trustees can operate their exit strategy and meet its legal commitments should the Charity be unable to continue due to a lack of a sustainable income stream. The Trustees have undertaken an analysis of short-term reserve requirements and have invested some of the cash at bank balances to generate higher levels of income from interest than are ordinarily available from a current or even deposit account.

The Charity is dependent upon receipt of Support People Revenue Grant, a contract with the Cardiff and the Vale University Health Board and Grants previously administered by the Wales Council for Voluntary Action and now by the UHB together with other income from donations, external training and private counselling. The current economic climate is uncertain and the threat of Central Government cuts will almost certainly have a negative impact on future income.

Based on the above, the trustees have examined the charity's requirement for reserves in light of the main risks to the organisation. Based on this analysis, the trustees have developed a reserves policy and have calculated that the charity needs to hold £390,000 in reserves to manage cash flow, continuity and liability risks as well as any emergency expenditure and monies for expansion of services.

Our current potential liabilities excluding amounts that would not be covered by elements of our restricted reserves are as follows:

Building improvements arising from the purchase of the property - £150,000
Redundancy Liability - £90,000
Operating Costs - £100,000
Emergencies £50,000

We have also identified the need to provide for new capital investments

Property purchase on expiry of our Lease in 2023/24 - contribution from funds towards a mortgage £350,000

The level of available reserves, i.e. the total unrestricted reserves less amounts invested in fixed assets amounted to £852,217 represents 52% of total expenditure, on the assumption that the Charity wanted to maintain all its current level of services with no restricted fund income.

The Trustees are committed to maintaining current service levels for as long as the funding permits. Increases in salaries will be dependent upon the level of future income streams.

**Report of the Trustees
for the Year Ended 31 March 2023**

Future plans

During the year we were anticipating the cessation of our Supported Accommodation Service and as a result lost income because tenants were moving out and not being replaced. This meant that we could not claim Housing Benefit for the voids. In anticipation of the service ceasing, staff naturally sought more stable employment elsewhere and it proved impossible to recruit into these vacancies. Consequently, we were obliged to resort to Agency Staff which naturally is a more expensive option.

The Partnership with the UHB came very late on in the day but offers a real prospect for the service to continue long into the future. Its initial success bodes well and has given us confidence to recruit into the service thereby reducing Agency costs. It is likely that in the short-term there will need to be an investment in refurbishment as much of the work had been put on hold given that the service would cease. A significant benefit of the new arrangements will be that the UHB will underwrite loss of Housing Benefit if we have places available but there is a delay in finding suitable tenants. This removes much of the risk. However, early indications show that we have exceeded our initial targets for placements and we remain confident that what is currently a "Pilot" will be regularized.

Our success in achieving funding for our Core Service in a tendering exercise has given us 3 years' funding with an extension option for a further 2 years. Similarly, we have been successful in the Tier Zero re-tendering exercise which has not only achieved the complete service for Cardiff - from a baseline of one cluster to the six on offer. Not only does this bring in around an additional £210k of Revenue, it also takes away one of our major local competitors in this area of work.

We have also secured a licence to provide Active Monitoring outside the Mind framework. This certainly is the preferred offering for University commissioners and we are optimistic that this will retain a revenue stream for the forthcoming period. Indeed, it is highly likely that this particular offering played a significant role in our retendering successes.

We are delighted to highlight an ever-strengthening partnership approach with Mind in the Vale who assisted us with the development of the Tier Zero contract but perhaps more importantly has enabled us to consider how best to respond to opportunities and threats across the University Health Board area. We are both committed to ensuring that citizens in the area have access to a full range of services delivered to Mind values and see the future as being one of increasing collaboration.

The Domiciliary Support Service continues to inhabit a very insecure environment with the former CCHA Contract being decommissioned. On a positive note there is a realistic prospect that there will be increased opportunities for the service from the new way of working and the plans envisage the retention of our flats and hopefully the continuation of the revenue attached thereto.

Once again, the Trustees have agreed a deficit budget for 2023/24 hopeful that we will continue to manage our voids efficiently and that the call on reserves will be less than planned. It is also important to note that having evaluated the reserve levels required to meet liabilities and business continuity needs and met those basic requirements the Trustees are of the view that excess resources should be deployed in such a manner as to secure better services for people experiencing mental health issues, rather than simply storing them for future use. The deficit budget is very much in line with the previously successful strategy to maintain capacity to maximise opportunities.

Over the last three years our Reserves have grown massively. The reserve/spend ratio will increase during 2023/24 and funders will legitimately ask "why are your Reserves so high and what do you intend to do with them?". We are now in a position that enables us to consider purchasing with a mortgage our own premises to act as a base. This coincides with the expiry of our lease in October 2023 and would obviously be considered in the light of its impact on our cash flow. Nevertheless, it appears to be a sound strategy to firmly establish our presence and commitment and provide a useful investment in the medium term. In order to maintain our service base, it was deemed appropriate to guarantee our long-term future by considering the potential to move from a leasehold tenure into one of ownership. This would also evidence our continuing commitment to our service and its beneficiaries within the City and County of Cardiff. We made the purchase in 2023/24 and now have a capital asset that has a future potential to increase in value as a development site with the necessary outline planning permissions.

Of course, recent experience has taught us that circumstances can change massively - the Pandemic was a classic example. However, we can evidence that via our robust Contingency and Business Continuity processes we can respond nimbly and indeed have been able to turn what could have so easily been a disaster into an opportunity to strengthen our position. This has been driven by our fundamental ethos of supporting our client group and working alongside Statutory and Voluntary Sector partners to improve the lives of Cardiff citizens who are experiencing mental health issues.

Structure, governance and management

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Report of the Trustees
for the Year Ended 31 March 2023**

The Charity is a Limited Company (registration number 2803045) and is governed by its Memorandum and Articles of Association. Cardiff Mind is also registered with the Charity Commissioners Number 1020633.

Trustee appointment, induction and training

The Charity Trustees are the people who are legally responsible for the overall management and decision making in a charity. As a larger Charity, staff carry out the work of the charity and the Trustees are responsible for monitoring and controlling their activities. The Trustees are also Directors for the purposes of the Companies Act.

The Trustees are elected each year by the members of the Company at the Company's Annual General Meeting and form the Company's Management Committee. The Committee also has designated members who carry out the roles of Chair, Vice-Chair and Treasurer these too are elected at the Annual General Meeting.

There can be up to 12 Trustees, a minimum of 2 must be users of the service, a further 2 people may be co-opted to serve on the Committee.

Prior to the Annual General Meeting the Company publicises the fact that nominations are sought for election to the Management Committee via directly contacting members of the Company and expressions of interest are invited. Those members who are interested in serving are invited to meet with the Chief Executive to discuss the role in greater detail and also what skills need to be acquired for the individual to actively and effectively contribute. This would then form the basis of an individual development/induction plan.

Following the Annual General Meeting the Management Committee would consider its new composition and skill mix and would redress any shortcomings via advertisement and initial co-option of interested persons. The process of informal discussion with the Chief Executive is similar as is the identification of personal development issues. Prior to co-option the would-be Management Committee Member is invited to attend a couple of Management Committee Meetings as an observer prior to becoming a co-opted member.

Corporate governance

The Organisation is managed by a voluntary Management Committee whose role is to set the overall objectives for Cardiff Mind and to ensure that the organisation is keeping within its legal and moral obligations. The Management Committee holds the ultimate control and responsibility for Cardiff Mind and its operations. Management Committee members are drawn from a wide background, bringing together professional, commercial and local experience. There are some members who can provide a service user perspective. As at the end of the Financial Year three of the Management Committee brought such a perspective with personal experience of the complete range of services provided. This represents a significant proportion of the Committee.

The Committee meets formally every three months and more frequently if operational or governance issues require. As part of the Business Planning exercise the Committee reviewed the skill mix available and increased its base by advertising for new Committee members. The response attracted some high calibre candidates and will be reviewed on an annual basis.

The Management Committee has also established task and finish working parties to deal with specific items. These groups comprise Committee Members and Officers and are able to examine pertinent issues in more detail and report their findings and recommendations to the Committee for information and deliberation.

The Management Committee is responsible for the organisation's strategy and policy framework. It delegates the day to day management and implementation of that framework to the Chief Executive.

The Management Committee has developed and adopted a number of key policy initiatives designed to improve Corporate Governance and organisational performance. These arrangements are externally reviewed by funders and also have been scrutinised under the Mind Quality Mark Framework in 2023/24. The policies themselves are subject to Annual Review in general and a specific detailed review programme to ensure that they remain fit for purpose.

Related parties

There are no related party transactions.

Reference and administrative details

Registered Company number
02803045 (England and Wales)

Registered Charity number
1020633

Registered office
166 Newport Road
Cardiff
CF24 1DL

Cardiff Mind Ltd
Report of the Trustees
for the Year Ended 31 March 2023

Trustees

Philip Edwards - Chair
Julie Anne Dawson
Lee Lanciotti - Vice Chair
Neil Fulton - Treasurer
Jacqueline Mary Jones
Mikaela Lauren Gully
Gillian Addicott Retired (appointed 23.2.23)

Chief Executive officer
Roger Bone

Auditors

Haines Watts Wales LLP, Statutory Auditors
7 Neptune Court
Vanguard Way
Cardiff
CF24 5PJ

Bankers

HSBC
56 Queen Street
Cardiff
CF10 2PX

Statement of trustees' responsibilities

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

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

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

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

The auditors, Haines Watts Wales LLP, Statutory Auditors, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 18/12/23 and signed on its behalf by:


Philip Edwards - Trustee

Report of the Independent Auditors to the Members of Cardiff Mind Ltd

Opinion

We have audited the financial statements of Cardiff Mind Ltd (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Report of the Independent Auditors to the Members of Cardiff Mind Ltd

Responsibilities of trustees

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

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

Our responsibilities for the audit of the financial statements

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

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our planning procedures identify the legal and regulatory frameworks applicable to the operations and financial statements of the company. These are reviewed internally with the audit team including relevant industry experience and expectations as well as externally with the client management. The key laws and regulations we considered in this context were the UK Companies Act 2006, Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland', UK GAAP (FRS 102) and relevant tax legislation.

Once identified, we assess the risks of material misstatements in relation to the laws and regulations, irregularities, including fraud and adjust our testing accordingly. Our audit procedures include:

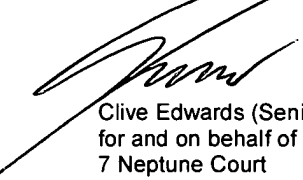
- Discussing with Trustees and management which areas of the business they believe to be more susceptible to fraud, and whether they have any knowledge or suspicion of fraudulent activities;
- Obtaining an understanding of the key controls put in place by the company to address risks identified, assessing the effectiveness of those and discussing how these are maintained and monitored internally;
- Assessing the risk of management override and review and testing of journal entries made into the accounting system;
- Discussing with Trustees and Management the legal and regulatory obligations of the business and whether they have any knowledge or suspicion of non compliance.

Despite the audit being planned and conducted in accordance with ISAs (UK) there remains an unavoidable risk that material misstatements in the financial statements may not be detected owing to inherent limitations of the audit, and that by their very nature, any such instances of fraud or irregularities likely involve collusion, forgery, intentional misrepresentation, or the override of internal controls.

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 Report of the Independent Auditors.

Use of our report

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



Clive Edwards (Senior Statutory Auditor)
for and on behalf of Haines Watts Wales LLP, Statutory Auditors
7 Neptune Court
Vanguard Way
Cardiff
CF24 5PJ

Date:

21 December 2023

Cardiff Mind Ltd

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
Income and endowments from					
Donations and legacies	2	23,385	-	23,385	30,994
Charitable activities	4				
Empowerment and support		1,071,486	568,479	1,639,965	1,412,643
Investment income	3	7,374	-	7,374	2,083
Other income		35,999	-	35,999	126,343
Total		<u>1,138,244</u>	<u>568,479</u>	<u>1,706,723</u>	<u>1,572,063</u>
Expenditure on					
Charitable activities	5				
Empowerment and support		<u>1,035,291</u>	<u>596,141</u>	<u>1,631,432</u>	<u>1,331,982</u>
NET INCOME/(EXPENDITURE)		102,953	(27,662)	75,291	240,081
Reconciliation of funds					
Total funds brought forward		786,560	308,792	1,095,352	855,271
Total funds carried forward		<u>889,513</u>	<u>281,130</u>	<u>1,170,643</u>	<u>1,095,352</u>

The notes form part of these financial statements

Cardiff Mind Ltd

Balance Sheet
31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
Fixed assets					
Tangible assets	11	4,209	-	4,209	2,450
Current assets					
Debtors	12	195,429	-	195,429	90,997
Investments	13	279,104	-	279,104	277,467
Cash at bank and in hand		1,082,258	281,130	1,363,388	999,308
		<u>1,556,791</u>	<u>281,130</u>	<u>1,837,921</u>	<u>1,367,772</u>
Creditors					
Amounts falling due within one year	14	(671,487)	-	(671,487)	(274,870)
Net current assets		<u>885,304</u>	<u>281,130</u>	<u>1,166,434</u>	<u>1,092,902</u>
Total assets less current liabilities		<u>889,513</u>	<u>281,130</u>	<u>1,170,643</u>	<u>1,095,352</u>
NET ASSETS		<u>889,513</u>	<u>281,130</u>	<u>1,170,643</u>	<u>1,095,352</u>
Funds	16				
Unrestricted funds				889,513	786,560
Restricted funds				281,130	308,792
Total funds				<u>1,170,643</u>	<u>1,095,352</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on 18/12/23 and were signed on its behalf by:


Philip Edwards - Trustee

The notes form part of these financial statements

Cardiff Mind Ltd

**Cash Flow Statement
for the Year Ended 31 March 2023**

	Notes	2023 £	2022 £
Cash flows from operating activities			
Cash generated from operations	1	357,181	549,859
Net cash provided by operating activities		<u>357,181</u>	<u>549,859</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(2,112)	(3,300)
Interest received		7,374	2,083
Investment interest received		1,637	1,628
Net cash provided by investing activities		<u>6,899</u>	<u>411</u>
Change in cash and cash equivalents in the reporting period		<u>364,080</u>	<u>550,270</u>
Cash and cash equivalents at the beginning of the reporting period		<u>999,308</u>	<u>449,038</u>
Cash and cash equivalents at the end of the reporting period		<u><u>1,363,388</u></u>	<u><u>999,308</u></u>

The notes form part of these financial statements

Cardiff Mind Ltd

Notes to the Cash Flow Statement
for the Year Ended 31 March 2023

1. Reconciliation of net income to net cash flow from operating activities

	2023 £	2022 £
Net income for the reporting period (as per the Statement of Financial Activities)	75,291	240,081
Adjustments for:		
Depreciation charges	353	7,908
Interest received	(7,374)	(2,083)
(Increase)/decrease in debtors	(107,707)	164,814
Increase in creditors	396,618	139,139
Net cash provided by operations	<u>357,181</u>	<u>549,859</u>

2. Analysis of changes in net funds

	At 1.4.22 £	Cash flow £	At 31.3.23 £
Net cash			
Cash at bank and in hand	999,308	364,080	1,363,388
	<u>999,308</u>	<u>364,080</u>	<u>1,363,388</u>
Liquid resources			
Deposits included in cash	-	-	-
Current asset investments	277,467	1,637	279,104
	<u>277,467</u>	<u>1,637</u>	<u>279,104</u>
Total	<u>1,276,775</u>	<u>365,717</u>	<u>1,642,492</u>

The notes form part of these financial statements

**Notes to the Financial Statements
for the Year Ended 31 March 2023**

1. Accounting policies

Basis of preparing the financial statements

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

Income

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Revenue grants are recognised in the period in which the expenditure to which they relate is incurred. Where there are conditions attached to the use of these grants they are credited to the Restricted Fund. All other revenue grants are included in the General Fund in unrestricted funds.

Rental income is based upon the weekly charge arising in the accounting period to which it relates.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

Other income is accounted for on a receivables basis.

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

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

Tangible fixed assets

Individual items costing £1,000 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write the cost, less any estimated residual value, over their expected useful economic life as follows:

Office equipment	over 3 years
Fixtures and fittings	over 3 years
Computer equipment	over 3 years

Taxation

The company is a registered charity and all of its income is primary purpose it is, therefore, exempt from taxation.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

1. Accounting policies - continued**Fund accounting**

Restricted funds 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 purposes.

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

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

Debtors, creditors and cash

Current assets and liabilities, including cash held at bank are recognised at cost or valuation as at the year end.

2. Donations and legacies

	2023	2022
	£	£
Donations	<u>23,385</u>	<u>30,994</u>

3. Investment income

	2023	2022
	£	£
Deposit account interest	<u>7,374</u>	<u>2,083</u>

4. Income from charitable activities

	2023	2022
	£	£
Local Mental Health Grants Scheme	231,959	257,305
Community Connectors	184,878	164,888
Digital Transformation Fund	-	1,200
Active Grant Fund	-	1,000
SPG - received in year	198,744	209,337
Tier Zero	192,066	49,588
SPRG	68,796	68,796
Domiciliary Care	134,762	104,734
Cardiff and the Vale		
University Health Board	61,002	61,002
Residents charges receivable	315,403	309,892
Voids	(79,177)	(29,733)
Nationwide	23,748	23,848
Counselling fees	81,115	72,967
Active Monitoring Mind	110,008	117,819
Cardiff MIND wellbeing hubs	42,100	-
MINDs cost of living fund	18,000	-
Counselling interventions	44,061	-
CCC Staffing cost	12,500	-
	<u>1,639,965</u>	<u>1,412,643</u>

Cardiff Mind Ltd

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

5. Charitable activities costs

	Direct Costs £	Support costs (see note 6) £	Totals £
Empowerment and support	1,520,574	110,858	1,631,432

6. Support costs

	Finance £	Governance costs £	Totals £
Empowerment and support	87,376	23,482	110,858

Support costs, included in the above, are as follows:

	2023 Empowerment and support £	2022 Total activities £
Wages	67,561	66,892
Rent and rates	13,277	13,146
Bank charges	6,538	699
Wages	11,493	11,379
Auditors' remuneration	4,578	4,529
Auditors' remuneration for non audit work	7,411	6,314
	110,858	102,959

7. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2023 £	2022 £
Auditors' remuneration	4,578	4,529
Other non-audit services	7,411	6,314
Depreciation - owned assets	353	7,908

8. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

9. Staff costs

	2023 £	2022 £
Wages and salaries	998,322	836,095
Social security costs	82,361	54,642
Other pension costs	53,873	45,143
	1,134,556	935,880

Cardiff Mind Ltd

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

9. Staff costs - continued

The average monthly number of employees during the year was as follows:

	2023	2022
Charitable activities	60	54
Support staff	2	2
	<u>62</u>	<u>56</u>

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

During the year Cardiff Mind Ltd paid key management gross salaries totalling £241,094 (2022: £208,301). Key management are considered to be 6 individuals who directly impact upon the strategic direction of the charity.

10. Comparatives for the statement of financial activities

	Unrestricted funds £	Restricted funds £	Total funds £
Income and endowments from			
Donations and legacies	30,994	-	30,994
Charitable activities			
Empowerment and support	975,048	437,595	1,412,643
Investment income	2,083	-	2,083
Other income	126,343	-	126,343
Total	<u>1,134,468</u>	<u>437,595</u>	<u>1,572,063</u>
Expenditure on			
Charitable activities			
Empowerment and support	949,472	382,510	1,331,982
NET INCOME	184,996	55,085	240,081
Reconciliation of funds			
Total funds brought forward	601,564	253,707	855,271
Total funds carried forward	<u>786,560</u>	<u>308,792</u>	<u>1,095,352</u>

Cardiff Mind Ltd

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

11. Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2022	94,890
Additions	2,112
Disposals	(38,573)
At 31 March 2023	58,429
Depreciation	
At 1 April 2022	92,440
Charge for year	353
Eliminated on disposal	(38,573)
At 31 March 2023	54,220
Net book value	
At 31 March 2023	4,209
At 31 March 2022	2,450

12. Debtors: amounts falling due within one year

	2023 £	2022 £
Trade debtors	22,467	21,626
Other debtors	154,286	48,741
Prepayments and accrued income	18,676	20,630
	<u>195,429</u>	<u>90,997</u>

13. Current asset investments

	2023 £	2022 £
Monies held on deposit	<u>279,104</u>	<u>277,467</u>

14. Creditors: amounts falling due within one year

	2023 £	2022 £
Social security and other taxes	21,930	10,512
Other creditors	24,980	36,164
Accruals and deferred income	624,577	228,194
	<u>671,487</u>	<u>274,870</u>
Deferred income brought forward	218,615	92,184
Amounts released to incoming resources	(203,626)	(68,437)
Amounts deferred in the year	591,820	194,868
Deferred income carried forward	<u>606,809</u>	<u>218,615</u>

Cardiff Mind Ltd

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

15. Leasing agreements

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

	2023 £	2022 £
Within one year	3,224	44,724
Between one and five years	8,866	30,657
In more than five years	-	5,642
	<u>12,090</u>	<u>81,023</u>

16. Movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	734,642	121,785	856,427
Building refurbishment fund	51,918	(18,832)	33,086
	<u>786,560</u>	<u>102,953</u>	<u>889,513</u>
Restricted funds			
Local Mental Health Grants Scheme	308,792	(27,662)	281,130
	<u>308,792</u>	<u>(27,662)</u>	<u>281,130</u>
TOTAL FUNDS	<u>1,095,352</u>	<u>75,291</u>	<u>1,170,643</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,138,244	(1,016,459)	121,785
Building refurbishment fund	-	(18,832)	(18,832)
	<u>1,138,244</u>	<u>(1,035,291)</u>	<u>102,953</u>
Restricted funds			
Local Mental Health Grants Scheme	242,657	(270,319)	(27,662)
Tier Zero	192,066	(192,066)	-
Active Monitoring	110,008	(110,008)	-
Nationwide Community Grant	23,748	(23,748)	-
	<u>568,479</u>	<u>(596,141)</u>	<u>(27,662)</u>
TOTAL FUNDS	<u>1,706,723</u>	<u>(1,631,432)</u>	<u>75,291</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

16. Movement in funds - continued**Comparatives for movement in funds**

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	531,652	202,990	734,642
Building refurbishment fund	69,912	(17,994)	51,918
	<u>601,564</u>	<u>184,996</u>	<u>786,560</u>
Restricted funds			
Local Mental Health Grants Scheme	253,707	55,085	308,792
	<u>253,707</u>	<u>55,085</u>	<u>308,792</u>
TOTAL FUNDS	<u><u>855,271</u></u>	<u><u>240,081</u></u>	<u><u>1,095,352</u></u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,134,468	(931,478)	202,990
Building refurbishment fund	-	(17,994)	(17,994)
	<u>1,134,468</u>	<u>(949,472)</u>	<u>184,996</u>
Restricted funds			
Local Mental Health Grants Scheme	246,340	(191,255)	55,085
Tier Zero	49,588	(49,588)	-
Active Monitoring	117,819	(117,819)	-
Nationwide Community Grant	23,848	(23,848)	-
	<u>437,595</u>	<u>(382,510)</u>	<u>55,085</u>
TOTAL FUNDS	<u><u>1,572,063</u></u>	<u><u>(1,331,982)</u></u>	<u><u>240,081</u></u>

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

The building refurbishment designated fund has been created by the Trustees to cover the potential costs of remedial works to the property occupied by the charity in the coming years.

Local Mental Health Grants Scheme - the scheme is administered by Cardiff and the Vale University Health Board. Part of this funding is for Core Services and Integrated Day Services. The other part of the funding is to provide people with support in re-engaging with the community. This is completed by providing; a safe space, social contact, information and advice, vocational assessment/planning, volunteering opportunities, a wide range of pre-vocational training and links into a host of community resources.

Cardiff and the Vale University Health Board - The funding is provided to secure for the residents of Cardiff the provision of specified healthcare by contributing towards the core costs of the Integrated Day Services. In particular, the service should provide; an Outreach Service, a free counselling service, support groups, training to other organisations, information on other agencies and sources of support and a list of counsellors and therapists.

Tier Zero is a three year contract with the University Health Board to provide CCI support for individuals within GP Practices in the SE Cluster Group of Cardiff.

Active Monitoring is a scheme to provide support in line with GP referrals to support those in need with mental health support.

Nationwide Community grant is a two year scheme to help people into a home or support people to thrive within the home environment.

Cardiff Mind Ltd

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

17. Employee benefit obligations

The charity operates a defined contribution scheme. The pension costs charge for the year represents contributions payable by the charity to the scheme and amounted to £53,873 (2022: £45,143).

18. Related party disclosures

There were no related party transactions for the year ended 31 March 2023.

19. Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

CARDIFF MIND LTD

England & Wales - Charity number 1020633

Accounts

Report of the Trustees and
Audited Financial Statements for the Year Ended 31st March 2022
for
Cardiff Mind Ltd

**Contents of the Financial Statements
for the Year Ended 31st March 2022**

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**Report of the Trustees
for the Year Ended 31st March 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

Mission

"Cardiff Mind promotes positive emotional wellbeing through empowering and supporting people to access opportunities to give them independence and quality of life."

It is felt that this emphasises the view that the organisation sees its role as assisting individuals to develop their own pathway to mental wellbeing wherever that may be.

The Action Plan adopted in support of the Business Plan is intended to provide a delivery and monitoring process to ensure that the Company's mission would become a reality.

In analysing the Company's strategic direction, it was identified and agreed that there were still 3 important and inter-related dimensions to its activities but that they needed to be sharpened up in order that they could become reflected in its new aims and objectives.

These dimensions relate to:

- * Provision of consumer focused quality evidence based services that are value for money and are in accordance with our values and principles.
- * Campaigning on behalf of individuals and the client group as a whole.
- * Influencing the external environment to ensure that people who have experienced or are experiencing difficulties with their mental health have quality support at a local level.

Objects of the Charity

To promote the preservation of mental health in association with Mind (the National Association for Mental Health) and in accordance with the aims and objectives of Mind.

Activities

Cardiff Mind is a Limited Company with charitable objectives whose aim is to provide a range of community based services for people with mental health problems. The services currently provided include supported accommodation, tenant support in their own homes, self management groups, counselling individual planning, self help and support groups.

**Report of the Trustees
for the Year Ended 31st March 2022**

Objectives and activities

Aim 1

To provide services that place the individual at their centre and that enables the individual to discover and realise their full potential as actively participating citizens.

Objectives

1. Introduce and implement a case-work approach for consumers.
2. Discuss and plan with consumers ways in which they can improve their mental health and wellbeing by accessing support and advice from Cardiff Mind and other agencies to overcome obstacles that prevent them from achieving their potential.
3. Develop a methodology to evidence and celebrate the improvements that people make in their own lives

Aim 2

To develop new services that enable the consumer to remain within or return to their local community of choice.

Objectives

1. Actively seek to work with customers to develop new service models for accommodation and support
2. Extend beyond current 18-65 client group by responding to requirements for age appropriate services
3. Extend outreach/satellite operations into other geographical areas of Cardiff and South Wales

Aim 3

To provide high quality services that evidence positive outcomes and value for money.

Objectives

1. Seek and attain externally recognised quality standards and hallmarks and embed those processes within the activities of the organisation
2. Introduce outcome-related performance monitoring systems that capture the progress made by individual consumers
3. Maintain the principles of Best Value in all of our activities

Aim 4

To increase awareness and understanding of mental health issues and to challenge stigma and discrimination.

Objectives

1. Take advantage of the opportunities that come about for mental health and well-being promotion - particularly in the workplace and educational establishments
2. Provide training, advice and support to mainstream organisations to ensure that people with mental health issues are able to access work, leisure, educational and recreational opportunities
3. Actively participate in opportunities to campaign and influence at a local and national level

**Report of the Trustees
for the Year Ended 31st March 2022**

Objectives and activities

Aim 5

To work in partnership with individuals, funders and service providers to ensure that the National Service Framework becomes a reality for people experiencing difficulties with their mental health.

Objectives

Actively participate in opportunities to campaign and influence at a local and national level

1. Participate in a joined up solution for people experiencing difficulties with their mental health in Cardiff
2. Work collaboratively with voluntary sector partners particularly within the Mind movement to develop equality of access to opportunities for consumers throughout Wales
3. Ensure that all services provided and activities that take place within Cardiff Mind relate to and resonate with the National Service Framework.

Area of benefit

Cardiff Mind operates primarily within the City of Cardiff although is able to provide telephone advice and information/signposting to a wider catchment area. It works with anyone who has or has experienced difficulties with their mental health together with their families and carers. It endeavours to be an inclusive service to all citizens in accordance with its Equal Opportunities Policy. Specific service provision is very often restricted by the requirements of funders but Cardiff Mind is committed to helping people achieve the best possible outcomes in their lives. In the year we have developed partnerships with employers and other organisations as part of a more general strategy of supporting mental health and wellbeing within the community. The Memorandum and Articles provide for the area of benefit to include the whole of the Principality but hitherto activities have been restricted by the conditions of funders and also the Mind Membership Agreement. As part of a review of the Membership Agreement it seems likely that these geographical restrictions will be relaxed in future and there will be a greater emphasis on partnership working within the network.

Public benefit

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous twelve months. The review looks at the success of each key activity to provide a range of community based services for people with mental health problems. The review also helps us ensure our aims, objectives and activities remained focused on our stated objectives. 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 thus ensuring that it continues in its purpose to promote positive wellbeing through empowering and supporting people to access opportunities to give them independence and quality of life.

**Report of the Trustees
for the Year Ended 31st March 2022**

Objectives and activities

Report of main activities

Cardiff Mind has premises in the east of the City centre where it offers a range of support services to people in Cardiff who have or are recovering from mental health problems. It also undertakes outreach work in other parts of the City via the Floating Support Service.

The Organisation is currently structured into 2 service provision teams and an administrative core.

The service provision teams are:-

Accommodation Support Housing

Supported Housing

Working in partnership with Housing Associations and Cardiff City Council, Cardiff Mind provides 26 bed spaces in shared houses and flats. The accommodation is provided with support between 9 am and 7 pm with 24 hour emergency cover. The aim of the service is to encourage people who have long term mental health problems to develop the social and general living skills which will enable them to live successfully in the community.

It is important to emphasise that the service is not intended to provide a home for life but rather to work with the tenant to build up the skills and confidence that will enable them to have a home of their own.

The organisation has sharpened up the individual support plans to better equip individuals to achieve greater independence while acknowledging that there are some who will always require support. There are also continuing plans to review and wherever possible improve the quality of the accommodation provided thereby building upon the progress of the last year.

For those who are in their own homes we are able to continue with their support via the Floating Support Service.

The Supported Housing Service is in the throes of being decommissioned by the Council in accordance with its Housing Support Strategy. The target date for closure of our houses in multiple occupancy is 31st March 2023.

Floating Support - Supporting people in their own homes

Working in partnership again with Cardiff City Council and Cardiff Community Housing Association a team of support staff provides support to people with mental health problems living in their own homes. The aim of the support is to offer assistance with tenancy and related areas to facilitate successful community living. Some of the service users have moved from Cardiff Mind's more intensively supported schemes.

The service is funded to provide 9 whole time equivalent places under the Cardiff Community Housing Scheme together with Domiciliary Support on a case by case basis. This has been developed in partnership with Community Mental Health teams to deliver longer term support as part of a care plan under unified assessment arrangements. The volume of work generated has offset the majority of revenue reductions and has continued to flourish despite the financial difficulties that face the Council. The contracts are on an individual case by case basis and consequently are somewhat vulnerable. That said, there is a growing body of evidence to support the view that the service provides a cost effective solution to sustaining people in their own homes thereby avoiding hospitalisation or assisting in earlier discharge from hospital.

Due to financial constraints the Council has been forced to prioritise service users who are in need of personal care rather than those who require a preventative service. The early indications are that domiciliary support will suffer in the medium term.

The Cardiff Community Housing Association Service has been redesigned to reflect the fact that support needs can vary from week to week. We have therefore been able to provide a more flexible and responsive service that has met the needs of up to 16 service users at any one time. It has now been incorporated into the main Council Service.

We also provide support to a number of individuals who have the resources available to make their own support arrangements as they do not access local authority financial support.

We also have a scheme to support service users who do not receive Local Authority Support funded by a 2-year grant from the Nationwide Building Society.

**Report of the Trustees
for the Year Ended 31st March 2022**

Objectives and activities

Individualised Planning / Day Services

Over the last decade Cardiff Mind has moved towards creating a model of integrated day services. The reason for this is threefold - firstly, to maximise the flexibility for service delivery and development that can be achieved by combining funding streams; secondly, to encourage a more flexible style of working within the staff group; and thirdly and most importantly to view service provision from an individual service user rather than a service delivery perspective. This has resulted in the establishment and development of an individualised person centred approach that has a single point of entry into services and access based on a uniform interview/assessment of need in order that people may receive the best assistance available.

The model encourages service users from our accommodation support services and from the wider community to access a range of activities run on an individual or group basis that will enable them to progress on their own journey to acquire skills, confidence and independence or resolve specific issues that are hampering their plans. This is very much in keeping with the Recovery model that has been adopted by health and social services at a local and national level and is in keeping with the Mind ethos. The service itself has generated much useful information that has necessitated a fundamental service redesign to emphasise the benefits of equipping people to manage their own mental health conditions.

Individually based

Individual Personalised Planning

Prior to any service user entering the service they are invited to meet a member of the Planning Team to discuss their personal circumstances and issues affecting their lives. This innovation ensures that people do not simply drift into a particular service but do so on the basis of an informed choice and knowing how their attendance will be of benefit to improving their life. More importantly this total review process enables us to jointly consider what other solutions may be available to resolve other issues in their lives and provides an opportunity to receive specific assistance in accessing these. We can assist them in developing a plan to cover all aspects of their situation and can support them in achieving or attaining their goals.

CCIs

During the Course of 2019 we introduced as part of the requirements of a new contract with the University Health Board the CCI methodology as part of our work in GP surgeries. This proved popular and effective and so we have incorporated it into our Individual Personalised Planning Service.

Active Monitoring

In addition to participating in the Mind Cymru co-ordinated Active Monitoring Programme, we hold the delivery licence in our own right and can offer this as an alternative to CCIs to individuals who might find this a more beneficial alternative.

Counselling

We offer a free counselling service to women and men who cannot afford to pay for a private counsellor and who require a greater number of sessions than are provided under the NHS scheme. The service is operated by volunteers and we currently can see 80 individuals per week for up to a 16 week period in each case. The service has 50 person centred counsellors.

We also provide a fee paying service for service users who are able and willing to make a financial contribution to receive a service from a professionally qualified sessional staff member. This service runs in parallel to the free service and people are given a clear choice between the free NHS funded service and the fee-paying one.

In response to the needs of service users we have also developed a service that can counsel couples. This can be as part of the free or fee-paying routes.

Group Activities

Our Group Activities were cancelled as a result of COVID restrictions and although our Wednesday Art Group has resumed, there seems to be little appetite for the resumption of the others.

As part of our Tier Zero work we provide Group Training in ACT and Stress Control within the wider Community.

Tier Zero

We currently provide a Tier Zero support contract to GP clusters in the South East of Cardiff.

Community Connectors

We were awarded the Community Connectors Pilot Project which runs for 2 years from May/June 2021.

**Report of the Trustees
for the Year Ended 31st March 2022**

Objectives and activities

External partnerships

As part of our strategy to develop new revenue strategy we provide external training to a variety of other organisations to increase awareness of mental health issues in the wider community. We provide such courses as mental health first aid and mental health awareness training to assist employers meet their obligations to their staff.

There is a developing market in this area particularly from Legal, Insurance and educational organisations which in part is down to the fact that mental health in the workplace has moved significantly up the employer agenda.

We have also developed a service that supports individual employees as part of a response to personal issues they may be experiencing and on occasions traumatic incidents affecting larger groups within a workforce.

Latterly we have been able to maximise our reputation and have been delivery partners for Employment Projects and latterly with Cardiff Council to provide Mental Health Support to staff and tenants in its Housing Service.

Achievement and performance

Charitable activities

Our initial response to the pandemic was to continue to provide our services as long as was possible. This was of course subject to government guidelines and the availability of staff/skills.

This involved changing the way we work particularly in Day Services where we had to develop a way of delivering services remotely by telephone or digitally. We also needed to build in additional resilience by training all staff to be able to undertake all aspects of our work.

We negotiated changes with our college partners to maintain our free Counselling Service remotely, this required an additional module for students to be completed and also temporary guidelines from the BACP to approve the temporary new way of working.

This approach has borne fruit as we have been able to maximise opportunities accruing from Active Monitoring in which we operated our flexible staffing approach to exceed all our initial targets and picked up further work. We were also able to deliver contracts to employment providers that generated additional income.

Our reputation for resilience and flexibility was appreciated particularly by the UHB and we were successful in being re-awarded our Core Contract and were in a strong position to bid for an extension to our Tier Zero Contract. Although there was a delay in awarding the contract until June 2022, we are pleased to report that we moved on from our single cluster in 2021/22 to having all 6 Cardiff Clusters.

The award of the Community Connectors Contract has required us to accommodate a new staff team within the building. This initially was achieved by utilising rooms previously used for face to face counselling. However, the lessening of COVID restrictions meant that the colleges wished us to resume face to face working. Fortunately, we were able to acquire a building to lease within our current curtilage and we have been able to turn this into a Counselling venue.

We had been concerned that we would experience reductions in our Training and Private Counselling Income but our move to digital working was able to offset our anticipated reductions.

The Trustees' decision to invest in capacity within the staff group has enabled us to take full advantage of arising opportunities.

All in all, 2021/22 has been a successful year for us with the changes in the way we deliver services, the upskilling of staff to be able to multi-task across all our offerings and our enhanced reputation for being resilient and delivery being reflected in a better than expected level of incoming resources which has contributed greatly to our financial position.

Financial review

Results

The Charity made an overall surplus of £240,081 (2020/2021: £181,016 surplus.) This increased the Charity's level of reserves from £855,271 in 2021 to £1,095,352 as at 31 March 2022. The amount of these reserves attributable to unrestricted reserves at that date was £786,560 and £308,792 being attributable to restricted reserves.

Investment policy and objectives

The Charity has extensive investment powers under its Memorandum of Association restricted only by its charitable objects, prevailing legislation and the fiduciary duty placed on its Trustees.

**Report of the Trustees
for the Year Ended 31st March 2022**

Financial review

Reserves policy

The Trustees of Cardiff Mind recognise the need to hold reserves to ensure funds are available to provide a range of community based services for people with mental health problems should the income levels fall. If one or more projects cease, the financial burden on those remaining will be greater as their share of central services will rise.

Reserves are also required to meet the future business requirements particularly in terms of investment in information technology and staff training and development. It is the view of the Trustees that the continuation of the organisation and its ability to deliver services to its beneficiaries will be dependent on it being a modern organisation maximising the benefits of IT and delivering services through a highly trained and competent workforce.

A minimum level of reserves needs to be retained to ensure the Trustees can operate their exit strategy and meet its legal commitments should the Charity be unable to continue due to a lack of a sustainable income stream. The Trustees have undertaken an analysis of short term reserve requirements and have invested some of the cash at bank balances to generate higher levels of income from interest than are ordinarily available from a current or even deposit account.

The Charity is dependent upon receipt of Support People Revenue Grant, a contract with the Cardiff and the Vale University Health Board and Grants previously administered by the Wales Council for Voluntary Action and now by the UHB together with other income from donations, external training and private counselling. The current economic climate is uncertain and the threat of Central Government cuts will almost certainly have a negative impact on future income.

Based on the above, the trustees have examined the charity's requirement for reserves in light of the main risks to the organisation. Based on this analysis, the trustees have developed a reserves policy and have calculated that the charity needs to hold £390,000 in reserves to manage cash flow, continuity and liability risks as well as any emergency expenditure and monies for expansion of services.

Our current potential liabilities excluding amounts that would not be covered by elements of our restricted reserves are as follows:

Building liabilities under the Lease - £150,000

Redundancy Liability - £90,000

Operating Costs - £100,000

Emergencies £50,000

We have also identified the need to provide for new capital investments

Replacement Server £50,000

Property purchase on expiry of our Lease in 2023/24 - contribution from funds towards a mortgage £350,000

The level of available reserves, i.e. the total unrestricted reserves less amounts invested in fixed assets amounted to £784,110 represents 59% of total expenditure, on the assumption that the Charity wanted to maintain all its current level of services with no restricted fund income.

The Trustees are committed to maintaining current service levels for as long as the funding permits. Increases in salaries will be dependent upon the level of future income streams.

**Report of the Trustees
for the Year Ended 31st March 2022**

Future plans

Insofar as our future prospects are concerned we are aware of the cessation of our Supported Accommodation contract in 2022/23 - termination date of 31st March 2023. That said, our Turnover may well reduce but the service itself is relatively cost-neutral and a reduction in turnover actually opens up a number of Grant opportunities that have a ceiling of £1m to access.

As the service winds down there will be potential issues of voids and rental costs not necessarily covered via housing benefit. This has been flagged up with the Council and it is hoped that additional costs incurred as a result will be mitigated.

Our success in achieving funding for our Core Service in a tendering exercise has given us 3 years' funding with an extension option for a further 2 years. Similarly, we have been successful in the Tier Zero re-tendering exercise which has not only achieved the complete service for Cardiff - from a baseline of one cluster to the six on offer. Not only does this bring in around an additional £210k of Revenue, it also takes away one of our major local competitors in this area of work.

We have also secured a licence to provide Active Monitoring outside the Mind framework. This certainly is the preferred offering for University commissioners and we are optimistic that this will retain a revenue stream for the forthcoming period. Indeed, it is highly likely that this particular offering played a significant role in our retendering successes.

We are delighted to highlight an ever-strengthening partnership approach with Mind in the Vale who assisted us with the development of the Tier Zero contract but perhaps more importantly has enabled us to consider how best to respond to opportunities and threats across the University Health Board area. We are both committed to ensuring that citizens in the area have access to a full range of services delivered to Mind values and see the future as being one of increasing collaboration.

The Domiciliary Support Service continues to inhabit a very insecure environment with the former CCHA Contract being decommissioned. On a positive note there is a realistic prospect that there will be increased opportunities for the service from the new way of working and the plans envisage the retention of our flats and hopefully the continuation of the revenue attached thereto.

Once again, the Trustees have agreed a deficit budget for 2022/23 hopeful that we will continue to manage our voids efficiently and that the call on reserves will be less than planned. It is also important to note that having evaluated the reserve levels required to meet liabilities and business continuity needs and met those basic requirements the Trustees are of the view that excess resources should be deployed in such a manner as to secure better services for people experiencing mental health issues, rather than simply storing them for future use. The deficit budget is very much in line with the previously successful strategy to maintain capacity to maximise opportunities.

Over the last two years our Reserves have grown massively. The reserve/spend ratio will increase during 2023/24 and funders will legitimately ask "why are your Reserves so high and what do you intend to do with them?". We are now in a position that enables us to consider purchasing with a mortgage our own premises to act as a base. This coincides with the expiry of our lease in October 2023 and would obviously be considered in the light of its impact on our cash flow. Nevertheless, it appears to be a sound strategy to firmly establish our presence and commitment and provide a useful investment in the medium term. In order to maintain our service base, it would seem appropriate to guarantee our long-term future by considering the potential to move from a leasehold tenure into one of ownership. This would also evidence our continuing commitment to our service and its beneficiaries within the City and County of Cardiff.

Of course recent experience has taught us that circumstances can change massively - the Pandemic was a classic example. However, we can evidence that via our robust Contingency and Business Continuity processes we can respond nimbly and indeed have been able to turn what could have so easily been a disaster into an opportunity to strengthen our position. This has been driven by our fundamental ethos of supporting our client group and working alongside Statutory and Voluntary Sector partners to improve the lives of Cardiff citizens who are experiencing mental health issues.

Structure, governance and management

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Charity is a Limited Company (registration number 2803045) and is governed by its Memorandum and Articles of Association. Cardiff Mind is also registered with the Charity Commissioners Number 1020633.

**Report of the Trustees
for the Year Ended 31st March 2022**

Structure, governance and management

Trustee appointment, induction and training

The Charity Trustees are the people who are legally responsible for the overall management and decision making in a charity. As a larger Charity, staff carry out the work of the charity and the Trustees are responsible for monitoring and controlling their activities. The Trustees are also Directors for the purposes of the Companies Act.

The Trustees are elected each year by the members of the Company at the Company's Annual General Meeting and form the Company's Management Committee. The Committee also has designated members who carry out the roles of Chair, Vice-Chair and Treasurer these too are elected at the Annual General Meeting.

There can be up to 12 Trustees, a minimum of 2 must be users of the service, a further 2 people may be co-opted to serve on the Committee.

Prior to the Annual General Meeting the Company publicises the fact that nominations are sought for election to the Management Committee via directly contacting members of the Company and expressions of interest are invited. Those members who are interested in serving are invited to meet with the Chief Executive to discuss the role in greater detail and also what skills need to be acquired for the individual to actively and effectively contribute. This would then form the basis of an individual development/induction plan.

Following the Annual General Meeting the Management Committee would consider its new composition and skill mix and would redress any shortcomings via advertisement and initial co-option of interested persons. The process of informal discussion with the Chief Executive is similar as is the identification of personal development issues. Prior to co-option the would-be Management Committee Member is invited to attend a couple of Management Committee Meetings as an observer prior to becoming a co-opted member.

Corporate governance

The Organisation is managed by a voluntary Management Committee whose role is to set the overall objectives for Cardiff Mind and to ensure that the organisation is keeping within its legal and moral obligations. The Management Committee holds the ultimate control and responsibility for Cardiff Mind and its operations. Management Committee members are drawn from a wide background, bringing together professional, commercial and local experience. There are some members who can provide a service user perspective. As at the end of the Financial Year three of the Management Committee brought such a perspective with personal experience of the complete range of services provided. This represents a significant proportion of the Committee.

The Committee meets formally every three months and more frequently if operational or governance issues require. As part of the Business Planning exercise the Committee reviewed the skill mix available and increased its base by advertising for new Committee members. The response attracted some high calibre candidates and will be reviewed on an annual basis.

The Management Committee has also established task and finish working parties to deal with specific items. These groups comprise Committee Members and Officers and are able to examine pertinent issues in more detail and report their findings and recommendations to the Committee for information and deliberation. Additionally, the Management Committee has designated Lead Trustee for Quality who is charged with improving and monitoring quality matters within the organisation as a whole.

The Management Committee is responsible for the organisation's strategy and policy framework. It delegates the day to day management and implementation of that framework to the Chief Executive.

The Management Committee has developed and adopted a number of key policy initiatives designed to improve Corporate Governance and organisational performance. These arrangements are externally reviewed by funders and also have been scrutinised under the Mind Quality Mark Framework in 2013/14, with the highest level of accreditation being awarded. The policies themselves are subject to Annual Review in general and a specific detailed review programme to ensure that they remain fit for purpose. We will be reviewed under the MQM framework in August 2018.

Related parties

There are no related party transactions.

Reference and administrative details

Registered Company number

02803045 (England and Wales)

Registered Charity number

1020633

Cardiff Mind Ltd

**Report of the Trustees
for the Year Ended 31st March 2022**

Registered office

mailto:finance@cardiffmind.org
166 Newport Road
Cardiff
CF24 1DL

Trustees

Philip Edwards - Chair
Julie Anne Dawson
Lee Lanciotti
Neil Fulton
Jacqueline Mary Jones
Mikaela Lauren Gully

Chief Executive officer

Roger Bone

Auditors

Haines Watts Wales LLP, Statutory Auditors
7 Neptune Court
Vanguard Way
Cardiff
CF24 5PJ

Bankers

HSBC
56 Queen Street
Cardiff
CF10 2PX

Statement of trustees' responsibilities

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

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

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

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

The auditors, Haines Watts Wales LLP, Statutory Auditors, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Cardiff Mind Ltd

**Report of the Trustees
for the Year Ended 31 March 2022**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 3 November 2022 and signed on its behalf by:



Philip Edwards - Trustee

**Report of the Independent Auditors to the Members of
Cardiff Mind Ltd**

Opinion

We have audited the financial statements of Cardiff Mind Ltd (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

**Report of the Independent Auditors to the Members of
Cardiff Mind Ltd**

Responsibilities of trustees

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

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

Our responsibilities for the audit of the financial statements

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

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our planning procedures identify the legal and regulatory frameworks applicable to the operations and financial statements of the company. These are reviewed internally with the audit team including relevant industry experience and expectations as well as externally with the client management. The key laws and regulations we considered in this context were the UK Companies Act 2006, Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland', UK GAAP (FRS 102) and relevant tax legislation.

Once identified, we assess the risks of material misstatements in relation to the laws and regulations, irregularities, including fraud and adjust our testing accordingly. Our audit procedures include:

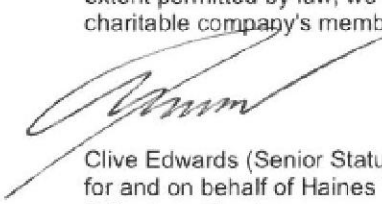
- Discussing with Trustees and management which areas of the business they believe to be more susceptible to fraud, and whether they have any knowledge or suspicion of fraudulent activities;
- Obtaining an understanding of the key controls put in place by the company to address risks identified, assessing the effectiveness of those and discussing how these are maintained and monitored internally;
- Assessing the risk of management override and review and testing of journal entries made into the accounting system;
- Discussing with Trustees and Management the legal and regulatory obligations of the business and whether they have any knowledge or suspicion of non compliance.

Despite the audit being planned and conducted in accordance with ISAs (UK) there remains an unavoidable risk that material misstatements in the financial statements may not be detected owing to inherent limitations of the audit, and that by their very nature, any such instances of fraud or irregularities likely involve collusion, forgery, intentional misrepresentation, or the override of internal controls.

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 Report of the Independent Auditors.

Use of our report

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



Clive Edwards (Senior Statutory Auditor)
for and on behalf of Haines Watts Wales LLP, Statutory Auditors
7 Neptune Court
Vanguard Way
Cardiff
CF24 5PJ

Date: 6 November 2022

Cardiff Mind Ltd

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31st March 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Income and endowments from					
Donations and legacies	2	30,994	-	30,994	60,149
Charitable activities					
Empowerment and support		975,048	437,595	1,412,643	1,147,626
Investment income	3	2,083	-	2,083	5,984
Other income		126,343	-	126,343	37,041
Total		<u>1,134,468</u>	<u>437,595</u>	<u>1,572,063</u>	<u>1,250,800</u>
Expenditure on					
Charitable activities	5				
Empowerment and support		949,472	382,510	1,331,982	1,069,784
NET INCOME		<u>184,996</u>	<u>55,085</u>	<u>240,081</u>	<u>181,016</u>
Reconciliation of funds					
Total funds brought forward		601,564	253,707	855,271	674,255
Total funds carried forward		<u><u>786,560</u></u>	<u><u>308,792</u></u>	<u><u>1,095,352</u></u>	<u><u>855,271</u></u>

The notes form part of these financial statements

Cardiff Mind Ltd

Balance Sheet
31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Fixed assets					
Tangible assets	11	2,450	-	2,450	7,058
Current assets					
Debtors	12	90,997	-	90,997	259,066
Investments	13	277,467	-	277,467	275,840
Cash at bank and in hand		666,768	332,540	999,308	449,038
		<u>1,035,232</u>	<u>332,540</u>	<u>1,367,772</u>	<u>983,944</u>
Creditors					
Amounts falling due within one year	14	(251,122)	(23,748)	(274,870)	(135,731)
Net current assets		<u>784,110</u>	<u>308,792</u>	<u>1,092,902</u>	<u>848,213</u>
Total assets less current liabilities		<u>786,560</u>	<u>308,792</u>	<u>1,095,352</u>	<u>855,271</u>
NET ASSETS		<u>786,560</u>	<u>308,792</u>	<u>1,095,352</u>	<u>855,271</u>
Funds	16				
Unrestricted funds				786,560	601,564
Restricted funds				308,792	253,707
Total funds				<u>1,095,352</u>	<u>855,271</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on 3 November 2022 and were signed on its behalf by:



Philip Edwards - Trustee

Cardiff Mind Ltd

**Cash Flow Statement
for the Year Ended 31 March 2022**

	Notes	2022 £	2021 £
Cash flows from operating activities			
Cash generated from operations	1	549,859	80,374
Net cash provided by operating activities		<u>549,859</u>	<u>80,374</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(3,300)	-
Interest received		2,083	5,984
Investment interest received		1,628	2,857
Net cash provided by investing activities		<u>411</u>	<u>8,841</u>
Change in cash and cash equivalents in the reporting period		<u>550,270</u>	<u>89,215</u>
Cash and cash equivalents at the beginning of the reporting period		<u>449,038</u>	<u>359,823</u>
Cash and cash equivalents at the end of the reporting period		<u>999,308</u>	<u>449,038</u>

The notes form part of these financial statements

Cardiff Mind Ltd

Notes to the Cash Flow Statement
for the Year Ended 31st March 2022

1. Reconciliation of net income to net cash flow from operating activities

	2022 £	2021 £
Net income for the reporting period (as per the Statement of Financial Activities)	240,081	181,016
Adjustments for:		
Depreciation charges	7,908	8,488
Interest received	(2,083)	(5,984)
(Decrease)/ Increase in Provisions	-	(5,888)
Decrease/(increase) in debtors	164,814	(180,816)
Increase in creditors	139,139	83,558
Net cash provided by operations	549,859	80,374

2. Analysis of changes in net funds

	At 1.4.21 £	Cash flow £	At 31.3.22 £
Net cash			
Cash at bank and in hand	449,038	550,270	999,308
	<u>449,038</u>	<u>550,270</u>	<u>999,308</u>
Liquid resources			
Deposits included in cash	-	-	-
Current asset investments	275,840	1,627	277,467
	<u>275,840</u>	<u>1,627</u>	<u>277,467</u>
Total	724,878	551,897	1,276,775

**Notes to the Financial Statements
for the Year Ended 31st March 2022**

1. Accounting policies

Basis of preparing the financial statements

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

Income

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Revenue grants are recognised in the period in which the expenditure to which they relate is incurred. Where there are conditions attached to the use of these grants they are credited to the Restricted Fund. All other revenue grants are included in the General Fund in unrestricted funds.

Rental income is based upon the weekly charge arising in the accounting period to which it relates.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

Other income is accounted for on a receivables basis.

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

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

Tangible fixed assets

Individual items costing £1,000 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write the cost, less any estimated residual value, over their expected useful economic life as follows:

Office equipment	over 3 years
Fixtures and fittings	over 3 years
Computer equipment	over 3 years

Taxation

The company is a registered charity and all of its income is primary purpose it is, therefore, exempt from taxation.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Notes to the Financial Statements - continued
for the Year Ended 31st March 2022

1. Accounting policies - continued**Fund accounting**

Restricted funds 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 purposes.

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

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

Debtors, creditors and cash

Current assets and liabilities, including cash held at bank are recognised at cost or valuation as at the year end.

2. Donations and legacies

	2022	2021
	£	£
Donations	30,994	60,149

3. Investment income

	2022	2021
	£	£
Deposit account interest	2,083	5,984

4. Income from charitable activities

	2022	2021
	£	£
Local Mental Health Grants		
Scheme	257,305	231,750
Community Connectors	164,888	-
Digital Transformation Fund	1,200	-
Active Grant Fund	1,000	-
SPG - received in year	209,337	189,280
Tier Zero	49,588	123,588
SPRG	68,796	64,210
Domiciliary Care	104,734	82,931
Cardiff and the Vale		
University Health Board	61,002	61,002
Residents charges receivable	309,892	297,095
Voids	(29,733)	(34,740)
Nationwide	23,848	-
Counselling fees	72,967	54,187
Active Monitoring Mind	117,819	77,823
Other Grants	-	500
	<u>1,412,643</u>	<u>1,147,626</u>

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

5. Charitable activities costs

	Direct Costs £	Support costs (see note 6) £	Totals £
Empowerment and support	<u>1,229,023</u>	<u>102,959</u>	<u>1,331,982</u>

6. Support costs

	Finance £	Governance costs £	Totals £
Empowerment and support	<u>80,737</u>	<u>22,222</u>	<u>102,959</u>

Support costs, included in the above, are as follows:

	2022 Empowerment and support £	2021 Total activities £
Wages	66,892	60,811
Rent and rates	13,146	13,146
Bank charges	699	1,593
Wages	11,379	11,266
Auditors' remuneration	4,529	4,699
Auditors' remuneration for non audit work	6,314	8,203
	<u>102,959</u>	<u>99,718</u>

7. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2022 £	2021 £
Auditors' remuneration	4,529	4,699
Other non-audit services	6,314	8,203
Depreciation - owned assets	<u>7,908</u>	<u>8,488</u>

8. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31st March 2022 nor for the year ended 31st March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2022 nor for the year ended 31st March 2021.

9. Staff costs

	2022 £	2021 £
Wages and salaries	836,095	650,200
Social security costs	54,642	42,538
Other pension costs	45,143	35,258
	<u>935,880</u>	<u>727,996</u>

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

9. Staff costs - continued

The average monthly number of employees during the year was as follows:

	2022	2021
Charitable activities	54	52
Support staff	2	2
	<u>56</u>	<u>54</u>

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

During the year Cardiff Mind Ltd paid key management gross salaries totalling £189,943 (2020: £191,019). Key management are considered to be 5 individuals who directly impact upon the strategic direction of the charity.

10. Comparatives for the statement of financial activities

	Unrestricted funds £	Restricted funds £	Total funds £
Income and endowments from			
Donations and legacies	60,149	-	60,149
Charitable activities			
Empowerment and support	699,709	447,917	1,147,626
Investment income	5,984	-	5,984
Other income	37,041	-	37,041
Total	<u>802,883</u>	<u>447,917</u>	<u>1,250,800</u>
Expenditure on			
Charitable activities			
Empowerment and support	714,562	355,222	1,069,784
NET INCOME	88,321	92,695	181,016
Reconciliation of funds			
Total funds brought forward	513,243	161,012	674,255
Total funds carried forward	<u>601,564</u>	<u>253,707</u>	<u>855,271</u>

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

11. Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1st April 2021	91,590
Additions	3,300
At 31st March 2022	94,890
Depreciation	
At 1st April 2021	84,532
Charge for year	7,908
At 31st March 2022	92,440
Net book value	
At 31st March 2022	2,450
At 31st March 2021	7,058

12. Debtors: amounts falling due within one year

	2022	2021
	£	£
Trade debtors	21,626	86,996
Other debtors	48,741	43,421
Prepayments and accrued income	20,630	128,649
	90,997	259,066

13. Current asset investments

	2022	2021
	£	£
Monies held on deposit	277,467	275,840

14. Creditors: amounts falling due within one year

	2022	2021
	£	£
Social security and other taxes	10,512	9,813
Other creditors	36,164	22,016
Accruals and deferred income	228,194	103,902
	274,870	135,731
Deferred income brought forward	92,184	12,791
Amounts released to incoming resources	(68,437)	(12,791)
Amounts deferred in the year	194,868	92,184
Deferred income carried forward	218,615	92,184

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

15. Leasing agreements

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

	2022	2021
	£	£
Within one year	44,724	2,927
Between one and five years	30,657	-
In more than five years	5,642	-
	<u>81,023</u>	<u>2,927</u>

16. Movement in funds

	At 1.4.21	Net	At
	£	movement	31.3.22
		in funds	£
		£	
Unrestricted funds			
General fund	531,652	202,990	734,642
Building refurbishment fund	69,912	(17,994)	51,918
	<u>601,564</u>	<u>184,996</u>	<u>786,560</u>
Restricted funds			
Local Mental Health Grants Scheme	253,707	55,085	308,792
	<u>253,707</u>	<u>55,085</u>	<u>308,792</u>
TOTAL FUNDS	<u>855,271</u>	<u>240,081</u>	<u>1,095,352</u>

Net movement in funds, included in the above are as follows:

	Incoming	Resources	Movement
	resources	expended	in funds
	£	£	£
Unrestricted funds			
General fund	1,134,468	(931,478)	202,990
Building refurbishment fund	-	(17,994)	(17,994)
	<u>1,134,468</u>	<u>(949,472)</u>	<u>184,996</u>
Restricted funds			
Local Mental Health Grants Scheme	246,340	(191,255)	55,085
Tier Zero	49,588	(49,588)	-
Active Monitoring	117,819	(117,819)	-
Nationwide Community Grant	23,848	(23,848)	-
	<u>437,595</u>	<u>(382,510)</u>	<u>55,085</u>
TOTAL FUNDS	<u>1,572,063</u>	<u>(1,331,982)</u>	<u>240,081</u>

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

16. Movement in funds - continued**Comparatives for movement in funds**

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	414,318	117,334	531,652
Building refurbishment fund	98,925	(29,013)	69,912
	<u>513,243</u>	<u>88,321</u>	<u>601,564</u>
Restricted funds			
Local Mental Health Grants Scheme	161,012	92,695	253,707
	<u>674,255</u>	<u>181,016</u>	<u>855,271</u>
TOTAL FUNDS			
	<u><u>674,255</u></u>	<u><u>181,016</u></u>	<u><u>855,271</u></u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	802,883	(685,549)	117,334
Building refurbishment fund	-	(29,013)	(29,013)
	<u>802,883</u>	<u>(714,562)</u>	<u>88,321</u>
Restricted funds			
Local Mental Health Grants Scheme	246,506	(153,811)	92,695
Tier Zero	123,588	(123,588)	-
Active Monitoring	77,823	(77,823)	-
	<u>447,917</u>	<u>(355,222)</u>	<u>92,695</u>
TOTAL FUNDS			
	<u><u>1,250,800</u></u>	<u><u>(1,069,784)</u></u>	<u><u>181,016</u></u>

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

The building refurbishment designated fund has been created by the Trustees to cover the potential costs of remedial works to the property occupied by the charity in the coming years.

Local Mental Health Grants Scheme - the scheme is administered by Cardiff and the Vale University Health Board. Part of this funding is for Core Services and Integrated Day Services. The other part of the funding is to provide people with support in re-engaging with the community. This is completed by providing; a safe space, social contact, information and advice, vocational assessment/planning, volunteering opportunities, a wide range of pre-vocational training and links into a host of community resources.

Cardiff and the Vale University Health Board - The funding is provided to secure for the residents of Cardiff the provision of specified healthcare by contributing towards the core costs of the Integrated Day Services. In particular, the service should provide; an Outreach Service, a free counselling service, support groups, training to other organisations, information on other agencies and sources of support and a list of counsellors and therapists.

Tier Zero is a three year contract with the University Health Board to provide CCI support for individuals within GP Practices in the SE Cluster Group of Cardiff.

Active Monitoring is a scheme to provide support in line with GP referrals to support those in need with mental health support.

Nationwide Community grant is a two year scheme to help people into a home or support people to thrive within the home environment.

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

17. Employee benefit obligations

The charity operates a defined contribution scheme. The pension costs charge for the year represents contributions payable by the charity to the scheme and amounted to £45,143 (2021: £35,258).

18. Related party disclosures

There were no related party transactions for the year ended 31st March 2022.

19. Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

Cardiff Mind Ltd

Detailed Statement of Financial Activities
for the Year Ended 31st March 2022

	2022 £	2021 £
Income and endowments		
Donations and legacies		
Donations	30,994	60,149
Investment income		
Deposit account interest	2,083	5,984
Charitable activities		
Local Mental Health Grants Scheme	257,305	231,750
Community Connectors	164,888	-
Digital Transformation Fund	1,200	-
Active Grant Fund	1,000	-
SPG - received in year	209,337	189,280
Tier Zero	49,588	123,588
SPRG	68,796	64,210
Domiciliary Care	104,734	82,931
Cardiff and the Vale University Health Board	61,002	61,002
Residents charges receivable	309,892	297,095
Voids	(29,733)	(34,740)
Nationwide	23,848	-
Counselling fees	72,967	54,187
Active Monitoring Mind	117,819	77,823
Other Grants	-	500
	1,412,643	1,147,626
Other income		
Other income	44,715	8,213
Training income	56,045	28,828
Workforce Recognition Payment	25,583	-
	126,343	37,041
Total incoming resources	1,572,063	1,250,800
Expenditure		
Charitable activities		
Wages	757,824	578,123
Social security	54,642	42,538
Pensions	45,143	35,258
Rent and rates	40,310	42,410
Insurance	7,311	7,303
Light and heat	13,893	20,224
Telephone	25,403	24,476
Repairs and maintenance	39,141	26,685
Computer software and maintenance	42,773	42,942
Training, conferences and Awaydays	23,336	3,057
Travel costs	10,022	6,887
Printing, postage and stationery	15,216	6,768
Subscriptions and donations	8,309	8,073
Sundry and other costs	30,403	10,935
Cleaning	12,819	8,727
Management charges	96,947	94,124
Legal and professional fees	924	-
Bad debts written off	-	3,048
Carried forward	1,224,416	961,578

This page does not form part of the statutory financial statements

Cardiff Mind Ltd

Detailed Statement of Financial Activities
for the Year Ended 31st March 2022

	2022 £	2021 £
Charitable activities		
Brought forward	1,224,416	961,578
Fixtures and fittings	4,607	8,488
	1,229,023	970,066
Support costs		
Finance		
Wages	66,892	60,811
Rent and rates	13,146	13,146
Bank charges	699	1,593
	80,737	75,550
Governance costs		
Wages	11,379	11,266
Auditors' remuneration	4,529	4,699
Auditors' remuneration for non audit work	6,314	8,203
	22,222	24,168
Total resources expended	1,331,982	1,069,784
Net income	240,081	181,016

CARDIFF MIND LTD

England & Wales - Charity number 1020633

Accounts

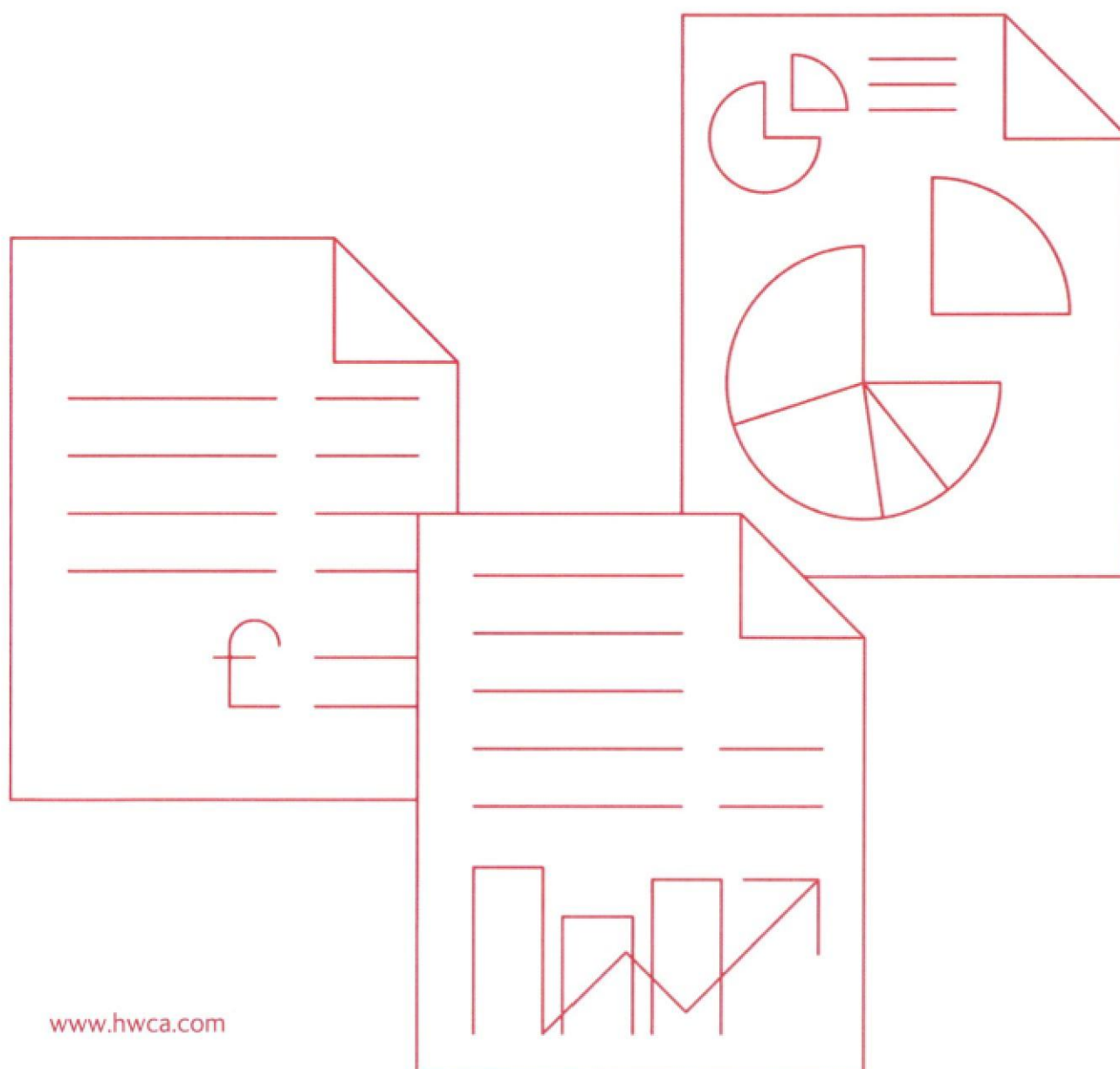
Cardiff Mind Ltd

Report of the Trustees and Audited Financial Statements

Year Ended 31 March 2021

Registered Company Number: 02803045

Registered Charity Number : 1020633



www.hwca.com



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for the Year Ended 31st March 2021**

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for the Year Ended 31st March 2021**

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**Report of the Trustees
for the Year Ended 31st March 2021**



The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

Mission

"Cardiff Mind promotes positive emotional wellbeing through empowering and supporting people to access opportunities to give them independence and quality of life."

It is felt that this emphasises the view that the organisation sees its role as assisting individuals to develop their own pathway to mental wellbeing wherever that may be.

The Action Plan adopted in support of the Business Plan is intended to provide a delivery and monitoring process to ensure that the Company's mission would become a reality.

In analysing the Company's strategic direction, it was identified and agreed that there were still 3 important and inter-related dimensions to its activities but that they needed to be sharpened up in order that they could become reflected in its new aims and objectives.

These dimensions relate to:

- * Provision of consumer focused quality evidence based services that are value for money and are in accordance with our values and principles.
- * Campaigning on behalf of individuals and the client group as a whole.
- * Influencing the external environment to ensure that people who have experienced or are experiencing difficulties with their mental health have quality support at a local level.

Objects of the Charity

To promote the preservation of mental health in association with Mind (the National Association for Mental Health) and in accordance with the aims and objectives of Mind.

Activities

Cardiff Mind is a Limited Company with charitable objectives whose aim is to provide a range of community based services for people with mental health problems. The services currently provided include supported accommodation, tenant support in their own homes, self management groups, counselling individual planning, self help and support groups.

**Report of the Trustees
for the Year Ended 31st March 2021**



Objectives and activities

Aim 1

To provide services that place the individual at their centre and that enables the individual to discover and realise their full potential as actively participating citizens.

Objectives

1. Introduce and implement a case-work approach for consumers.
2. Discuss and plan with consumers ways in which they can improve their mental health and wellbeing by accessing support and advice from Cardiff Mind and other agencies to overcome obstacles that prevent them from achieving their potential.
3. Develop a methodology to evidence and celebrate the improvements that people make in their own lives

Aim 2

To develop new services that enable the consumer to remain within or return to their local community of choice.

Objectives

1. Actively seek to work with customers to develop new service models for accommodation and support
2. Extend beyond current 18-65 client group by responding to requirements for age appropriate services
3. Extend outreach/satellite operations into other geographical areas of Cardiff and South Wales

Aim 3

To provide high quality services that evidence positive outcomes and value for money.

Objectives

1. Seek and attain externally recognised quality standards and hallmarks and embed those processes within the activities of the organisation
2. Introduce outcome-related performance monitoring systems that capture the progress made by individual consumers
3. Maintain the principles of Best Value in all of our activities

Aim 4

To increase awareness and understanding of mental health issues and to challenge stigma and discrimination.

Objectives

1. Take advantage of the opportunities that come about for mental health and well-being promotion - particularly in the workplace and educational establishments
2. Provide training, advice and support to mainstream organisations to ensure that people with mental health issues are able to access work, leisure, educational and recreational opportunities
3. Actively participate in opportunities to campaign and influence at a local and national level

**Report of the Trustees
for the Year Ended 31st March 2021**



Objectives and activities

Aim 5

To work in partnership with individuals, funders and service providers to ensure that the National Service Framework becomes a reality for people experiencing difficulties with their mental health.

Objectives

Actively participate in opportunities to campaign and influence at a local and national level

1. Participate in a joined up solution for people experiencing difficulties with their mental health in Cardiff
2. Work collaboratively with voluntary sector partners particularly within the Mind movement to develop equality of access to opportunities for consumers throughout Wales
3. Ensure that all services provided and activities that take place within Cardiff Mind relate to and resonate with the National Service Framework.

Area of benefit

Cardiff Mind operates primarily within the City of Cardiff although is able to provide telephone advice and information/signposting to a wider catchment area. It works with anyone who has or has experienced difficulties with their mental health together with their families and carers. It endeavours to be an inclusive service to all citizens in accordance with its Equal Opportunities Policy. Specific service provision is very often restricted by the requirements of funders but Cardiff Mind is committed to helping people achieve the best possible outcomes in their lives. In the year we have developed partnerships with employers and other organisations as part of a more general strategy of supporting mental health and wellbeing within the community. The Memorandum and Articles provide for the area of benefit to include the whole of the Principality but hitherto activities have been restricted by the conditions of funders and also the Mind Membership Agreement. As part of a review of the Membership Agreement it seems likely that these geographical restrictions will be relaxed in future and there will be a greater emphasis on partnership working within the network.

Public benefit

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous twelve months. The review looks at the success of each key activity to provide a range of community based services for people with mental health problems. The review also helps us ensure our aims, objectives and activities remained focused on our stated objectives. 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 thus ensuring that it continues in its purpose to promote positive wellbeing through empowering and supporting people to access opportunities to give them independence and quality of life.

**Report of the Trustees
for the Year Ended 31st March 2021**



Objectives and activities

Report of main activities

Cardiff Mind has premises in the east of the City centre where it offers a range of support services to people in Cardiff who have or are recovering from mental health problems. It also undertakes outreach work in other parts of the City via the Floating Support Service.

The Organisation is currently structured into 2 service provision teams and an administrative core.

The service provision teams are:-

Accommodation Support Housing

Supported Housing

Working in partnership with Housing Associations and Cardiff City Council, Cardiff Mind provides 26 bed spaces in shared houses and flats. The accommodation is provided with support between 9 am and 7 pm with 24 hour emergency cover. The aim of the service is to encourage people who have long term mental health problems to develop the social and general living skills which will enable them to live successfully in the community.

It is important to emphasise that the service is not intended to provide a home for life but rather to work with the tenant to build up the skills and confidence that will enable them to have a home of their own.

The organisation has sharpened up the individual support plans to better equip individuals to achieve greater independence while acknowledging that there are some who will always require support. There are also continuing plans to review and wherever possible improve the quality of the accommodation provided thereby building upon the progress of the last year.

For those who are in their own homes we are able to continue with their support via the Floating Support Service.

Floating Support - Supporting people in their own homes

Working in partnership again with Cardiff City Council and Cardiff Community Housing Association a team of support staff provides support to people with mental health problems living in their own homes. The aim of the support is to offer assistance with tenancy and related areas to facilitate successful community living. Some of the service users have moved from Cardiff Mind's more intensively supported schemes.

The service is funded to provide 9 whole time equivalent places under the Cardiff Community Housing Scheme together with Domiciliary Support on a case by case basis. This has been developed in partnership with Community Mental Health teams to deliver longer term support as part of a care plan under unified assessment arrangements. The volume of work generated has offset the majority of revenue reductions and has continued to flourish despite the financial difficulties that face the Council. The contracts are on an individual case by case basis and consequently are somewhat vulnerable. That said, there is a growing body of evidence to support the view that the service provides a cost effective solution to sustaining people in their own homes thereby avoiding hospitalisation or assisting in earlier discharge from hospital.

Due to financial constraints the Council has been forced to prioritise service users who are in need of personal care rather than those who require a preventative service. The early indications are that domiciliary support will suffer in the medium term.

The Cardiff Community Housing Association Service has been redesigned to reflect the fact that support needs can vary from week to week. We have therefore been able to provide a more flexible and responsive service that has met the needs of up to 16 service users at any one time.

We also provide support to a number of individuals who have the resources available to make their own support arrangements as they do not access local authority financial support.

**Report of the Trustees
for the Year Ended 31st March 2021**



Objectives and activities

Individualised Planning / Day Services

Over the last decade Cardiff Mind has moved towards creating a model of integrated day services. The reason for this is threefold - firstly, to maximise the flexibility for service delivery and development that can be achieved by combining funding streams; secondly, to encourage a more flexible style of working within the staff group; and thirdly and most importantly to view service provision from an individual service user rather than a service delivery perspective. This has resulted in the establishment and development of an individualised person centred approach that has a single point of entry into services and access based on a uniform interview/assessment of need in order that people may receive the best assistance available.

The model encourages service users from our accommodation support services and from the wider community to access a range of activities run on an individual or group basis that will enable them to progress on their own journey to acquire skills, confidence and independence or resolve specific issues that are hampering their plans. This is very much in keeping with the Recovery model that has been adopted by health and social services at a local and national level and is in keeping with the Mind ethos. The service itself has generated much useful information that has necessitated a fundamental service redesign to emphasise the benefits of equipping people to manage their own mental health conditions.

Individually based

Individual Personalised Planning

Prior to any service user entering the service they are invited to meet a member of the Planning Team to discuss their personal circumstances and issues affecting their lives. This innovation ensures that people do not simply drift into a particular service but do so on the basis of an informed choice and knowing how their attendance will be of benefit to improving their life. More importantly this total review process enables us to jointly consider what other solutions may be available to resolve other issues in their lives and provides an opportunity to receive specific assistance in accessing these. We can assist them in developing a plan to cover all aspects of their situation and can support them in achieving or attaining their goals.

CCIs

During the Course of 2019 we introduced as part of the requirements of a new contract with the University Health Board the CCI methodology as part of our work in GP surgeries. This proved popular and effective and so we have incorporated it into our Individual Personalised Planning Service.

Counselling

We offer a free counselling service to women and men who cannot afford to pay for a private counsellor and who require a greater number of sessions than are provided under the NHS scheme. The service is operated by volunteers and we currently can see 80 individuals per week for up to a 16 week period in each case. The service has 50 person centred counsellors.

We also provide a fee paying service for service users who are able and willing to make a financial contribution to receive a service from a professionally qualified sessional staff member. This service runs in parallel to the free service and people are given a clear choice between the free NHS funded service and the fee-paying one.

In response to the needs of service users we have also developed a service that can counsel couples. This can be as part of the free or fee-paying routes.

Group Activities

Evidence suggests that a significant driver for poor mental health is social isolation. We have developed a wide range of group activities that not only address specific issues but also provide opportunities to participate as part of a group to improve social skills, reduce isolation in addition to participating in enjoyable and rewarding activities.

We have divided our group activities into two areas. Firstly those that equip service users to manage their own conditions and secondly those that deal with issues of leisure and recreation. We believe firmly in the empowerment of service users and are particularly pleased to report that the vast majority of our leisure and recreational groups are facilitated by former service users acting in a volunteering capacity.

Staff and volunteers were trained in the Bromley Mind Coping with Life Suite of Courses. These cover a variety of different topics and run over a 6 week period. This means that we can offer CBT based self management courses on a regular basis to augment the more practical support via individualised planning. These have proved very popular and effective. Over time these have been adapted in the light of best practice and also to reflect the local environment.

We have also been accredited to deliver ACT training on behalf of Cardiff and the Vale University Health Board which has synergy with our own activities but also increases the capacity within the Board's provision.

Of course Group Activities have been impacted by the and are not currently offered.

**Report of the Trustees
for the Year Ended 31st March 2021**



Objectives and activities

External partnerships

As part of our strategy to develop new revenue strategy we provide external training to a variety of other organisations to increase awareness of mental health issues in the wider community. We provide such courses as mental health first aid and mental health awareness training to assist employers meet their obligations to their staff.

There is a developing market in this area particularly from Legal, Insurance and educational organisations which in part is down to the fact that mental health in the workplace has moved significantly up the employer agenda.

We have also developed a service that supports individual employees as part of a response to personal issues they may be experiencing and on occasions traumatic incidents affecting larger groups within a workforce.

**Report of the Trustees
for the Year Ended 31st March 2021**



Achievement and performance

Charitable activities

When we encountered the first lock-down we assessed the potential impact on our ability to continue our operations. We determined that there would be an increased demand on our services as people who were impacted by issues such as working from home and/or being furloughed would experience difficulties with their mental health. Similarly, we were mindful that the vast majority of our work would continue to be funded by partners in Health and Social Care and consequently it would be disingenuous to withdraw from service provision at a time that we would be needed most. Accordingly, it was decided to remain available for service delivery albeit in a different way as hitherto much of our work had been carried out face to face.

Our strategy therefore was to

1. Make our premises COVID secure by investing in improved hygiene facilities such as installation of improved handwashing facilities and screens, changing operating arrangements to increase mitigation of health risks and develop infrastructure to enable to provide services remotely.

2. At the same time we assessed the financial impact on revenue streams that were totally reliant on face to face work and also the impact of a reduction on referrals into our service. The analysis showed potential difficulties in

A) A cessation of income derived from external training that had been undertaken in our Office

B) A reduction in Private Counselling income which had been provided face to face

C) An increased level of Voids in our Supported Accommodation as there was an embargo on movement in and out of our properties.

Our initial view was that any significant impact would be containable within our strong level of Reserves in the worst-case scenario. With an anticipated shortfall in income being around £100-120k

This was financially acceptable and was very much in line with our overall Charitable objects of assisting people experiencing difficulties with their mental health.

Our decision to remain open unlike some of our competitors enabled us to access several resilience funding streams to assist with the purchase of additional work stations to provide remote service via zoom/teams etc. This was helpful in defraying some of the expenditure that we would have incurred in any event.

We also used a three-week operational hiatus to reframe our Day Services offer of Assessment and CCI's into something that could be delivered via telephone or virtually. Our Private Counselling service was also moved on-line as the Counsellors were qualified to provide this.

We also benefitted from the fact that there were many funding opportunities that emerged during the pandemic and by being here and fully operational were able to maximise those.

One of the main ones was the Mind Active Monitoring offer which generated income for three quarters of the year and fortuitously was containable within our overall capacity as our Tier Zero service was reliant on our attendance at GP surgeries, which were closed. Additional capacity also came about from a total cessation of external training.

The UHB was extremely supportive of our continuing to operate and provided additional resources which further strengthened. Partnerships were developed with local Universities to provide support to their students on a "money up front - then draw down" arrangement and we also developed a partnership with a national provider to assist people back into work.

We have also benefitted from a larger than anticipated level of donations from a grateful and supportive general public. We have also recently recommenced external training and this has opened up a degree of mitigation.

Insofar as our future prospects are concerned we are aware of the cessation of our Supported Accommodation contract in 2022/23 - termination date of 31st March 2023. That said, our Turnover may well reduce but we remain hopeful of a positive retendering result for our Core Business and Tier Zero activities for 2022 and 4 years thereafter. Ironically, the turnover reducing below £1m will open up additional funding opportunities.

We have also secured a licence to provide Active Monitoring outwith the Mind framework. This certainly is the preferred offering for University commissioners and we are optimistic that this will retain a revenue stream for the forthcoming period.

From the start of a potentially difficult 2020/21 year not only have we added to our Reserves but also have redesigned our services to move away from face to face activity to ones that can be delivered remotely. This effectively means that we are in a position to discharge our contractual obligations regardless of any potential difficulties arising from any further lockdowns.

**Report of the Trustees
for the Year Ended 31st March 2021**



Financial review

Results

The Charity made an overall surplus of £181,016 (2020: £26,244 surplus.) This increased the Charity's level of reserves from £674,255 in 2020 to £855,271 as at 31 March 2021. The amount of these reserves attributable to unrestricted reserves at that date was £601,564 and £253,707 being attributable to restricted reserves.

Investment policy and objectives

The Charity has extensive investment powers under its Memorandum of Association restricted only by its charitable objects, prevailing legislation and the fiduciary duty placed on its Trustees.

Reserves policy

The Trustees of Cardiff Mind recognise the need to hold reserves to ensure funds are available to provide a range of community based services for people with mental health problems should the income levels fall. If one or more projects cease, the financial burden on those remaining will be greater as their share of central services will rise.

Reserves are also required to meet the future business requirements particularly in terms of investment in information technology and staff training and development. It is the view of the Trustees that the continuation of the organisation and its ability to deliver services to its beneficiaries will be dependent on it being a modern organisation maximising the benefits of IT and delivering services through a highly trained and competent workforce.

A minimum level of reserves needs to be retained to ensure the Trustees can operate their exit strategy and meet its legal commitments should the Charity be unable to continue due to a lack of a sustainable income stream. The Trustees have undertaken an analysis of short term reserve requirements and have invested some of the cash at bank balances to generate higher levels of income from interest than are ordinarily available from a current or even deposit account.

The Charity is dependent upon receipt of Support People Revenue Grant, a contract with the Cardiff and the Vale University Health Board and Grants previously administered by the Wales Council for Voluntary Action and now by the UHB together with other income from donations, external training and private counselling. The current economic climate is uncertain and the threat of Central Government cuts will almost certainly have a negative impact on future income.

Based on the above, the trustees have examined the charity's requirement for reserves in light of the main risks to the organisation. Based on this analysis, the trustees have developed a reserves policy and have calculated that the charity needs to hold £390,000 in reserves to manage cash flow, continuity and liability risks as well as any emergency expenditure and monies for expansion of services.

Our current potential liabilities excluding amounts that would not be covered by elements of our restricted reserves are as follows:

Building liabilities under the Lease - £150,000

Redundancy Liability - £90,000

Operating Costs - £100,000

Emergencies £50,000

The level of available reserves, i.e. the total unrestricted reserves less amounts invested in fixed assets amounted to £594,506 represents 51% of total expenditure, on the assumption that the Charity wanted to maintain all its current level of services with no restricted fund income.

The Trustees are committed to maintaining current service levels for as long as the funding permits. Increases in salaries will be dependent upon the level of future income streams.

**Report of the Trustees
for the Year Ended 31st March 2021**



Insofar as our future prospects are concerned we are aware of the cessation of our Supported Accommodation contract in 2022/23 - termination date of 31st March 2023. That said, our Turnover may well reduce but we remain hopeful of a positive retendering result for our Core Business and Tier Zero activities for 2022 and 4 years thereafter. Ironically, the turnover reducing below £1m will open up additional funding opportunities.

We have also secured a licence to provide Active Monitoring outwith the Mind framework. This certainly is the preferred offering for University commissioners and we are optimistic that this will retain a revenue stream for the forthcoming period.

From the start of a potentially difficult 2020/21 year not only have we added to our Reserves but also have redesigned our services to move away from face to face activity to ones that can be delivered remotely. This effectively means that we are in a position to discharge our contractual obligations regardless of any potential difficulties arising from any further lockdowns

It is likely that 2021/22 will again prove to be challenging particularly in light of the effects and duration of the impact of COVID-19 on our funding and models of service delivery. We have modified the ways that we deliver services, taking advantage of digital platforms wherever possible. The most severely affected areas are of course in Day Services which has ceased doing face to face work but the early signs are that we can continue supporting people who need our help. We have worked with the colleges to ensure that Counselling can be resumed in the second half of the year once students have completed an additional course module to enable them to counsel safely on line. The paid service seems to have held up but external training has proved more problematic. It is however worth stating that many people who would have accessed our services are "digitally poor" and hence there is a major issue around exclusion of some of the most vulnerable service users that needs to be overcome

We are delighted to highlight an ever-strengthening partnership approach with Mind in the Vale who assisted us with the development of the Tier Zero contract but perhaps more importantly has enabled us to consider how best to respond to opportunities and threats across the University Health Board area. We are both committed to ensuring that citizens in the area have access to a full range of services delivered to Mind values and see the future as being one of increasing collaboration.

The Domiciliary Support Service continues to inhabit a very insecure environment

Once again the Trustees have agreed a deficit budget for 2021/22 hopeful that we will continue to manage our voids efficiently and that the call on reserves will be less than planned. It is also important to note that having evaluated the reserve levels required to meet liabilities and business continuity needs and met those basic requirements the Trustees are of the view that it is preferable to deploy resources on people experiencing mental health issues rather than on the pursuit of an even stronger balance sheet.

Of course, the Future Plans for any organisation are very much Covid-19 dependent. The organisation has had to be extremely nimble to ensure that operational activities continue in a safe and supportive way. Unlike some within the sector we continued to operate as best we could, mindful that mental health was likely to feature prominently during the pandemic. We took the view that as we had received funding to provide services it would be unethical to furlough staff and spent our time redesigning how we could effectively provide services. This involved investing in the necessary technology to provide many of our services digitally and operating an iterative approach to risk management to reflect the ebb and flow of Government and NHS advice.

Our Business Continuity Plans and Risk Assessment Plans have thus far proved to be robust and resilient and our service reconfigurations give us a degree of confidence that we will be able to operate in full lockdown and all points between there and normality. Indeed, it is likely that some of the "new" ways of working will continue long after the pandemic has receded.

Obviously, our revenue streams have been affected, but we have taken every opportunity to apply for additional funding from a variety of new sources to mitigate the effects with good success.

Structure, governance and management

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Charity is a Limited Company (registration number 2803045) and is governed by its Memorandum and Articles of Association. Cardiff Mind is also registered with the Charity Commissioners Number 1020633.

**Report of the Trustees
for the Year Ended 31st March 2021**



Structure, governance and management

Trustee appointment, induction and training

The Charity Trustees are the people who are legally responsible for the overall management and decision making in a charity. As a larger Charity, staff carry out the work of the charity and the Trustees are responsible for monitoring and controlling their activities. The Trustees are also Directors for the purposes of the Companies Act.

The Trustees are elected each year by the members of the Company at the Company's Annual General Meeting and form the Company's Management Committee. The Committee also has designated members who carry out the roles of Chair, Vice-Chair and Treasurer these too are elected at the Annual General Meeting.

There can be up to 12 Trustees, a minimum of 2 must be users of the service, a further 2 people may be co-opted to serve on the Committee.

Prior to the Annual General Meeting the Company publicises the fact that nominations are sought for election to the Management Committee via directly contacting members of the Company and expressions of interest are invited. Those members who are interested in serving are invited to meet with the Chief Executive to discuss the role in greater detail and also what skills need to be acquired for the individual to actively and effectively contribute. This would then form the basis of an individual development/induction plan.

Following the Annual General Meeting the Management Committee would consider its new composition and skill mix and would redress any shortcomings via advertisement and initial co-option of interested persons. The process of informal discussion with the Chief Executive is similar as is the identification of personal development issues. Prior to co-option the would-be Management Committee Member is invited to attend a couple of Management Committee Meetings as an observer prior to becoming a co-opted member.

Corporate governance

The Organisation is managed by a voluntary Management Committee whose role is to set the overall objectives for Cardiff Mind and to ensure that the organisation is keeping within its legal and moral obligations. The Management Committee holds the ultimate control and responsibility for Cardiff Mind and its operations. Management Committee members are drawn from a wide background, bringing together professional, commercial and local experience. There are some members who can provide a service user perspective. As at the end of the Financial Year three of the Management Committee brought such a perspective with personal experience of the complete range of services provided. This represents a significant proportion of the Committee.

The Committee meets formally every three months and more frequently if operational or governance issues require. As part of the Business Planning exercise the Committee reviewed the skill mix available and increased its base by advertising for new Committee members. The response attracted some high calibre candidates and will be reviewed on an annual basis.

The Management Committee has also established task and finish working parties to deal with specific items. These groups comprise Committee Members and Officers and are able to examine pertinent issues in more detail and report their findings and recommendations to the Committee for information and deliberation. Additionally, the Management Committee has designated Lead Trustee for Quality who is charged with improving and monitoring quality matters within the organisation as a whole.

The Management Committee is responsible for the organisation's strategy and policy framework. It delegates the day to day management and implementation of that framework to the Chief Executive.

The Management Committee has developed and adopted a number of key policy initiatives designed to improve Corporate Governance and organisational performance. These arrangements are externally reviewed by funders and also have been scrutinised under the Mind Quality Mark Framework in 2013/14, with the highest level of accreditation being awarded. The policies themselves are subject to Annual Review in general and a specific detailed review programme to ensure that they remain fit for purpose. We will be reviewed under the MQM framework in August 2018.

Related parties

There are no related party transactions.

Reference and administrative details

Registered Company number

02803045 (England and Wales)

Registered Charity number

1020633

**Report of the Trustees
for the Year Ended 31st March 2021**



Registered office

mailto:finance@cardiffmind.org
166 Newport Road
Cardiff
CF24 1DL

Trustees

Philip Edwards - Chair
Julie Anne Dawson
Lee Lanciotti
Kate Walsh (resigned 2.12.2020)
Neil Fulton
Jacqueline Mary Jones
Mikaela Lauren Gully Chartered Accountant (appointed 19.11.2020)

Chief Executive officer

Roger Bone

Auditors

Haines Watts Wales LLP, Statutory Auditors
7 Neptune Court
Vanguard Way
Cardiff
CF24 5PJ

Bankers

HSBC
56 Queen Street
Cardiff
CF10 2PX

Statement of trustees' responsibilities

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

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

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

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

The auditors, Haines Watts Wales LLP, Statutory Auditors, will be proposed for re-appointment at the forthcoming Annual General Meeting.

**Report of the Trustees
for the Year Ended 31st March 2021**



This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 9th December 2021 and signed on its behalf by:

Philip Edwards - Trustee

Opinion

We have audited the financial statements of Cardiff Mind Ltd (the 'charitable company') for the year ended 31st March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

The impact of uncertainties on our audit owing to COVID-19

The Directors' view on the impact of COVID-19 is disclosed within the report of the directors.

Uncertainties related to the effects of COVID-19 are relevant to understanding our audit of the financial statements. All audits assess and challenge the reasonableness of estimates made by the directors, such as recoverability and valuation of assets, appropriateness of the going concern basis of preparation of the financial statements and associated disclosures. All of these depend on assessments of the future economic environment and the company's future prospects and performance.

The COVID-19 viral pandemic is one of the most significant economic events for the UK, and at the date of this report, its effects are subject to unprecedented levels of uncertainty of outcomes, with the full range of possible effects unknown. We have applied a standardised approach in response to that uncertainty when assessing the company's future prospects and performance. However, no audit should be expected to predict the unknowable factors or all possible future implications for a company and this is particularly the case in relation to the COVID-19 pandemic.



Matters on which we are required to report by exception

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

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

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

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

Our responsibilities for the audit of the financial statements

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

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our planning procedures identify the legal and regulatory frameworks applicable to the operations and financial statements of the company. These are reviewed internally with the audit team including relevant industry experience and expectations as well as externally with the client management. The key laws and regulations we considered in this context were the UK Companies Act 2006, Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland', UK GAAP (FRS 102) and relevant tax legislation.

Once identified, we assess the risks of material misstatements in relation to the laws and regulations, irregularities, including fraud and adjust our testing accordingly. Our audit procedures include:

- Discussing with Trustees and management which areas of the business they believe to be more susceptible to fraud, and whether they have any knowledge or suspicion of fraudulent activities
- Obtaining an understanding of the key controls put in place by the charitable company to address risks identified, assessing the effectiveness of those and discussing how these are maintained and monitored internally
- Assessing the risk of management override and review and testing of journal entries made into the accounting system
- Challenging assumptions and judgements made by the charitable company in relation to the significant accounting estimates employed in the preparation of the financial statements

Despite the audit being planned and conducted in accordance with ISAs (UK) there remains an unavoidable risk that material misstatements in the financial statements may not be detected owing to inherent limitations of the audit, and that by their very nature, any such instances of fraud or irregularities likely involve collusion, forgery, intentional misrepresentation, or the override of internal controls.

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 Report of the Independent Auditors.

**Report of the Independent Auditors to the Members of
Cardiff Mind Ltd**



Use of our report

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

Clive Edwards (Senior Statutory Auditor)
for and on behalf of Haines Watts Wales LLP, Statutory Auditors
7 Neptune Court
Vanguard Way
Cardiff
CF24 5PJ

Date: 20 December 2021



Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31st March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Income and endowments from					
Donations and legacies	2	60,149	-	60,149	54,172
Charitable activities	4				
Empowerment and support		699,709	447,917	1,147,626	1,049,931
Investment income	3	5,984	-	5,984	925
Other income		37,041	-	37,041	32,144
Total		802,883	447,917	1,250,800	1,137,172
Expenditure on					
Charitable activities	5				
Empowerment and support		714,562	355,222	1,069,784	1,110,928
NET INCOME		88,321	92,695	181,016	26,244
Reconciliation of funds					
Total funds brought forward		513,243	161,012	674,255	648,011
Total funds carried forward		601,564	253,707	855,271	674,255



Balance Sheet
31st March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Fixed assets					
Tangible assets	11	7,058	-	7,058	15,546
Current assets					
Debtors	12	259,066	-	259,066	89,616
Investments	13	275,840	-	275,840	272,982
Cash at bank and in hand		103,147	345,891	449,038	359,823
		<u>638,053</u>	<u>345,891</u>	<u>983,944</u>	<u>722,421</u>
Creditors					
Amounts falling due within one year	14	(43,547)	(92,184)	(135,731)	(63,712)
Net current assets		<u>594,506</u>	<u>253,707</u>	<u>848,213</u>	<u>658,709</u>
Total assets less current liabilities		<u>601,564</u>	<u>253,707</u>	<u>855,271</u>	<u>674,255</u>
NET ASSETS		<u>601,564</u>	<u>253,707</u>	<u>855,271</u>	<u>674,255</u>
Funds	16				
Unrestricted funds				601,564	513,243
Restricted funds				<u>253,707</u>	<u>161,012</u>
Total funds				<u>855,271</u>	<u>674,255</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on ~~11th December 2021~~ and were signed on its behalf by:


Philip Edwards - Trustee



**Cash Flow Statement
for the Year Ended 31st March 2021**

	Notes	2021 £	2020 £
Cash flows from operating activities			
Cash generated from operations	1	80,374	(252,787)
Net cash provided by/(used in) operating activities		<u>80,374</u>	<u>(252,787)</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		-	(12,617)
Interest received		5,984	925
Investment interest received		2,857	2,972
Net cash provided by/(used in) investing activities		<u>8,841</u>	<u>(8,720)</u>
Change in cash and cash equivalents in the reporting period		<u>89,215</u>	<u>(261,507)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>359,823</u>	<u>621,330</u>
Cash and cash equivalents at the end of the reporting period		<u><u>449,038</u></u>	<u><u>359,823</u></u>

The notes form part of these financial statements

**Notes to the Cash Flow Statement
for the Year Ended 31st March 2021**



1. Reconciliation of net income to net cash flow from operating activities

	2021 £	2020 £
Net income for the reporting period (as per the Statement of Financial Activities)	181,016	26,244
Adjustments for:		
Depreciation charges	8,488	9,335
Interest received	(5,984)	(925)
(Decrease)/ Increase in Provisions	(5,888)	-
Increase in debtors	(180,816)	(4,196)
Increase/(decrease) in creditors	83,558	(283,245)
Net cash provided by/(used in) operations	<u>80,374</u>	<u>(252,787)</u>

2. Analysis of changes in net funds

	At 1.4.20 £	Cash flow £	At 31.3.21 £
Net cash			
Cash at bank and in hand	359,823	89,215	449,038
	<u>359,823</u>	<u>89,215</u>	<u>449,038</u>
Liquid resources			
Deposits included in cash	-	-	-
Current asset investments	272,982	2,858	275,840
	<u>272,982</u>	<u>2,858</u>	<u>275,840</u>
Total	<u>632,805</u>	<u>92,073</u>	<u>724,878</u>

Notes to the Financial Statements for the Year Ended 31st March 2021



1. Accounting policies

Basis of preparing the financial statements

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

Income

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Revenue grants are recognised in the period in which the expenditure to which they relate is incurred. Where there are conditions attached to the use of these grants they are credited to the Restricted Fund. All other revenue grants are included in the General Fund in unrestricted funds.

Rental income is based upon the weekly charge arising in the accounting period to which it relates.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

Other income is accounted for on a receivables basis.

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

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

Tangible fixed assets

Individual items costing £1,000 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write the cost, less any estimated residual value, over their expected useful economic life as follows:

Office equipment	over 3 years
Fixtures and fittings	over 3 years
Computer equipment	over 3 years

Taxation

The company is a registered charity and all of its income is primary purpose it is, therefore, exempt from taxation.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2021**

**1. Accounting policies - continued****Fund accounting**

Restricted funds 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 purposes.

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

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

Debtors, creditors and cash

Current assets and liabilities, including cash held at bank are recognised at cost or valuation as at the year end.

2. Donations and legacies

	2021	2020
	£	£
Donations	60,149	54,172

3. Investment income

	2021	2020
	£	£
Deposit account interest	5,984	925

4. Income from charitable activities

	Activity	2021	2020
		£	£
Local Mental Health Grants Scheme	Empowerment and support	231,750	231,958
SPG - received in year	Empowerment and support	189,280	189,280
Tier Zero	Empowerment and support	123,588	50,608
SPRG	Empowerment and support	64,210	64,210
Domiciliary Care Cardiff and the Vale	Empowerment and support	82,931	113,391
University Health Board	Empowerment and support	61,002	61,002
Residents charges receivable	Empowerment and support	297,095	288,696
Voids	Empowerment and support	(34,740)	(9,860)
Counselling fees	Empowerment and support	54,187	60,646
Active Monitoring Mind	Empowerment and support	77,823	-
Other Grants	Empowerment and support	500	-
		<u>1,147,626</u>	<u>1,049,931</u>

5. Charitable activities costs

	Direct Costs	Support costs (see note 6)	Totals
	£	£	£
Empowerment and support	970,066	99,718	1,069,784

Notes to the Financial Statements - continued
for the Year Ended 31st March 2021

6. Support costs

	Finance £	Governance costs £	Totals £
Empowerment and support	<u>75,550</u>	<u>24,168</u>	<u>99,718</u>

Support costs, included in the above, are as follows:

	2021 Empowerment and support £	2020 Total activities £
Wages	60,811	60,209
Rent and rates	13,146	13,016
Bank charges	1,593	3,755
Wages	11,266	11,154
Auditors' remuneration	4,699	4,440
Auditors' remuneration for non audit work	8,203	6,462
Legal fees	-	720
	<u>99,718</u>	<u>99,756</u>

7. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2021 £	2020 £
Auditors' remuneration	4,699	4,440
Other non-audit services	8,203	6,462
Depreciation - owned assets	<u>8,488</u>	<u>9,334</u>

8. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31st March 2021 nor for the year ended 31st March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2021 nor for the year ended 31st March 2020.

9. Staff costs

	2021 £	2020 £
Wages and salaries	650,200	666,298
Social security costs	42,538	47,767
Other pension costs	<u>35,258</u>	<u>36,254</u>
	<u>727,996</u>	<u>750,319</u>

The average monthly number of employees during the year was as follows:

	2021	2020
Charitable activities	52	52
Support staff	<u>2</u>	<u>2</u>
	<u>54</u>	<u>54</u>

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

Notes to the Financial Statements - continued
for the Year Ended 31st March 2021



9. Staff costs - continued

During the year Cardiff Mind Ltd paid key management gross salaries totalling £189,943 (2020: £191,019). Key management are considered to be 5 individuals who directly impact upon the strategic direction of the charity.

10. Comparatives for the statement of financial activities

	Unrestricted funds £	Restricted funds £	Total funds £
Income and endowments from			
Donations and legacies	47,172	7,000	54,172
Charitable activities			
Empowerment and support	751,650	298,281	1,049,931
Investment income	925	-	925
Other income	32,144	-	32,144
Total	831,891	305,281	1,137,172
Expenditure on			
Charitable activities			
Empowerment and support	803,856	307,072	1,110,928
NET INCOME/(EXPENDITURE)	28,035	(1,791)	26,244
Reconciliation of funds			
Total funds brought forward	485,208	162,803	648,011
Total funds carried forward	<u>513,243</u>	<u>161,012</u>	<u>674,255</u>

11. Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1st April 2020 and 31st March 2021	91,590
Depreciation	
At 1st April 2020	76,044
Charge for year	8,488
At 31st March 2021	84,532
Net book value	
At 31st March 2021	7,058
At 31st March 2020	15,546

Notes to the Financial Statements - continued
for the Year Ended 31st March 2021



12. Debtors: amounts falling due within one year

	2021 £	2020 £
Trade debtors	86,996	16,025
Other debtors	43,421	58,109
Prepayments and accrued income	128,649	15,482
	<u>259,066</u>	<u>89,616</u>

13. Current asset investments

	2021 £	2020 £
Monies held on deposit	<u>275,840</u>	<u>272,982</u>

14. Creditors: amounts falling due within one year

	2021 £	2020 £
Social security and other taxes	9,813	16,276
Other creditors	22,016	17,252
Accruals and deferred income	103,902	30,184
	<u>135,731</u>	<u>63,712</u>
Deferred income brought forward	12,791	299,211
Amounts released to incoming resources	(12,791)	(299,211)
Amounts deferred in the year	92,184	12,791
Deferred income carried forward	<u>92,184</u>	<u>12,791</u>

15. Leasing agreements

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

	2021 £	2020 £
Within one year	<u>2,927</u>	<u>1,829</u>

16. Movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	414,318	117,334	531,652
Building refurbishment fund	98,925	(29,013)	69,912
	<u>513,243</u>	<u>88,321</u>	<u>601,564</u>
Restricted funds			
Local Mental Health Grants Scheme	161,012	92,695	253,707
	<u>161,012</u>	<u>92,695</u>	<u>253,707</u>
TOTAL FUNDS	<u>674,255</u>	<u>181,016</u>	<u>855,271</u>

Notes to the Financial Statements - continued
for the Year Ended 31st March 2021



16. Movement in funds - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	802,883	(685,549)	117,334
Building refurbishment fund	-	(29,013)	(29,013)
	802,883	(714,562)	88,321
Restricted funds			
Local Mental Health Grants Scheme	246,506	(153,811)	92,695
Tier Zero	123,588	(123,588)	-
Active Monitoring	77,823	(77,823)	-
	447,917	(355,222)	92,695
TOTAL FUNDS	1,250,800	(1,069,784)	181,016

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	370,277	44,041	414,318
Building refurbishment fund	114,931	(16,006)	98,925
	485,208	28,035	513,243
Restricted funds			
Local Mental Health Grants Scheme	127,248	(1,350)	125,898
Cardiff and the Vale University Health Board	35,555	(441)	35,114
	162,803	(1,791)	161,012
TOTAL FUNDS	648,011	26,244	674,255

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	831,891	(787,850)	44,041
Building refurbishment fund	-	(16,006)	(16,006)
	831,891	(803,856)	28,035
Restricted funds			
Local Mental Health Grants Scheme	186,671	(188,021)	(1,350)
Cardiff and the Vale University Health Board	61,002	(61,443)	(441)
Tier Zero	50,608	(50,608)	-
Blue Light	7,000	(7,000)	-
	305,281	(307,072)	(1,791)
TOTAL FUNDS	1,137,172	(1,110,928)	26,244

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2021**



16. Movement in funds - continued

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

The building refurbishment designated fund has been created by the Trustees to cover the potential costs of remedial works to the property occupied by the charity in the coming years.

Local Mental Health Grants Scheme - the scheme is administered by Cardiff and the Vale University Health Board. Part of this funding is for Core Services and Integrated Day Services. The other part of the funding is to provide people with support in re-engaging with the community. This is completed by providing; a safe space, social contact, information and advice, vocational assessment/planning, volunteering opportunities, a wide range of pre-vocational training and links into a host of community resources.

Cardiff and the Vale University Health Board - The funding is provided to secure for the residents of Cardiff the provision of specified healthcare by contributing towards the core costs of the Integrated Day Services. In particular, the service should provide; an Outreach Service, a free counselling service, support groups, training to other organisations, information on other agencies and sources of support and a list of counsellors and therapists.

Tier Zero is a three year contract with the University Health Board to provide CCI support for individuals within GP Practices in the SE Cluster Group of Cardiff.

Blue Light is a scheme to provide support to colleagues in "Blue Light" services e.g. Police Fire and Ambulance etc.

Active Monitoring is a scheme to provide support in line with GP referrals to support those in need with mental health support.

17. Employee benefit obligations

The charity operates a defined contribution scheme. The pension costs charge for the year represents contributions payable by the charity to the scheme and amounted to £35,258 (2020: £36,254).

18. Related party disclosures

There were no related party transactions for the year ended 31st March 2021.

19. Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.



**Detailed Statement of Financial Activities
for the Year Ended 31st March 2021**

	2021 £	2020 £
Income and endowments		
Donations and legacies		
Donations	60,149	54,172
Investment income		
Deposit account interest	5,984	925
Charitable activities		
Local Mental Health Grants Scheme	231,750	231,958
SPG - received in year	189,280	189,280
Tier Zero	123,588	50,608
SPRG	64,210	64,210
Domiciliary Care	82,931	113,391
Cardiff and the Vale University Health Board	61,002	61,002
Residents charges receivable	297,095	288,696
Voids	(34,740)	(9,860)
Counselling fees	54,187	60,646
Active Monitoring Mind	77,823	-
Other Grants	500	-
	<u>1,147,626</u>	<u>1,049,931</u>
Other income		
Other income	8,213	4,806
Training income	28,828	27,338
	<u>37,041</u>	<u>32,144</u>
Total incoming resources	<u>1,250,800</u>	<u>1,137,172</u>
Expenditure		
Charitable activities		
Wages	578,123	594,935
Social security	42,538	47,767
Pensions	35,258	36,254
Rent and rates	42,410	41,137
Insurance	7,303	6,014
Light and heat	20,224	29,548
Telephone	24,476	25,626
Repairs and maintenance	26,685	31,997
Computer software and maintenance	42,942	30,170
Training, conferences and Awaydays	3,057	6,834
Travel costs	6,887	16,946
Printing, postage and stationery	6,768	7,031
Subscriptions and donations	8,073	7,335
Sundry and other costs	10,935	22,271
Cleaning	8,727	7,692
Management charges	94,124	90,096
Bad debts written off	3,048	184
Fixtures and fittings	8,488	9,335
	<u>970,066</u>	<u>1,011,172</u>
Support costs		
Finance		
Wages	60,811	60,209
Carried forward	60,811	60,209

This page does not form part of the statutory financial statements

**Finance**

Brought forward
Rent and rates
Bank charges

**Detailed Statement of Financial Activities
for the Year Ended 31st March 2021**

	2021 £	2020 £
Brought forward	60,811	60,209
Rent and rates	13,146	13,016
Bank charges	1,593	3,755
	<u>75,550</u>	<u>76,980</u>
Governance costs		
Wages	11,266	11,154
Auditors' remuneration	4,699	4,440
Auditors' remuneration for non audit work	8,203	6,462
Legal fees	-	720
	<u>24,168</u>	<u>22,776</u>
Total resources expended	<u>1,069,784</u>	<u>1,110,928</u>
Net income	<u><u>181,016</u></u>	<u><u>26,244</u></u>