

Charity Registration No. 1107896

Company Registration No. 05305203 (England and Wales)

BASILDON MIND (LIMITED BY GUARANTEE)

**ANNUAL REPORT AND UNAUDITED
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2021



MAYNARD HEADY LLP
CHARTERED ACCOUNTANTS

BASILDON MIND (LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms L Ogilvy-Webb Ms S C A Chesney Mr J Birkett Mrs D Tobin Miss N Inturi Mr J E Rowe	(Appointed 30 June 2020) (Appointed 17 November 2020) (Appointed 3 February 2021)
Secretary	Miss K Duberry	
Charity number	1107896	
Company number	05305203	
Registered office	37 East Walk Basildon Essex SS14 1HA	
Independent examiner	Mrs S J Caten FCA CTA Matrix House 12-16 Lionel Road Canvey Island Essex SS8 9DE	
Bankers	HSBC 33 Town Square Basildon Essex SS14 1BA	
Solicitors	Martin Nossel & Co 10-12 Southernhay Basildon Essex SS14 1EL	

BASILDON MIND (LIMITED BY GUARANTEE)

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BASILDON MIND (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their report and financial statements for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the company's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The principal purpose of the charity is to provide residential and community support services to persons within the community with mental health difficulties. The organisation achieves these objectives by offering a telephone Helpline, a counselling service, an advocacy service, a walking group, an allotment and supported accommodation. A charity shop, located in Basildon, provides funding towards the services offered.

The mental health activities of the charity can be defined as follows:

Helpline

The organisation operates a telephone Helpline is manned between for 10 hours a day Monday to Thursday, for 6 hours on Fridays and 4 hours on Saturdays. An answer service operates when the Helpline is unmanned. In addition, the organisation operates an email helpline.

Counselling

The organisation operates a sizable and expanding counselling service. Youths aged 7-17 are seen free of charge and Adults are seen for a small donation. A private counselling service is also operated, the income from which helps fund the Youth and Adult services. In April 2020, as the first Covid-19 Lockdown took effect, we launched a 'Frontline Workers' counselling service where qualifying adults can benefit from 6 hours of free counselling. The trustees believe this was the right thing to do in terms of helping improve mental health in the Basildon borough.

Advocacy

The organisation continues to provide advocacy at Brockfield House in Wickford.

Walking

In mid-2020, we launched a walking group in mid-2020 which currently meets weekly to walk around the Basildon area, followed by a debriefing and social catch up meeting. It is planned to expand this wellbeing service.

Allotment

Our allotment remains open and provides wellbeing benefits to its volunteers in terms of social engagement, outdoor activity and the satisfaction of growing food.

Supported Housing

The organisation operates four group homes and three apartments for the accommodation of people with severe and enduring mental health difficulties who are looking to be more independent with support of Basildon Mind in the short to medium term.

Volunteers

The charity is grateful to the volunteers who have given their time to the many services we offer and congratulates all those who organised and assisted in all fundraising efforts throughout the period. The largest group of volunteers is represented by qualified counsellors who offer free/low cost counselling to those in need. Without them, this service could not function. There is voluntary support in the wellbeing service, supplementing the mostly part-time paid staff. Most areas of operation have some volunteer support and both members of the finance team are volunteers. The costs of fundraising are very low in relation to the income produced, which is mainly directed towards the young persons free counselling service, as it enjoys little in the way of statutory funding.

BASILDON MIND (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Public Benefit

The trustees confirm that they have complied with the duty of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

In carrying out the activities above the trustees consider that Basildon Mind achieves significant benefits on behalf of service users and the community at large. There is ample evidence of this in feedback from service users in questionnaires, meetings and forums.

Financial review

Overall a good financial result achieved in a difficult year with the pandemic with its associated lock downs creating operational pressures and client interactions proving more problematic. The Trust Board worked with the management team to ensure the where required COVID secure activities were implemented which included a move to remote working for essential activity and client services such as counselling.

With the above background, the organisation secured financial support from the local and national government as follows:

Restriction support grants: £41,286

Rates holiday: £11,945

Furlough for 3 staff members: £13,183

Without this support, the organisation would show a significant deficit for the 2020/21 year as these grants have compensated for the shortfall in shop income and a drop in counselling income. During this period the management team have been conscious of minimising administration costs and to secure more specialist volunteers to help Basildon Mind grow and improve the operations.

Counselling continues to perform well despite the issue presented during the pandemic. We were forced to move some of our counselling services on-line which presented a number of challenges. We expect on-line delivery to continue going forwards. We took the decision to employ a part-time Counselling Manager in August 2020, to manage the existing and develop appropriate new services. In future years we expect this appointment to result in a growth of our Counselling services resulting in an increasing income.

After the end of the first lockdown, a number of additional measures were put in place to keep staff, volunteers and customers safe in the shop, and in the counselling service. Throughout the lockdown, we also implemented a process to keep in touch with all our clients by phone, and then developed video-conferencing systems to deliver at least part of our counselling service on-line.

Our Advocacy service at Brockfield House remains a valued activity and we expect the services to expand in.

In April 2020 we started delivering an NHS 'Crisis Sanctuary' service, as a sub-contractor to Thurrock and Brentwood Mind. This required the hiring of 2 additional staff. The service offers emergency help via 111 in terms of both telephone support and a physical sanctuary.

In March 2021, Basildon Mind was awarded the prestigious Mind Quality Management (MQM) Award by National Mind. This demonstrates compliance with a rigorous set of governance, operations, finance, people, service and quality standards.

On 30th March 2021, Basildon Mind published its compliance with the NHS Information Governance Toolkit. This concerns appropriate IT and cyber security practices and is required from all NHS providers.

Risk factors

The trustees have overall responsibility for ensuring that the charity has appropriate systems of controls, financial and otherwise. Procedures are in place to assess business risks and to implement risk management strategies. This involves regular identification of the types of risk the charity faces, prioritising them in terms of potential impact and likelihood of occurrence, and identifying means of mitigating the risks.

BASILDON MIND (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Structure, governance and management

Basildon Mind is a company limited by guarantee incorporated on 6 December 2004 and is governed by its Memorandum and Articles dated 24 November 2004.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Ms L Ogilvy-Webb

Mr R Tyler

(Resigned 16 November 2020)

Ms S C A Chesney

Ms A Chapman

(Resigned 30 June 2020)

Mr J Birkett

Miss G Anderson

(Resigned 16 November 2020)

Mrs D Tobin

(Appointed 30 June 2020)

Miss N Inturi

(Appointed 17 November 2020)

Mr J E Rowe

(Appointed 3 February 2021)

Members nominate trustees and elect office-bearers at the Annual General Meeting. The Board which acts as Executive Committee may co-opt individuals as necessary in the course of the year. Recruitment of trustees particularly for specialised skills may be undertaken through the offices of the Council for Voluntary Services.

The Board of Trustees can have up to 20 members to administer the charity. There are a number of ad-hoc sub-committees including Quality, Housing and Finance. A new Chief Executive Officer, Denise Kent was appointed from March 2021, following the resignation of previous CEO, Catherine Sackey. To facilitate effective operations the Chief Executive has been delegated authority for overseeing the activities of the organisation and for employment matters.

No other bodies nominate trustees or Board members.

Basildon Mind is affiliated to National Mind, sharing its objectives and campaigning aims. The trustees at Basildon Mind are free to make their own decisions, while due regard is given to overall strategies. The quality standards introduced by National Mind have been implemented.

The trustees' report was approved by the Board of Trustees.



Mr J Birkett

Trustee

Dated: 23/11/2021

BASILDON MIND (LIMITED BY GUARANTEE)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2021

The Trustees, who are also the directors of Basildon Mind (Limited by Guarantee) for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these accounts, 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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

BASILDON MIND (LIMITED BY GUARANTEE)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BASILDON MIND (LIMITED BY GUARANTEE)

I report to the Trustees on my examination of the financial statements of Basildon Mind (Limited by Guarantee) (the company) for the year ended 31 March 2021.

Responsibilities and basis of report

As the Trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.


Mrs S J Gaten FCA CTA

Matrix House
12-16 Lionel Road
Canvey Island
Essex
SS8 9DE

Dated: 23/11/2021

BASILDON MIND (LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Total 2020 £
	Notes		
<u>Income from:</u>			
Donations and legacies	3	80,931	26,172
Charitable activities	4	211,248	198,971
Other trading activities	5	24,735	75,258
Investments	6	82	311
		<hr/>	<hr/>
Total income		316,996	300,712
		<hr/>	<hr/>
<u>Expenditure on:</u>			
Raising funds	7	60,440	73,784
		<hr/>	<hr/>
Charitable activities	8	248,041	194,828
		<hr/>	<hr/>
Total resources expended		308,481	268,612
		<hr/>	<hr/>
Net income for the year/ Net movement in funds		8,515	32,100
Fund balances at 1 April 2020		189,387	157,287
		<hr/>	<hr/>
Fund balances at 31 March 2021		197,902	189,387
		<hr/>	<hr/>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

BASILDON MIND (LIMITED BY GUARANTEE)

BALANCE SHEET

AS AT 31 MARCH 2021

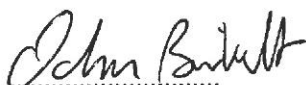
	Notes	2021 £	£	2020 £	£
Fixed assets					
Intangible assets	13		4,387		-
Tangible assets	14		6,128		4,835
			<u>10,515</u>		<u>4,835</u>
Current assets					
Debtors	15	5,956		2,656	
Cash at bank and in hand		223,344		202,634	
		<u>229,300</u>		<u>205,290</u>	
Creditors: amounts falling due within one year	16	(41,913)		(20,738)	
Net current assets			<u>187,387</u>		<u>184,552</u>
Total assets less current liabilities			<u><u>197,902</u></u>		<u><u>189,387</u></u>
Income funds					
Unrestricted funds			<u>197,902</u>		<u>189,387</u>
			<u><u>197,902</u></u>		<u><u>189,387</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

The financial statements were approved by the Trustees on 23.11.2021



Mr J Birkett
Trustee

Company Registration No. 05305203

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Basildon Mind (Limited by Guarantee) is a private company limited by guarantee incorporated in England and Wales. The registered office is 37 East Walk, Basildon, Essex, SS14 1HA.

1.1 Accounting convention

The accounts have been prepared in accordance with the company's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The company is a Public Benefit Entity as defined by FRS 102.

The company has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

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

1.4 Income

Income is recognised when the company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.5 Expenditure

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on the appropriate basis of floor area, staff time and estimated usage.

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. The expenditure includes attributable VAT if it cannot be recovered. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered, subject to conditions which have not been met at the year end date, are noted as a commitment but not accrued as expenditure.

1.6 Intangible fixed assets other than goodwill

Intangible assets acquired separately from a business are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Intangible assets acquired on business combinations are recognised separately from goodwill at the acquisition date where it is probable that the expected future economic benefits that are attributable to the asset will flow to the entity and the fair value of the asset can be measured reliably; the intangible asset arises from contractual or other legal rights; and the intangible asset is separable from the entity.

Amortisation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Software	20% straight line
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1.7 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	25% straight line
Fixtures and fittings (Housing)	25% straight line
Computers	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.8 Impairment of fixed assets

At each reporting end date, the company reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.10 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

2 Critical accounting estimates and judgements

In the application of the company's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Total
	2021 £	2020 £
Donations and gifts	14,752	26,172
Government and other grants received	66,179	-
	<u>80,931</u>	<u>26,172</u>
Donations and gifts		
Counselling donations	14,727	20,140
Charity shop	-	30
General	25	6,002
	<u>14,752</u>	<u>26,172</u>

BASILDON MIND (LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

4 Charitable activities

	Wellbeing centre 2021 £	Counselling 2021 £	Housing project 2021 £	Advocacy 2021 £	Crisis sanctuary 2021 £	Total 2021 £	Total 2020 £
South Essex Mental Health Authority	726	10,131	-	-	-	10,857	8,673
South Essex Partnership Trust	-	-	-	-	28,636	28,636	-
Counselling fees	-	31,940	-	-	-	31,940	41,265
Advocacy fees	-	-	-	24,737	-	24,737	24,737
Ward Meetings	-	-	-	-	-	-	1,286
Rental income	-	-	114,894	-	-	114,894	122,348
Other income	-	-	-	184	-	184	662
	<u>726</u>	<u>42,071</u>	<u>114,894</u>	<u>24,921</u>	<u>28,636</u>	<u>211,248</u>	<u>198,971</u>

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

5 Other trading activities

	Unrestricted funds	Total
	2021 £	2020 £
Fundraising events	605	157
Shop income	24,130	75,101
	<u> </u>	<u> </u>
Other trading activities	24,735	75,258
	<u> </u>	<u> </u>

6 Investments

	Unrestricted funds	Total
	2021 £	2020 £
Interest receivable	82	311
	<u> </u>	<u> </u>

7 Raising funds

	2021 £	2020 £
<u>Fundraising and publicity</u>		
Fundraising agents	-	26
	<u> </u>	<u> </u>
<u>Trading costs</u>		
Operating charity shops	26,950	36,792
Staff costs	27,294	30,830
Other costs	6,196	6,136
	<u> </u>	<u> </u>
Trading costs	60,440	73,758
	<u> </u>	<u> </u>
	60,440	73,784
	<u> </u>	<u> </u>

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

8 Charitable activities

	Wellbeing Counselling centre 2021 £	Housing project 2021 £	Advocacy 2021 £	Crisis sanctuary 2021 £	Total 2021 £	Total 2020 £
Staff costs	548	38,390	30,229	15,562	112,274	75,500
Premises	-	7,989	57,491	-	65,480	62,906
Staff travel	-	-	-	-	-	70
Volunteers travel	-	80	-	-	80	394
Charged to activities	-	12,000	19,450	7,000	38,450	38,450
	<u>548</u>	<u>58,459</u>	<u>107,170</u>	<u>22,562</u>	<u>216,284</u>	<u>177,320</u>
Share of support costs (see note 10)	-	13,235	6,261	-	19,496	13,831
Share of governance costs (see note 10)	-	3,827	6,202	2,232	12,261	3,677
	<u>548</u>	<u>75,521</u>	<u>119,633</u>	<u>24,794</u>	<u>248,041</u>	<u>194,828</u>

Under section 105 of the Charities Act 2011, trustee indemnity insurance is purchased as part of the Mind Block insurance policy for Local Mind Groups within the terms of the 1996 agreement for Mind (The National Association for Mental Health) Limited by Guarantee - Registered Charity Number 219830.

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

9 Description of charitable activities

Wellbeing centre

The Wellbeing centre operated until May 2016 until the funding necessary to continue its operation ceased.

Counselling

Basildon Mind is a registered Member of the British Association for Counselling and Psychotherapy. We have three Counselling Services based at our premises at Whitmore Way, Basildon as follows:-

Mindful Counselling Service (fee paying service - £40 per session) is a service for adults 18+, children and young people from the age of 7 –18 years are also offered therapy in this service. The number of sessions provided is determined by the client and is not limited.

Basildon Mind Adult Counselling Service (a voluntary donation is suggested per session) is a service for adults 18+.

Children and Young People's Counselling Service is a free service for children and young people from the age of 7-18 years of age.

We have a team of 30+ counsellors working within the counselling services. They offer 12 sessions of one-to-one confidential therapy to clients, although this can be extended if appropriate.

The services offer an average of 70 sessions per week.

Our counsellors have a wide range of knowledge/training/experience – some are students studying for their qualifications, but at a stage where they are able to see clients. While the majority are qualified and several are qualified to degree level. We always encourage counsellors to undertake additional training as part of their Continued Professional Development. Several in-house courses have taken place i.e. Mental Health Awareness, Children's Play Therapy, Transactional Analysis etc.

Adult Support Group

This group meets on a weekly basis for an hour and a half and is facilitated by a qualified counsellor. The purpose of the group is to offer ongoing therapeutic support to people discharged from hospital experiencing mental health difficulties.

Telephone Helpline

The telephone helpline operates during the times that the counselling service is open. It offers help and support to people experiencing mental health problems, their relatives, friends/carers or to professionals. The telephone helpline is used by regular callers who feel isolated/depressed. It is also used in a similar way to the Samaritans Helpline inasmuch as we receive calls from people who are feeling extremely distressed.

Housing project

Basildon Mind's Housing Project is made up of 4 Group Homes each housing between 2 and 4 residents. Along with 3 separate self contain flats. Basildon Mind manage and maintain all aspects of the houses and flats ensuring that all repairs are done by the Council and that all residents respect and keep all properties in a good condition and state of repair.

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

9 Description of charitable activities

(Continued)

Advocacy

Forensic Advocacy (Secure Services)

Our independent forensic advocate is based in Brockfield House, Wickford and offers a confidential formal advocacy service to the inpatients who originate from North and South Essex. The advocate ensures that patients are informed of their rights and helps them to understand them. In addition, the advocate will support/represent patients at various meetings e.g. Ward rounds/Care planning meetings/Solicitors/Police interviews. Patients can contact the advocate and request that they visit them on the ward to help with a variety of issues e.g. Complaints/Welfare/Housing.

Forensic Advocacy (Secure Services) Out of Essex

We provide Independent Mental Health Act advocacy (IMHA) to patients who are originally from outside the Essex area e.g. The Channel Isles etc. This is a formal service offering patients support at Mental Health Review Tribunals, and representation at ward rounds, care planning meetings etc.

10 Support costs

	Support costs	Governance costs	2021	2020
	£	£	£	£
Staff costs	-	35,242	35,242	24,265
Depreciation	-	2,488	2,488	1,645
Communication	12,660	-	12,660	7,429
Premises	647	-	647	3,208
Other costs	8,558	-	8,558	8,182
Legal and professional	-	-	-	7,134
Accountancy	-	6,026	6,026	4,680
Other costs	-	22,783	22,783	17,551
Charged to activities including staff costs	-	(50,450)	(50,450)	(50,450)
	<u>21,865</u>	<u>16,088</u>	<u>37,953</u>	<u>23,644</u>
Analysed between				
Trading	2,369	3,827	6,196	6,136
Charitable activities	19,496	12,261	31,757	17,508
	<u>21,865</u>	<u>16,088</u>	<u>37,953</u>	<u>23,644</u>

Governance costs includes payments to the examiner of £4,680 (2020 - £4,680) for examination fees.

In addition to examiner's remuneration are charges paid to the examiner in relation to other services totalling £1,092 (2020 - £768).

11 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, and no Trustee incurred and expenses that were reimbursed (2020 - none).

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

12 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Direct charitable	16	15
Administration	3	2
	<u>19</u>	<u>17</u>

Employment costs

	2021 £	2020 £
Wages and salaries	162,246	123,086
Social security costs	8,089	3,265
Other pension costs	4,475	4,244
	<u>174,810</u>	<u>130,595</u>

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

13 Intangible fixed assets

	Software £
Cost	
At 1 April 2020	-
Additions - separately acquired	4,680
	<u>4,680</u>
At 31 March 2021	
Amortisation and impairment	
At 1 April 2020	-
Amortisation charged for the year	293
	<u>293</u>
At 31 March 2021	
Carrying amount	
At 31 March 2021	4,387
	<u><u>4,387</u></u>
At 31 March 2020	-
	<u><u>-</u></u>

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

14 Tangible fixed assets

	Leasehold improvements	Fixtures and fittings (Housing)	Computers	Total
	£	£	£	£
Cost				
At 1 April 2020	8,163	5,776	1,758	15,697
Additions	-	-	3,488	3,488
At 31 March 2021	8,163	5,776	5,246	19,185
Depreciation and impairment				
At 1 April 2020	8,163	1,466	1,233	10,862
Depreciation charged in the year	-	1,444	751	2,195
At 31 March 2021	8,163	2,910	1,984	13,057
Carrying amount				
At 31 March 2021	-	2,866	3,262	6,128
At 31 March 2020	-	4,310	525	4,835

15 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Prepayments and accrued income	5,956	2,656

16 Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals and deferred income	41,913	20,738

17 Retirement benefit schemes

Defined contribution schemes

The company operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the company in an independently administered fund.

The contributions payable by the company for the year were £4,457 (2020 - £4,243).

BASILDON MIND (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

18 Operating lease commitments

At the reporting end date the company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021	2020
	£	£
Within one year	18,000	18,000
Between two and five years	72,000	72,000
In over five years	54,000	72,000
	<u>144,000</u>	<u>162,000</u>

19 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).