

**REGISTERED COMPANY NUMBER: 04184862 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1108470**

**Report of the Trustees and**  
**Financial Statements for the Year Ended 31 March 2021**  
**for**  
**Havering Mind**

## **Havering Mind**

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## **Havering Mind**

### **Chairman's Report for the Year Ended 31 March 2021**

The last 12 months has seen a continuation of the restrictions that the Covid pandemic has placed upon the lives of all people. Consequently, there has been a dramatic increase in demand for the mental health services that we provide in Havering, Barking & Dagenham. I am pleased to say that we have maintained our normal project services, in accordance with Covid restrictions and have been commissioned to provide extra services as both awareness and demand has increased.

Our staff and volunteers have, as always, shown a great dedication to both new and old service users, working longer hours and weekends to provide gateway services to local people in urgent need of both advice and help and I thank them for their strength and perseverance in such a difficult time.

Fortunately, at a time of national emergency both the government and other public and private groups have provided strong funding for the provision of both existing and additional services. You will see from our treasurer's report that we continue to be in a very strong financial position, despite being unable to hold our normal fundraising events.

We held the Family Fest weekend in August, which was a fantastic success and I thank everyone who was involved in the planning and execution of the weekend. Our fundraising events are now a major part of our annual calendar. They not only generate much valued funds for the charity but also create a great team ethic as both volunteers and service users come together for the benefit of the charity. We also have high expectations for the Half Marathon in September and Xmasland in December. Additionally, we have raised over £16,000 this year to completely clear and renovate the garden space behind Harrow Lodge House. This will be a fantastic space for both service users and staff to meet and work in. We owe a great deal of thanks to a team of service users and volunteers who have completed the clearance work through the Summer period.

On completion of the Mind Quality Mark, in 2020, we established a review of a number of corporate structure issues relating to the charity. These amendments will enable the charity to be run in a better manner. We have established a number of sub committees under the trustee group i.e. Policy, HR and Finance. These will report to the board but focus on more detailed analysis on behalf of the board. In addition, we have reviewed the Memorandum and Articles of Association of the charity and upgraded them into a modern format. These are being approved at the meeting today.

Also, as part of the structural review we are appointing 9 new trustees today. I want to thank Chrisie McNeil, Sarah and the team for the hard work in developing and completing the trustee appointment process. We had an outstanding number of candidates and the 9 new trustees being appointed today will, I believe, enable the charity to move forward as we expand our scope in the coming years.

During 2021 Bob Antell, Lisa Hallet and Pronoy Bose resigned as trustees of the charity and I thank them for their longstanding contributions over many years. Bob, as you know, was chairman from 2014-2021 and his leadership and determination throughout that period, has led us to the strong position we are in today.

Despite the continued mental health cost of the pandemic I believe that we are in a good position to sustain the charity for the future, helping to provide the mental health services in Havering Barking and Dagenham for which we are renowned and admired.

**Havering Mind**  
**Report of the Trustees**  
**for the Year Ended 31 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 31 March 2020. 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 2015).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

Havering Mind objectives are:

To promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental disorder or conditions or emotional or mental distress requiring advice or treatment, in the London Borough of Havering and surrounding area (the area of benefit) in association and in accordance with the aims and objects of National Mind.

**Charitable Activities and Public benefit**

At Havering Mind we are pro-active in supporting and educating people about mental health in our local community. We do this through:

1. Providing advice and information
2. Helping individuals learn how to manage their mental health
3. Providing activities to create peer support
4. Raising awareness and providing education to reduce the stigma around mental health

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit.

## Haivering Mind

### Report of the Trustees for the Year Ended 31 March 2021

#### STRATEGIC REPORT

##### Achievement and performance

##### Main Achievements 2020-21

During the year, we grew our reach by 60% for people with mental health problems who sought support through our Gateway Telephone Service.

We delivered excellent outcomes for people using our services, measured using evidence-based outcome tools including Recovery Star.

We supported 1,000+ hours of counselling for those bereaved or traumatised through the pandemic.

We were recognised through the Mind Quality Mark review and were presented with 2 awards for Fundraising & Finance and Service User Influence and Participation.

We spoke to 1,561 new members of the public seeking help and support.

We delivered 32 mental health awareness sessions to over 1,850 pupils in 7 Secondary Schools in Haivering.

We provided a new service called Ready for Adulthood, supporting 28 young people aged 17-25 years.

In the survey, 78% of the pupils said they were now more aware of what help and support was available to them.

We directly supported 2,198 individuals through our services, an increase of 25% on the previous year.

We made over 5,700 outbound calls to our service users and volunteers during the pandemic.

We worked with 17 service users to navigate the benefits system, increasing the PIP benefits of 3 of them from £1,732 to £19,724.

93% of our Live a Better Life participants felt less isolated and 68% reduced the number of visits to their GP through the programme.

We experienced a 75% increase in the number of participants in our Social Inclusion Service.

15,364 Facebook friends were reached through our pages.

Despite not being able to deliver any of our planned large scale fundraising events, our total income increased by

10% on the previous year at £518,811.

##### Performance in 2020-21

During the year, our services provided direct help to over 2,215 people.

Project	Beneficiaries 2020-21	Beneficiaries 2019-20
Gateway Telephone Service	1561	961
Live a Better Life	282	264
Peer Support & Links	130	243
Meaningful Activities	60	52
Social Inclusion	137	78
Welfare Support	17	16
Ready for Adulthood	28	0
<b>Total</b>	<b>2,215</b>	<b>1,614</b>
Pupil in school sessions on mental health	1,850	

Overall, there was a 25% increase in the number of people supported by our services during the year, due to a combination of growth in demand for some services, a levelling in others; and a positive discharging of clients from one.

## **Havering Mind**

### **Report of the Trustees for the Year Ended 31 March 2021**

We also undertook mental health awareness raising activity during the year when possible. This included virtual mental health sessions for health providers, local employers and groups.

#### **Gateway Telephone Service**

##### **1561 initial contact, information and advice enquiries**

Our Gateway Telephone Service is the foundation of what we do. We aim to reach people across Havering, Barking and Dagenham, to have access to information at a time when they are feeling afraid, anxious, depressed or just don't know what to do. Our interventions have been via telephone, email and face to face. We have:

- o Supported 1,000+ hours of counselling for those bereaved or traumatised through the pandemic
- o Supported people who present in crisis to access the best service to meet their needs
- o Offered an initial assessment and further short-term intervention
- o Supported families, friends and carers seeking help for someone they are close to
- o Offered a navigation service so that people access the right service at the right time
- o Signposted to other local providers to ensure continuity of support
- o Introduced new clients to the range of services offered at Havering Mind and the local community
- o 90% of enquirers have never contacted us before

##### **People we supported also said:**

**"Thank you very much, it's the information I needed"**

**"Brilliant, you have been so helpful"**

**"Thank you for taking the time to listen to me"**

**"Thank you so much, Mind has been the most helpful"**

**"Thank you, it's good to talk it through to someone who is listening to me"**

**"Thank you for calling me in my lunch hour, so helpful, thank you"**

**'I rang up in desperate need of help for my son who I believed was going through a crisis with his mental health. The lady I spoke to was very helpful and empathetic. She talked me through the services that they provide and how my son could go about getting involved. She also spoke to me about ways in which I can support not only his, but my own mental health during this difficult time.'**

A Gateway caller

#### **Live a Better Life Project**

##### **282 people supported**

Our Live a Better Life Programme supports adults with mental health problems, giving them the tools they need to manage their wellbeing and resilience, acting as a preventative service to reduce further problems from arising. Our aim is to improve the recovery time for those experiencing a crisis with their mental health and ensure ongoing support is provided. We also help people achieve improvements in their overall physical health and support the development of life-long coping skills for mental wellbeing. The programme run over several weeks, aims to achieve individual service user goals through CBT workshops including 'How to manage stress' and 'How to cope with anxiety'; physical activities including yoga, gardening, badminton and cycling; health workshops such as 'Food & Mood' and 'Sleep & Stress'; and other groups such as choir and walking.

**'I've learnt a lot more about myself, as well as skills such as confidence and assertiveness that I am applying to my life. Having the awareness about mental health is very important and it is easier now to notice changes within myself that I can work to improve. I'm making more of an effort to be mindful and work on myself. Learning things like breathing techniques and meditation is useful to apply in situations where I am feeling anxious and I try to incorporate this in to my life when necessary. I am going out more and being a lot more social, making positive steps to grow my business and no longer feel 'stuck'. '**

A Live a Better Life Project beneficiary

## **Havering Mind**

### **Report of the Trustees for the Year Ended 31 March 2021**

#### **Peer Support and Links Project**

##### **130 people supported**

Our Peer Support and Links Project are services which support the creation of peer networks in the community bringing people together to support one another, keep active and strengthen resilience. By boosting individuals knowledge and understanding of mental health, peer support is a way of helping each other to find and use their own and each others abilities.

Through our Links Project, our service users have the opportunity to engage with peers through a dynamic programme of activities which improve confidence and self esteem.

We have further developed our peer support this year and continued with our successful Peer Supporter Training Programme and Peer Support development sessions; providing the tools needed to look after their future wellbeing and the wellbeing of others.

**'Peer support is a rock in a stormy sea. When the waves overwhelm me they give me a footing back to life. The people in it are links in the chain that is my anchor. We stand alone but together gaining strength from each other and cannot be broken. Without peer support I don't know what I would do every week. I would have nowhere to go every week as there is always something going on. As I live alone this is my lifeline. If I did not have peer support I don't know what I would do.'**

A Peer Support beneficiary

#### **Ready for Adulthood Project**

##### **28 young people supported**

By establishing focused, early and timely transition protocols to support service user transfer in to adult services, we were able to support young people aged 17 - 25 years, who did not meet the current thresholds for adult services, but were identified as being vulnerable and needing support.

#### **Mind Your Head - Schools Mental Health Awareness**

##### **1,850 children and young people supported**

We provided mental health awareness sessions online to 7 Secondary Schools through their tutor groups. We helped them understand their own mental health, wellbeing and resilience better, and provided them with pathways to support.

#### **Meaningful Activities Project**

##### **60 people supported**

This service provides and maintains a transition for peer groups supporting individuals with enduring mental health needs.

We know how difficult it is for individuals to maintain the road towards recovery when they are experiencing a long-term condition or enduring mental illness. We have provided support for individuals with mental health problems to overcome day-to-day challenges, build networks and build resilience through a set of peer-designed regular and sustainable groups. There are often several steps and stages in the recovery process. For many people, the concept of recovery is about staying in control of their life despite experiencing a mental health issue which may have become an enduring mental health long term condition.

Our groups are supported to continue and develop and are offered as Peer led where possible and according to the needs of the group of peers.

Project groups included

- " Games and Music appreciation
- " Women's peer-led group
- " Art and craft sessions
- " Self-discovery sessions

## **Havering Mind**

### **Report of the Trustees for the Year Ended 31 March 2021**

**'Unless I push myself to get out there and do things, I can become isolated. So it's really beneficial to have a place to meet people - it's about interaction, communication, self-esteem and security. If I didn't have that place, I can become reclusive and blinkered- everything becomes more difficult. And the longer that goes on, the harder it is to persuade myself to go out of the front door.'**

A Meaningful Activities Project beneficiary

#### **Social Inclusion Project**

##### **137 people supported**

We support adults with mental health problems through this service, helping to reduce the isolation experienced and provide information and support to overcome daily challenges and achieve identified goals.

We have achieved this by:

" Working on a one-to-one basis to offer guided support to achieve goals and navigate access to community opportunities

" An initial assessment using the Wellbeing Star to identify areas of need and co-produce an action plan

" Introduction to peer groups to reduce isolation and learn coping skills

" An opportunity to gain new experiences and meet new people

" A chance to fulfil potential by setting achievable goals in manageable steps

" Improved quality of life, recovery and wellbeing

" Mental health information, advice and signposting to additional support

**"I enjoyed going out with my Community Navigator, it was something to look forward to"**

Social Inclusion Project service beneficiary

**"I have confidence in myself and can go out more on my own and I'm communicating better with people, I'm not so scared"**

Social Inclusion Project service beneficiary

**"I enjoy helping people make positive changes to their lives"**

Social Inclusion Project Volunteer

#### **Welfare Support Service**

##### **17 people supported, securing an additional £17,992 in PIP benefits for 3 clients**

There is a large gap in local provision for this type of support. By challenging welfare benefits decisions which we perceive as discriminatory or incorrect for identified participants on our programmes, we have successfully gained substantial entitlements. Without this specialist support, we are aware that recovery can be undermined, and financial pressures can lead to relapses in mental health conditions.

**My experience of COVID has provided me with some valuable insights into the nature of this horrible disease. I am very grateful that I survived and that I am still able to support Mind clients. Aspects of the benefits system clearly seem to discriminate against those people with mental health problems who find it difficult to express their needs'.**

Welfare Support Service Volunteer

#### **Training**

We provide tailored mental health training to organisations, businesses, individuals, charities and schools. Our 4 main training programmes are:

" Mental Health Awareness

" Mental Health First Aid

" Mental Health in the Workplace

" Mental Health and Young People



## **Havering Mind**

### **Report of the Trustees for the Year Ended 31 March 2021**

Taking part in our training can lead to - more confidence to talk about mental health - improved knowledge around what support is available - greater understanding of mental health - more mindfulness of how people are feeling - more positive ways to start conversations in the workplace.

**'I found the awareness training to be very interesting and useful. It will certainly help me to understand my sons issues better.'**

Training Programme participant

#### **Looking for mental health training?**

If you or your organisation would like training in Mental Health Awareness, Workplace Wellbeing or any of our courses on offer; or perhaps you would like a training session designed specifically in line with your organisation's needs, do get in touch with us at [reach.us@haveringmind.org.uk](mailto:reach.us@haveringmind.org.uk)

Mental Health Services support the recovery of people with mental health problems, helping them develop skills and strategies to manage periods of distress while leading full and rewarding lives.

#### **Fundraising, Donations and Legacies**

Income generated through fundraising, donations and legacies will continue to play an important role in ensuring the sustainability and diversity of our services. However, although the Fundraising and Events Team is now well established, the pandemic had a detrimental effect on our fundraising and events calendar. Our community fundraising strategy includes a focus on increasing our corporate sponsorship income, and encouraging the amazing individuals and local organisations who continue to support us. We maintain that our fundraising should be carried out in a responsible manner. As such, we will not use fundraising methods that might be considered intrusive or that put pressure on people to donate. We will not share or purchase donor data from third parties.

There were no complaints about our fundraising activities during the year.

#### **Financial review**

##### **Financial position**

The charity held fund balances at 31 March 2021 of £362,147 (2020 - £232,927) comprising restricted funds of £71,017 (2020 - £8,414), designated funds of £10,000 (2020 - £10,000) and general funds of £281,130 (2020 - £214,513).

The Trustees are satisfied that the funds held are sufficient to further the charity's aims and objectives, with free reserves providing 3.6 times coverage of liabilities.

#### **Principal funding sources**

The principal funding sources for the charity were grants from the London Borough of Havering and the London Borough of Barking & Dagenham, NHS Clinical Commissioning Groups and Health Foundations, the Lottery Community Fund, London Coronavirus Response Fund, Lloyds Bank Foundation, The Tudor Trust, The Bulldog Trust, CAF and national Mind amongst others.

We are grateful to all our funders for their support during a challenging year.

#### **Investment policy and objectives**

The Trustees manage the investments within the regulations contained in the Trustee Investments Act 1961. Due to the need to maintain the liquidity of the charity funds are currently held in a deposit account or on bank deposit.

#### **Reserves Policy**

Ordinarily, the Trustees' policy is to maintain an appropriate level of unrestricted funds not committed or invested in tangible fixed assets, so that in the event of all funding being withdrawn there would be sufficient resources to wind down the current activities in a professional manner. However this calculation has been temporarily increased to £250,000 in response to the uncertainties and volatility caused by the pandemic. The actual free reserves are £278,444. Due to the nature of the charity's activities it is felt that the maintenance of such reserves is not only financially prudent in general, but is a key requirement in order to provide a managed handover process for clients in the event that the charity had to be wound down. It also provides a positive feeling of stability to both current and potential sources of funding alike, thus giving them confidence that the organisation is sustainable and well managed in its financial affairs.

**Havering Mind**  
**Report of the Trustees**  
**for the Year Ended 31 March 2021**

**STRATEGIC REPORT**

**Financial review**

**Going concern**

The Trustees consider the Charity to be a going concern and they are not aware of any material uncertainties which may cast significant doubt on this view. In addition they have a reasonable expectation that the Charity has adequate resources to continue for the foreseeable future.

**Treasurer's Report**

Total revenue for the year ended 31st March 2021 was £518,811 representing an increase of 9.67% compared with last year.

Total costs were £389,591 representing an increase of 6.43% compared with last year.

Net surplus for the year amounted to £129,220 compared to a surplus in the previous year of £107,011.

Free reserves have increased to £278,444 (2020: £204,064)

In response to the Covid 19 pandemic significant additional funding was made available by both local government and other charitable foundations to provide emergency services relating to the pandemic.

The main sources of project income for the year are the London Borough of Havering, (£133,956) London Borough of Barking and Dagenham, (£48,605) NHS Havering Clinical Commissioning Group, (£50,240) and other charitable foundations (£69,543). In addition, the charity was awarded short term pandemic emergency funding for other services of £155,260.

In recognition of the short term nature and volatility of the pandemic funding it was agreed by the trustees on 26 January 2021 to increase the minimum reserve requirement to £250,000 for the foreseeable future. Some of the prior year unrestricted reserves now being utilised to increase the reserves had been set aside for expenditure projects in the previous annual report. This expenditure will now be deferred until a later date or until the minimum reserve requirement is reduced.

The charity's main expenditure item continues to be staffing costs, which, at £280,491 represents 72% of total expenditure as compared to 54% for last year. The significant increase in staff costs is indicative of the increase in staff numbers prompted by the emergency funding requirements of the pandemic and a large increase in hours worked by staff. The organisation has an experienced, dedicated and hardworking group of staff and volunteers. Without them our quality range of services could not be maintained in such an efficient manner.

**CONCLUSION**

In summary, despite the economic consequences of Covid 19 the charity continues to be financially stable. It is expected that fundraising activities will return to pre-pandemic levels in 2021 as the emergency funding created by the pandemic starts to slow.

The Board will endeavour to maintain income to ensure stability in what is a very difficult economic climate, whilst striving to further improve and expand our services in assisting all members of society who are affected by mental health issues

## **Havering Mind**

### **Report of the Trustees for the Year Ended 31 March 2021**

#### **STRATEGIC REPORT**

##### **Future plans**

As stated above the need to increase the minimum reserve number to £250,000 has put certain proposed internal projects on hold but it is hoped that this is only a short term measure

We recognise that we are reliant upon donations and fundraising to subsidise the local authority funding and to maintain a structure appropriate for the level of services. The trustees are, therefore, focussed on increasing project funding from additional sources so that the organisation is able to widen, increase and improve further the various mental health services it provides in Havering Barking and Dagenham.

The increased project income will be complemented by the success of our fundraising team. Whilst 2020 saw no events being held we were very pleased to be able to hold the Havering Tribute Fest and the Family Fun Day in August 2021 and expect that Havering Half Marathon and Havering Christmas Land will proceed this year.

The charity will continue to rely upon voluntary staff, who assist significantly in the day to day running of our organisation. It is very important that we continue to invest in the training and support for both volunteers and staff alike.

#### **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.

Havering Mind, founded in 1961, is a registered charity (No: 1108470). The Charity was incorporated as a company limited by guarantee on 22 March 2001 and is governed by a memorandum and articles of association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

##### **Recruitment and appointment of new Trustees**

The Trustees are appointed annually by the members of the company at the Annual General Meeting. Additionally the Trustees who are also Directors may be appointed by the existing Directors subject to a maximum of 20.

##### **Organisational structure**

The Charity is run by the Management committee which consists of 4 officers and an elected number of members as decided at the Annual General Meeting. In addition the Committee may co-opt representatives of the voluntary and statutory bodies concerned with Mental Health.

The trustees delegate the day to day management of the charity to the Chief Executive Officer by a policy document covering the responsibilities of the Chief Executive Officer.

##### **Induction and training of new Trustees**

Most Trustees are already familiar with the practical work of the charity but all new Trustees undergo an orientation course to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Charity. The committee, decision making processes, the business plan and recent financial performance together with Health and Safety are all covered within the induction. Trustees are encouraged to attend appropriate external training events to support the role they are performing.

##### **Affiliation**

We are affiliated to Mind, the national mental health charity. In all, more than 114 local Minds are affiliated to national Mind. During the year, we have been involved in working with the Mind network, and played a key role in the Mind in London network and a newly formed North East London Strategic Alliance with Mind in Tower Hamlet and Newham, and Mind in City, Hackney and Waltham Forest.

We have embedded our expansion of service in the London Borough of Barking & Dagenham.

##### **Staffing**

At the end of the year, Havering Mind had 15 staff (3 full time and 12 part time).

The trustees are responsible for establishing remuneration levels for senior management.

## **Haivering Mind**

### **Report of the Trustees for the Year Ended 31 March 2021**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Risk management**

The trustees have identified staff recruitment and retention and sustainability of income as the key risks faced.

The Trustees actively review the major risks which the charity faces on a regular basis and believes maintaining reserves at current levels, combined with a regular review over key financial systems, will provide sufficient resources in the event of any adverse conditions arising. The trustees have also examined other operational and business risks faced by the charity and confirm they have established systems to mitigate significant risks.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

04184862 (England and Wales)

##### **Registered Charity number**

1108470

##### **Registered office**

Harmile House  
54 St Mary's Lane  
Upminster  
Essex  
RM14 2QP

##### **Trustees**

R E Antell Chairman (resigned 29.3.21)  
S Attridge  
P Bose (resigned 6.9.21)  
L A Hallett (resigned 20.4.21)  
E A Herlihy  
S McCann  
E B Wilson (resigned 22.9.20)  
C M MacNeil  
Z Greenaway

##### **Independent Examiner**

A S Robinson  
FCA  
J P B Harris & Co.  
Chartered Accountants  
Harmile House  
54 St Marys Lane  
Upminster  
Essex  
RM14 2QP

##### **Bankers**

Barclays Bank Plc  
Newham Business Centre  
737 Barking Road  
London  
E13 9PL

Metro Bank Plc  
Brewery Walk  
Waterloo Road  
Romford RM1 1AU

**Havering Mind**

**Report of the Trustees  
for the Year Ended 31 March 2021**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**CHIEF EXECUTIVE**

Sarah Balser

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 21 September 2021 and signed on the board's behalf by:

**S McCann - Trustee**

## **Independent Examiner's Report to the Trustees of Havering Mind**

### **Independent examiner's report to the trustees of Havering Mind ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### **Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCA 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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

A S Robinson FCA  
J P B Harris & Co.  
Chartered Accountants  
Harmile House  
54 St Marys Lane  
Upminster  
Essex  
RM14 2QP

Date: 21 September 2021

# Havering Mind

## Statement of Financial Activities for the Year Ended 31 March 2021

		Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
	Notes				
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	42,932	-	42,932	86,047
<b>Charitable activities</b>	5				
Client services		187,903	269,701	457,604	183,600
Other trading activities	3	17,409	-	17,409	202,592
Investment income	4	<u>866</u>	<u>-</u>	<u>866</u>	<u>801</u>
<b>Total</b>		<b>249,110</b>	<b>269,701</b>	<b>518,811</b>	<b>473,040</b>
 <b>EXPENDITURE ON</b>					
Raising funds	6	70,153	-	70,153	139,408
<b>Charitable activities</b>	7				
Client services		97,055	207,098	304,153	212,650
Other		<u>15,285</u>	<u>-</u>	<u>15,285</u>	<u>13,971</u>
<b>Total</b>		<b>182,493</b>	<b>207,098</b>	<b>389,591</b>	<b>366,029</b>
 <b>NET INCOME</b>		<b>66,617</b>	<b>62,603</b>	<b>129,220</b>	<b>107,011</b>
 <b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>224,513</b>	<b>8,414</b>	<b>232,927</b>	<b>125,916</b>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>291,130</u></b>	<b><u>71,017</u></b>	<b><u>362,147</u></b>	<b><u>232,927</u></b>

The notes form part of these financial statements

# **Havering Mind**

## **Balance Sheet** **31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	<b>31.3.21 Total funds £</b>	31.3.20 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	14	<b>12,686</b>	-	<b>12,686</b>	20,449
<b>CURRENT ASSETS</b>					
Debtors: amounts falling due within one year	15	<b>58,727</b>	-	<b>58,727</b>	28,662
Cash at bank and in hand		<b>275,884</b>	<b>96,229</b>	<b>372,113</b>	227,712
		<b>334,611</b>	<b>96,229</b>	<b>430,840</b>	256,374
<b>CREDITORS</b>					
Amounts falling due within one year	16	<b>(56,167)</b>	<b>(25,212)</b>	<b>(81,379)</b>	(43,896)
<b>NET CURRENT ASSETS</b>		<b>278,444</b>	<b>71,017</b>	<b>349,461</b>	212,478
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>291,130</b>	<b>71,017</b>	<b>362,147</b>	232,927
<b>NET ASSETS</b>		<b>291,130</b>	<b>71,017</b>	<b>362,147</b>	232,927
<b>FUNDS</b>	17				
Unrestricted funds:					
General fund				<b>281,130</b>	214,513
Designated Funds				<b>10,000</b>	10,000
				<b>291,130</b>	224,513
Restricted funds				<b>71,017</b>	8,414
<b>TOTAL FUNDS</b>				<b>362,147</b>	232,927

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The notes form part of these financial statements



## **Havering Mind**

### **Balance Sheet - continued 31 March 2021**

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on 21 September 2021 and were signed on its behalf by:

**S McCann - Trustee**

# Havering Mind

## Cash Flow Statement for the Year Ended 31 March 2021

	Notes	31.3.21 £	31.3.20 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>143,535</u>	<u>89,824</u>
Net cash provided by operating activities		<u>143,535</u>	<u>89,824</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		-	(16,564)
Interest received		<u>866</u>	<u>801</u>
Net cash provided by/(used in) investing activities		<u>866</u>	<u>(15,763)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>144,401</b>	74,061
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>227,712</u>	<u>153,651</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>372,113</u></u>	<u><u>227,712</u></u>

The notes form part of these financial statements

# Havering Mind

## Notes to the Cash Flow Statement for the Year Ended 31 March 2021

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

	31.3.21 £	31.3.20 £
<b>Net income for the reporting period (as per the Statement of Financial Activities)</b>	<b>129,220</b>	107,011
<b>Adjustments for:</b>		
Depreciation charges	7,763	8,584
Interest received	(866)	(801)
(Increase)/decrease in debtors	(30,065)	1,115
Increase/(decrease) in creditors	<u>37,483</u>	<u>(26,085)</u>
<b>Net cash provided by operations</b>	<b><u>143,535</u></b>	<b><u>89,824</u></b>

### 2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.20 £	Cash flow £	At 31.3.21 £
<b>Net cash</b>			
Cash at bank and in hand	<u>227,712</u>	<u>144,401</u>	<u>372,113</u>
	<u>227,712</u>	<u>144,401</u>	<u>372,113</u>
<b>Total</b>	<b><u>227,712</u></b>	<b><u>144,401</u></b>	<b><u>372,113</u></b>

The notes form part of these financial statements

**Notes to the Financial Statements  
for the Year Ended 31 March 2021**

**1. ACCOUNTING POLICIES**

**BASIS OF PREPARING THE FINANCIAL STATEMENTS AND GOING CONCERN**

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**

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts. The trustees have made this assessment in respect to a period of one year from the date of approval of these accounts.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due. Despite the global uncertainty in relation to COVID-19, there are no concerns regarding the charity's ability to continue as a going concern.

**INCOME**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**EXPENDITURE**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. 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.

**ALLOCATION AND APPORTIONMENT OF COSTS**

The costs of generating funds relate to the costs incurred by the charitable company in raising the funds for its charitable work. Fundraising costs incorporate an apportionment of the cost of the time spent by the administration staff in obtaining new sources of funding and securing the renewal of current funding.

**TANGIBLE FIXED ASSETS**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Short leasehold	- 20% on cost
Plant and machinery	- 33% on cost
Fixtures and fittings	- 25% on reducing balance
Motor vehicles	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

**TAXATION**

The company is a registered charity and therefore is not liable for income tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

**FUND ACCOUNTING**

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

## Havering Mind

### Notes to the Financial Statements - continued for the Year Ended 31 March 2021

#### 1. ACCOUNTING POLICIES - continued

##### FUND ACCOUNTING

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

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 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.

#### 2. DONATIONS AND LEGACIES

	31.3.21	31.3.20
	£	£
Other income	4,273	3,595
Donations	38,659	62,166
Legacies	-	20,000
Housekeeping	-	286
	<u>42,932</u>	<u>86,047</u>

#### 3. OTHER TRADING ACTIVITIES

	31.3.21	31.3.20
	£	£
Fundraising events	<u>17,409</u>	<u>202,592</u>

#### 4. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Deposit account interest	<u>866</u>	<u>801</u>

#### 5. INCOME FROM CHARITABLE ACTIVITIES

	31.3.21	31.3.20
	£	£
Grants	<u>457,604</u>	<u>183,600</u>

Grants received, included in the above, are as follows:

	31.3.21	31.3.20
	£	£
London Borough of Havering - Social Inclusion	40,153	39,836
London Borough of Havering - Peer Support	40,358	40,053
London Borough of Havering - CAMHS Mind your head	25,000	-
London Borough of Havering - Telephone triage service	15,926	-
London Borough of Havering Trauma & Bereavement Project	12,519	-
London Borough of Havering - CAMHS Transformation Workshop	-	12,600
London Borough of Barking and Dagenham - Hoarding project	48,605	-
BHRUT CCG - Meaningful activities	<u>50,240</u>	<u>-</u>
Carried forward	232,801	92,489

# Havering Mind

## Notes to the Financial Statements - continued for the Year Ended 31 March 2021

### 5. INCOME FROM CHARITABLE ACTIVITIES - continued

	31.3.21	31.3.20
	£	£
Brought forward	232,801	92,489
Big Lottery Fund Grant - Live a Better Life	66,926	65,745
People's Health Trust - Links	2,617	8,569
Lloyds Bank - Peer support	27,500	-
Meaningful Activities Pathway	-	16,797
Pears DCM	9,784	-
London Community Fund	55,257	-
National Mind - Bereavement & Loneliness	23,419	-
Emergency Covid Funding - from numerous charities and foundations	39,300	-
	<u>457,604</u>	<u>183,600</u>

### 6. RAISING FUNDS

#### RAISING DONATIONS AND LEGACIES

Fundraising costs comprise:-

	31.3.21	31.3.20
	£	£
Salaries	21,928	22,428
Fundraising expenses	12,046	103,587
External fundraiser	36,179	13,393
	<u>70,153</u>	<u>139,408</u>

### 7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Grant funding of activities (see note 8) £	Totals £
Client services	<u>303,153</u>	<u>1,000</u>	<u>304,153</u>

### 8. GRANTS PAYABLE

	31.3.21	31.3.20
	£	£
Client services	<u>1,000</u>	-

The total grants paid to institutions during the year was as follows:

	31.3.21	31.3.20
	£	£
Garden for the Blind	<u>1,000</u>	-

# **Havering Mind**

## **Notes to the Financial Statements - continued for the Year Ended 31 March 2021**

### **9. SUPPORT COSTS**

	Management £	Finance £	Totals £
Other resources expended	<u><b>14,723</b></u>	<u><b>562</b></u>	<u><b>15,285</b></u>

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

	<b>31.3.21</b>	31.3.20
	Other resources expended	Total activities
	£	£
Wages	<b>12,433</b>	<b>11,000</b>
Independent examination	<b>2,290</b>	<b>2,040</b>
Bank charges	<u><b>562</b></u>	<u><b>931</b></u>
	<u><b>15,285</b></u>	<u><b>13,971</b></u>

### **10. NET INCOME/(EXPENDITURE)**

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

	<b>31.3.21</b>	31.3.20
	£	£
Depreciation - owned assets	<b>7,763</b>	8,584
Independent examination	<u><b>2,290</b></u>	<u><b>2,000</b></u>

### **11. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

The Charity subscribes to the Mind block insurance scheme, for trustees and officers.

#### **TRUSTEES' EXPENSES**

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

### **12. STAFF COSTS**

	<b>31.3.21</b>	31.3.20
	£	£
Wages and salaries	<b>255,349</b>	181,007
Social security costs	<b>19,264</b>	11,843
Other pension costs	<u><b>5,878</b></u>	<u><b>3,115</b></u>
	<u><b>280,491</b></u>	<u><b>195,965</b></u>

The total remuneration of key management personnel amounted to £46,683 (2020: £18,750).

# Havering Mind

## Notes to the Financial Statements - continued for the Year Ended 31 March 2021

### 12. STAFF COSTS - continued

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

	31.3.21	31.3.20
Chief executive	1	1
Direct charitable work	10	8
Administration	1	1
Fundraising	<u>1</u>	<u>1</u>
	<u><b>13</b></u>	<u><b>11</b></u>

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

### 13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	86,047	-	86,047
<b>Charitable activities</b>			
Client services	-	183,600	183,600
Other trading activities	202,592	-	202,592
Investment income	<u>801</u>	<u>-</u>	<u>801</u>
<b>Total</b>	289,440	183,600	473,040
<b>EXPENDITURE ON</b>			
Raising funds	139,408	-	139,408
<b>Charitable activities</b>			
Client services	28,401	184,249	212,650
Other	<u>13,971</u>	<u>-</u>	<u>13,971</u>
<b>Total</b>	<u>181,780</u>	<u>184,249</u>	<u>366,029</u>
<b>NET INCOME/(EXPENDITURE)</b>	107,660	(649)	107,011
<b>Transfers between funds</b>	<u>(5,320)</u>	<u>5,320</u>	<u>-</u>
<b>Net movement in funds</b>	102,340	4,671	107,011
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<u>122,173</u>	<u>3,743</u>	<u>125,916</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>224,513</u></u>	<u><u>8,414</u></u>	<u><u>232,927</u></u>



# Havering Mind

## Notes to the Financial Statements - continued for the Year Ended 31 March 2021

### 14. TANGIBLE FIXED ASSETS

	Short leasehold £	Plant and machinery £	Fixtures and fittings £
<b>COST</b>			
At 1 April 2020 and 31 March 2021	<u>5,250</u>	<u>15,909</u>	<u>37,024</u>
<b>DEPRECIATION</b>			
At 1 April 2020	5,250	5,303	33,133
Charge for year	<u>-</u>	<u>5,303</u>	<u>1,137</u>
At 31 March 2021	<u>5,250</u>	<u>10,606</u>	<u>34,270</u>
<b>NET BOOK VALUE</b>			
At 31 March 2021	<u>-</u>	<u>5,303</u>	<u>2,754</u>
At 31 March 2020	<u>-</u>	<u>10,606</u>	<u>3,891</u>
	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2020 and 31 March 2021	<u>31,400</u>	<u>25,272</u>	<u>114,855</u>
<b>DEPRECIATION</b>			
At 1 April 2020	29,854	20,866	94,406
Charge for year	<u>386</u>	<u>937</u>	<u>7,763</u>
At 31 March 2021	<u>30,240</u>	<u>21,803</u>	<u>102,169</u>
<b>NET BOOK VALUE</b>			
At 31 March 2021	<u>1,160</u>	<u>3,469</u>	<u>12,686</u>
At 31 March 2020	<u>1,546</u>	<u>4,406</u>	<u>20,449</u>

Plant and machinery comprises assets associated with the Christmas Land fundraising event.

### 15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Trade debtors	50,922	24,393
Prepayments and accrued income	<u>7,805</u>	<u>4,269</u>
	<u>58,727</u>	<u>28,662</u>

# Havering Mind

## Notes to the Financial Statements - continued for the Year Ended 31 March 2021

### 16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Trade creditors	14,483	5,174
Social security and other taxes	9,638	4,484
Other creditors	1,836	626
Accruals and deferred income	<u>55,422</u>	<u>33,612</u>
	<u>81,379</u>	<u>43,896</u>
	 31.3.21 £	 31.3.20 £
<b>Deferred Income</b>		
Deferred income at 1 April 2020	10,898	17,037
Incoming resources deferred during the year	37,520	10,898
Released from previous years	<u>(10,898)</u>	<u>(17,037)</u>
Deferred income as at 31 March 2021	<u>37,520</u>	<u>10,898</u>

### 17. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
General fund	214,513	66,617	281,130
Designated Funds	<u>10,000</u>	<u>-</u>	<u>10,000</u>
	224,513	66,617	291,130
<b>Restricted funds</b>			
Restricted funds	8,414	62,603	71,017
	<u>232,927</u>	<u>129,220</u>	<u>362,147</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	249,110	(182,493)	66,617
<b>Restricted funds</b>			
Restricted funds	269,701	(207,098)	62,603
	<u>518,811</u>	<u>(389,591)</u>	<u>129,220</u>

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	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
<b>Unrestricted funds</b>				
General fund	112,173	107,660	(5,320)	214,513
Designated Funds	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>10,000</u>
	122,173	107,660	(5,320)	224,513
<b>Restricted funds</b>				
Restricted funds	3,743	(649)	5,320	8,414
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u><u>125,916</u></u>	<u><u>107,011</u></u>	<u><u>-</u></u>	<u><u>232,927</u></u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	289,440	(181,780)	107,660
<b>Restricted funds</b>			
Restricted funds	183,600	(184,249)	(649)
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u><u>473,040</u></u>	<u><u>(366,029)</u></u>	<u><u>107,011</u></u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
<b>Unrestricted funds</b>				
General fund	112,173	174,277	(5,320)	281,130
Designated Funds	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>10,000</u>
	122,173	174,277	(5,320)	291,130
<b>Restricted funds</b>				
Restricted funds	3,743	61,954	5,320	71,017
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u><u>125,916</u></u>	<u><u>236,231</u></u>	<u><u>-</u></u>	<u><u>362,147</u></u>

## Haivering Mind

### Notes to the Financial Statements - continued for the Year Ended 31 March 2021

#### 17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	538,550	(364,273)	174,277
<b>Restricted funds</b>			
Restricted funds	453,301	(391,347)	61,954
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>991,851</u>	<u>(755,620)</u>	<u>236,231</u>

Please see the Chairman's Statement on Page 2 to review future expenditure and joint project plans.

The designated fund has been established to provide training for key personnel.

Restricted funds are amounts carried forward to be spent on projects in the future.

#### 18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

There were no donations from trustees.

#### 19. STATUS

The organisation is a charitable company limited by guarantee. The company was established under a Memorandum of Association which establishes the object and powers of the charitable company and is governed under its Articles of Association.