

**Charity number: 1139601**

**Care in Mind**

**Trustees' report and financial statements**

**for the year ended 31 March 2021**

## **Care in Mind**

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## Care in Mind

### Legal and administrative information

<b>Charity number</b>	1139601
<b>Trustees</b>	Ms. S. Joseph BSc (Hons) MSc, UKCP, MBACP, MBPsS Mr M. Attfield Mr. M. Beale Mrs P. Hogan
<b>Business address</b>	Unit 4 Centurion Tower Caxton Street North Canning Town London E16 1XJ
<b>Independent Examiner</b>	M Angel (Accounts) Barton Close London E6
<b>Bankers</b>	NatWest Bank

## **Care in Mind**

### **For the year ended 31 March 2021**

The trustees present their report and the financial statements for the year ended 30<sup>th</sup> March 2021. The trustees who served during the year and up to the date of this report are set out on page 1.

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

Care in Mind is a registered Charity governed by its trust deeds and regulations established by the charity commission in England and Wales.

### **Objectives and activities**

The Relief of unemployment for the public benefit in such ways as may be fit including, but not limited to assistance to identify and overcome barriers to employment, raise aspirations and employability of local people with Mental Health problems and generational unemployment issues and promote independence.

Trustees normally meet up to three to four times per year and administer all day to day affairs. The day to day running of Care in Mind is facilitated by Trustees and Volunteers.

Care in Mind is a small volunteer-led independent charity founded in December 2009 and became a registered charity in December 2010. The charity is quite unique as we do not employ paid staff, to achieve our objectives we aim to work with client's who are not a 'statutory' fit to access local government services, to identify and overcome barriers to employment, promote independence and community integration. We also aim to create opportunities for client's to develop their skills and use them on behalf of Care in Mind with particular focus on improving their role in supporting recruitment, being skilled volunteers and facilitators.

Care in Mind delivers several volunteer-led projects such as: Health in Mind which consists of the following weekly groups; Bikeability sessions, Healthy Eating and Walking. We also deliver on a weekly basis a creative writing project called Space to Think, Pilate's sessions, Self-confidence and Self-esteem Self-help groups, Mind to Progress, Project Management and Relapse Prevention. Volunteers are offered full-training to support them in the specific project area they choose to volunteer in once training is completed they work alongside an hourly paid sessional worker until each volunteer is confident enough to deliver, or initially, part deliver a project. Care in Mind works with a wide client base and projects delivered are extremely popular. We act on regular feedback to improve our services this is facilitated by distributing Feedback forms and through our monthly focus group

We organise events that are really popular within the local community, for instance, regular open days to introduce our services to the wider public, we also facilitated day trips to Bicester and Hastings and organise annual Christmas parties, but this has not been possible with Covid 19 restrictions.

## **Achievements and Performance**

### **Office Relocation**

We are delighted to announce and after working extremely hard to make this happen, have now finally moved in to our new office, please see below some of our before and after pictures.

### **Health in Mind**

This project is no longer funded by Reaching Community, funding ended last year, however the project is stilling being delivered in line with British Cycling and Walking for Health Covid Guidelines.

## **Care in Mind**

**For the year ended 31 March 2021**

### **‘Need to Talk’ Psychoanalytic Psychotherapy Service**

We are delighted to announce we have integrated this service into our new office to reduce overheads, please take a look at our before and after pictures below.

### **Volunteers**

We would not be able to deliver our much needed service without the dedication of our volunteers, we aim to continue training volunteers to become qualified GB Cycle Instructors to help deliver our accredited Bikeability service, again as far as we are aware facilitate the one in the whole of Newham, we will also train them through the RSPH to become Healthy Eating facilitators and train them to become Walking Group leaders to deliver our Ramblers (Walking the Health) accredited service.

### **Newsletters**

Care in Mind still continues to compile and distribute fortnightly Newsletters, this keeps local residents, particularly our clients, local Community and Mental Health Teams and other Community Groups up to date with our progress.

### **Reserves policy**

The trustees aim to have six month's running cost in reserves to cover operational activities. We currently hold £9,200 in our reserves account.

### **Risk Assessment**

The trustees are aware of the risks facing the charity and have taken reasonable steps to mitigate identified risks.

### **Public Benefit**

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding activities undertaken by the charity. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirement and can confirm that the charity's activities and services are provided to the community without bias. Effort is constantly being made to reach a wider section of the immediate and wider community.

### **Financial review**

Total income for the year was £120,278.33 with total expenditure of £99,688.

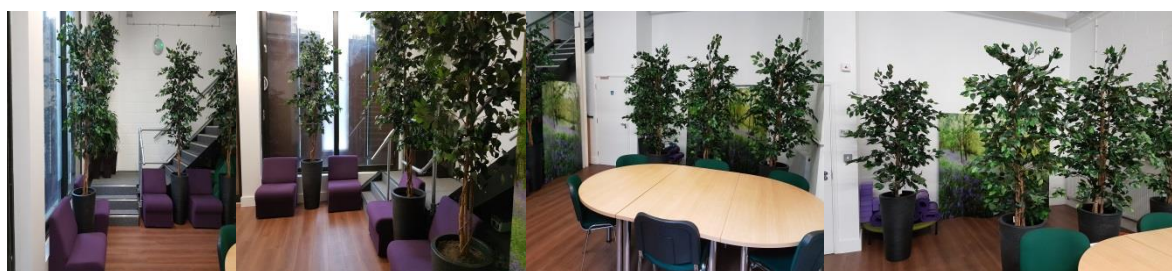
### **Covid 19 – Service Update –**

All services were possible were delivered via Zoom by our sessional workers.

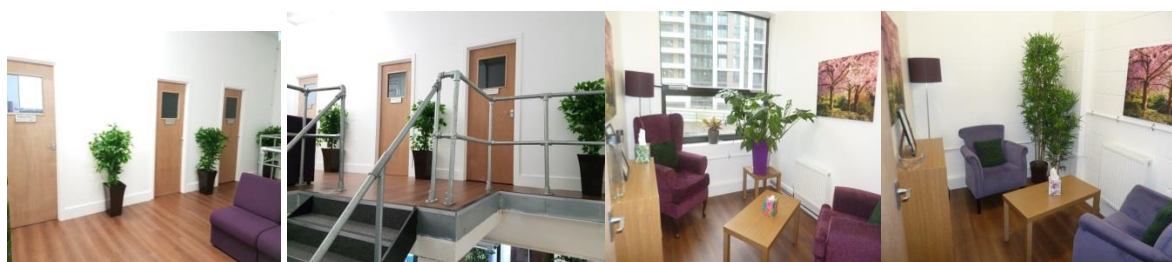
**Care in Mind**  
**For the year ended 31 March 2021**



**Client and Reception Area**



**Psychotherapy Area**



## **Care in Mind**

**For the year ended 31 March 2021**

### **Statement of Trustees' responsibilities**

The Trustees' of Care in Mind are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and 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 these financial statements, the trustees are required to:

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

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 which 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.

On behalf of the trustees

.....  
**Sandra Joseph**  
**Chair**

## Care in Mind

For the year ended 31 March 2021

### Reports of the Independent Examiner to the trustees of Care in Mind.

I report on the accounts of Care in Mind for the year ended 31 March 2021 set out in pages 1 to 15

#### Respective responsibilities of trustees and independent examiner

The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act, as amended;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention

#### Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission and Regulations 11 of the 2006 Regulation. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect, the requirements to keep proper accounting records in accordance with section 386 of the Companies Act 2006, section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations: and to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006, section 44(1)(b) of the 2005 Act and Regulation 8 of the 2006 Regulations; and
- which are consistent with the methods and principles of the statement of Recommended Practice: Accounting and Reporting by charities have not been met; or

- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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M Angel (MA Accounts)  
12 Barton Road  
London  
E6 5QE



**Care in Mind**  
**For the year ended 31 March 2021**

**Statement of financial activities**

		<b>Unrestricted</b>	<b>Restricted</b>	<b>Period ended 2021</b>	<b>Period ended 2020</b>
	<b>Notes</b>	<b>£</b>	<b>funds £</b>	<b>Total £</b>	<b>Total £</b>
<b>Incoming resources</b>					
Incoming resources from generating funds:					
Voluntary income	2		120,278	120,278	93,155
Investment income		-	-	-	-
<b>Total incoming resources</b>			<b>120,278</b>	<b>120,278</b>	<b>93,155</b>
<b>Resources expended</b>					
Charitable activities	4		96,818	96,818	83,125
Governance costs	6	-	1,200	1,200	1,200
<b>Total resources expended</b>			<b>98,018</b>	<b>98,018</b>	<b>84,325</b>
<b>Net incoming resources for the year / Net income for the year</b>		-	<b>22,260</b>	<b>22,260</b>	<b>8,830</b>
Total funds brought forward		-	32,358	32,358	23,358
<b>Total funds carried forward</b>		-	<b>54,619</b>	<b>54,618</b>	<b>32,188</b>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

## Care in Mind

### Balance sheet as at 31 March 2021

		2021		2020	
	Notes	£	£	£	£
<b>Fixed Assets</b>					
Tangible Fixed Assets	10		10,563		7,882
<b>Current assets</b>					
Cash and bank and in hand	11	48,906		69,966	
Cash at bank and in hand					
		<u>48,906</u>		<u>69,966</u>	
<b>Creditors: amounts falling due within one year</b>	12	(1,200)		(1,200)	
<b>Net current assets/(liabilities)</b>			<u>47,706</u>		<u>68,766</u>
<b>Net assets/(liabilities)</b>			<u>58,269</u>		<u>77,848</u>
<b>Funds</b>	14				
Restricted income funds			58,269	77,848	
<b>Total funds</b>			<u>58,269</u>	<u>77,848</u>	

In approving these financial statements as trustees of the charity we hereby confirm:

That financial statements give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its income and expenses for the year then ended in accordance with the legal requirements.

The financial statements were approved by the board on: 17/12/2021 and signed on its behalf by:

.....

**Sandra Joseph**

**Chair**

## Care in Mind

### Notes to financial statements for the year ended 31 March 2021

#### 1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding period.

##### 1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005)

##### 1.2. Cash flow

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cash flow statement because it is a small charity.

##### 1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant. Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included. Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

##### 1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

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.

## Care in Mind

### Notes to financial statements for the year ended 31 March 2021

#### 2. Voluntary income

		Period ended 2021	Period ended 2020
	Restricted £	£	£
Big Lottery Fund Grant	74,660	74,660	77,160
The Albert Hunt Trust	5,000	5,000	
Co-op Foundation	3,341	3,341	
The Mrs Smith & Mount Trust	3,000	3,000	
E-ON	389	389	
The Foyles Foundation	5,000	5,000	
The Reso Charitable Trust	6,000	6,000	6,000
Sport England	9,350	9,350	
The London Marathon Trust	10,000	10,000	
Mount Anvil Limited	2,275	2,275	
Royal Docks Trust			8,995
Archer Trust			1,000
	<u>120,278</u>	<u>120,278</u>	<u>93,155</u>

#### 3. Costs of charitable activities - by fund type

		Period ended 2021	Period ended 2020
	Restricted funds £	Total £	Total £
Activities by fund type	99,688	99,688	81,685
	<u>99,688</u>	<u>99,688</u>	<u>81,685</u>

## Care in Mind

### Notes to financial statements for the year ended 31 March 2021

#### 4. Charitable Activities Breakdown

	Period ended 2021	Period ended 2020
Restricted £	£	£
<b>Employee costs</b>		
Sessional Workers	23,216.63	16,460
<b>Volunteer costs</b>		
Volunteer's Expenses	912.88	13,848
Training –Volunteers	4020.00	4012
<b>Premises Expenses</b>		
Rent Payable	13,339	26,470
Light, Utilities	3,250	5,004
<b>Administrative overheads</b>		
Membership subscriptions	1502.8	1,468
Liability and Contents Insurance	3,324	2,935
Sundry Expenses	7,493	4,249
<b>Office Relocation</b>		
Fit-out costs	39,758	
<b>Financial costs</b>		
Depreciation	2,862	
<b>Total Support costs</b>	<b><u>99,688</u></b>	<b><u>81,685</u></b>

#### 5. Costs of charitable activities - by activity

	Activities undertaken directly £	Grant funding activities £	Period ended 2021 Total £	Period ended 2020 Total £
Charitable activities	99,688	-	99,688	81,685
	<u>99,688</u>	<u>-</u>	<u>99,688</u>	<u>81,685</u>

Care in Mind  
Notes to financial statements  
for the year ended 2021

**6. Governance costs**

		Period ended	Period ended
	Restricted funds £	2021 Total £	2020 Total £
Staff costs - Other	-	-	-
Independent Examination	1,200	1,200	1,200
Interest / Bank Charges	-	-	-
	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>

**7. Net incoming resources for the year**

	Period ended
	2021 £
Net incoming resources is stated after charging:	
Independent Examination	<u>1,200</u>

**8. Tangible Fixed Assets**

	Furniture £	Computers £	Bikes & H £	Vehicle £	Total £
Cost	6,918	3,347	10,244	23,449	43,958
Additions	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At March 2019	<u>6,918</u>	<u>3,347</u>	<u>10,244</u>	<u>23,449</u>	<u>43,958</u>
Depreciation					
At 1 March 2020	4,152	2,007	6,147	5,862	18,168
At March 2021	1,384	669	2,049	5,862	9,964
Disposals	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31 March 2021	<u>2,768</u>	<u>1,338</u>	<u>8,196</u>	<u>11,724</u>	<u>28,132</u>
Net Book Value at 2020	<b>1,382</b>	<b>1,340</b>	<b>2,049</b>	11,724	<b>16,495</b>
At March 2021	552.80	536	819	4,690	6,597

Care in Mind  
Notes to financial statements  
for the year ended 2021

**9. Creditors: amounts falling due  
within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Other creditors		-
Accruals and deferred income	1,200	1,200
	<u>1,200</u>	<u>1,200</u>
	<u>1,200</u>	<u>1,200</u>

**10. Analysis of net assets between funds**

	<b>Unrestricted funds</b>	<b>Restricted 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fund balances at 31 March 2021 as represented by:			
Fixed Assets		6,597	7,822
Current assets		48,906	11,106
Current liabilities	-	-1,200	69,966
	<u>-</u>	<u>55,503</u>	<u>88,894</u>
	<u>-</u>	<u>55,503</u>	<u>88,894</u>