

Charity number: 1156010

Washington Mind CIO

Annual report

31 March 2021

Washington Mind CIO

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Washington Mind CIO

Reference and administrative details Year ended 31 March 2021

Trustees

Bernadette Cornish
Bev Metters-Brook (resigned 22 December 2020)
Claire Diamond-Howe (resigned 13 January 2021)
Claire Metters-Brook (resigned 22 December 2020)
David Wright
Derek Sleightholme (deceased 15 July 2021)
Diane Snowdon
Elaine Habron
Lesley Thompson
Molly McIlvaney (appointed 19 January 2021)
Richard Jackson

Charity registered number

1156010

Principal office

The Life House
Grasmere Terrace
Columbia
Washington
NE38 7LP

Chief executive officer

Jacqui Reeves

Accountants

UNW LLP
Chartered Accountants
Citygate
St James' Boulevard
Newcastle upon Tyne
NE1 4JE

Bankers

Unity Trust Bank Plc
9 Brindley Place
Birmingham
B1 2HB

Solicitors

Ben Hoare Bell
19 John Street
Sunderland
SR1 1JQ

Washington Mind CIO

Trustees' report Year ended 31 March 2021

The trustees present their annual report together with the financial statements of the charity for the year 1 April 2020 to 31 March 2021.

Objectives and activities

Policies and objectives

The objects of the Charitable Organisation are:

- To promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental disorder or conditions of emotional or mental distress requiring advice or treatment, and
- To promote the study of and research into mental health disorder and emotional or mental distress and to obtain and make records of and disseminate to the public the useful results of such research and to educate the public in matters relating to mental health.

The Charity operates primarily in the City of Sunderland and surrounding areas.

Main activities undertaken to further the charity's purposes for the public benefit

Washington Mind is a well-established local mental health and wellbeing charity with extensive local knowledge and networks, and will be celebrating the 40th anniversary during the coming year. Genuine service user involvement is at the very heart of all of our work.

The trustees have considered the guidance produced by the Charity Commission on the provision of public benefit and they confirm that public benefit has been provided by the range of activities as described above.

Achievements and performance

Review of activities

Our support services are always very much in demand and throughout the last year (1st April 2020 – 31st March 2021) we received 975 new referrals and 1,496 on-going referrals (accessing therapies, social support, wellbeing activities and alternative and therapeutic group-work). We have dealt with over 110,751 telephone, text and email enquiries, delivered training to 564 participants and have 32 active volunteers. Our www.wellbeinginfo.org website received 119,503 unique visitors during the year and our statistics show this site is often used by people during the night and at weekends, making it an invaluable resource when traditional support is not available. In addition to this, our main base the Life House received over 993 visitors and carers for children and adults during this period.

Our support is built around choice, and current activities include: information resources (including websites and digital resources), counselling, alternative therapies, telephone support, therapeutic group work, psycho-educational sessions, wellbeing activities, training and volunteering opportunities. Genuine service involvement is at the heart of all that we do and we endeavour to challenge and reduce stigma and discrimination.

We disseminate mental health and wellbeing information through a variety of media, including external publications, our own publications, a text service, our database, social media, surveys, our online directory, information factsheets, our website, films, service leaflets and promotional items.

At the start of lockdown our staff were all home working, supporting our service users by telephone and through online support. We have not furloughed any staff and have managed to offer telephone, text and online support to our service users. This has been really well received and the feedback about the support we have continued to offer has been extremely positive. Staff now continue to do a mix of home working and working in the Life House in team 'bubbles'. We continue to develop new ways of working including establishing a new Live Chat

Washington Mind CIO

Trustees' report (continued) Year ended 31 March 2021

Achievements and performance (continued)

service, Listening Ear Service and delivering virtual mental health training.

We kept up to date with our Life Support/Social Support service users by creating our online 'Social Support' group where we were able to deliver virtual craft groups, choir, exercise classes, quizzes, film and book clubs and meditation. The group now has over 170 members, and although socially distanced groups are now back up and running at the Life House, we will continue to virtually support our service users.

Fundraising activities and income generation

Washington Mind abide by the fundraising code of practice. All funding is received to meet the objectives of the service. Our main source of income is grant funding. However we do have an active presence in the community which enables us to receive donations from those people who have been fundraising on our behalf. The charity does not make any material expenditure to raise income and has no plans to do so in the future.

During the COVID-19 pandemic we have lost organisational overhead core costs income through the closure of The Life House which included room hire and no training being delivered, no networks being delivered, and no fundraising activities (including people who were raising money through running marathons etc.).

We recognise that it is now more important than ever to plan effectively for our future income, if we don't there is a real risk that our income will fall and our users and services may suffer. However, since the year end we have been able to re-open The Life House and recommence some of these vital activities.

Volunteers

Volunteers play an important role in the charity's work. Roles include administration, group work facilitators, counselling and fundraising activities. Our main area of student placements and volunteering is counselling in our young peoples and adult counselling projects. Their contribution towards the service helps us to over-perform on targets, reduce waiting lists and provide a safe, supportive, learning environment in which counsellors can flourish.

Financial review

Washington Mind have implemented robust financial monitoring systems to ensure that the Charity's resources continue to be properly managed and safeguarded. During the year our income rose to £805,959, a rise of just under 3% and our costs fell to £640,878, a fall of a little over 5%.

Our restricted funds again increased during the year due to delays in some activities caused by covid restrictions meaning some projects could not progress as planned. Whilst this provides some certainty and continuity of funding going forwards we are still in a position where demand on services outweighs the funding that we receive, which is borne out by the unrestricted deficit for the year of £7,463.

The Trustees consider that our unrestricted net current assets of £123,619 at the 31st March 2021 are sufficient to meet current ongoing operational obligations.

Washington Mind CIO

Trustees' report (continued) Year ended 31 March 2021

Reserves policy

The management board has continued to pay scrutiny to the charity's requirements for reserves. The year has been another successful one for Washington Mind, but we appreciate that the threat of difficult times continues to lie ahead due to the many changing circumstances out of our control, including the global financial difficulties from the impact of the pandemic and continuing lockdown restrictions. This however does not change our view on the amounts necessary to fund core activities which have increased over the last year. We aim to hold undesignated reserves of between 3 and 6 months core costs.

Free reserves (ie unrestricted reserves not tied up in fixed assets) currently stand at £123,619. These are held to enable Washington Mind to fund its core team and running costs in the short term, and to meet the current potential redundancy liability, should it be required, as well as day-to-day running costs, outside of covered project costs. Excluding designated funds the unrestricted reserves of the charity fell from £31,166 at the end of March 2020 to £18,720 at March 2021 due to the ongoing challenges of covering our core costs.

During the same period our restricted funds rose from £676,027 to £783,643. These funds are for specific projects and the increase reflects the delays to some projects over the pandemic. We expect these funds to be spent down in line with the project goals over the coming months.

The trustees are satisfied that the current reserves are within the target range set but continue to monitor the position closely.

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

Principal risks and uncertainties

The Trustees have examined the major risks which the company faces in relation to external factors, governance and management, internal operations and business. The likelihood and impact of risks and what systems should be in place to control and reduce those risks are kept under review by the management committee throughout the year.

Washington Mind's Risk Register includes risks regarding governance, operational, financial, external factors and compliance with law and regulation and is reviewed regularly. Trustees consider potential risks when planning and managing the charity's business. Risk management is an agenda item on every Committee meeting. Systems are designed to provide reasonable, although not absolute, assurance against material loss or misstatement of loss.

Structure, governance and management

Constitution

Washington Mind CIO is a registered charity, number 1156010.

Washington Mind is a well-established local Charitable Incorporated Organisation governed by its Memorandum and Articles of Association, who have been delivering mental health and wellbeing support since 1981. We are affiliated to national Mind and are one of around 130 Local Mind Associations. Each one is an independent charity run by local people, for local people and we are responsible for our own funding and services. Mind provides a nationwide support network including access to legal advice and other resources.

Washington Mind CIO

Trustees' report (continued) Year ended 31 March 2021

Structure, governance and management (continued)

Methods of appointment or election of trustees

Trustees are recruited and selected using safer recruitment processes. We advertise openly to actively promote equality of opportunity for all and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience, including lived-experience of mental health issues. All trustees must complete an application form and if shortlisted are interviewed at the Life House. Short listing and interviewing are carried out by more than one person, usually the CEO and one other Trustee. If accepted, the Chairperson will then confirm in writing the acceptance of their application to become a trustee. They will be formally appointed at the next board meeting. Washington Mind in its duty of care to our client group will check references and request a DBS check for all Trustees. We complete a trustee skills audit to ensure the right mix of talent, skills and potential are on the board and we can address gaps.

New Trustees are inducted to the organisation through meetings with other Trustees and senior staff. Additional training is provided as required.

Organisational structure and decision-making policies

Washington Mind has a management committee who are responsible for the strategic direction of the organisation. At present the committee has seven members from a variety of backgrounds relevant to the work of the charitable company. The Chief Executive Officer is appointed by the Trustees and is responsible for all aspects of the charity's operations, including obtaining adequate funding to finance the charity's services. The complete organisational structure consists of a CEO, accountable to the Management Committee with four Senior Managers accountable to the Chief Executive Officer. They are the Business Support Manager, Training Manager, Lead Young Peoples Counsellor and Lead Counsellor, who all have clinical and/or line management responsibilities for the administration, project and counselling staff. There are six members of staff in the support team and eleven staff in the clinical teams, a trainer, a youth worker and we also employ a cleaner.

All staff are interviewed and an assessment is carried out of their skills, qualifications and experience against their job description and capability. Comparative salaries are sought and benchmarked against suitable pay scales, using other Local Minds and similar organisations e.g. counselling services. For new posts we use NJC pay scales as a guide, which are used widely in the voluntary and community sectors, (although they are local government scales negotiated by the employer and trade union sides of the National Joint Council for Local Government Services)

Plans for future periods

Project Goals 2021 - 2024 for each project area:

The Life House: The Life House will thrive once again responding to the needs of our community following on from the effects of the COVID-19 pandemic.

We will update our facilities to bring as many opportunities to generate income and offer more services in our area and become a well-resourced centre.

Community engagement will be top of our agenda working with our service users and wider community to ensure our services are current and meeting the needs of the public.

We will recruit volunteers and organise trips for those people who are isolated giving them opportunities to build new relationships.

We will continue with our digital support through our social support group and face to face group work.

Wellbeinginfo.org and resources: We will work to ensure that local organisations are aware of, registered with, and promoting wellbeinginfo. The organisation will work as a united front to promote Washington Mind and all

Washington Mind CIO

Trustees' report (continued) Year ended 31 March 2021

Plans for future periods (continued)

digital resources. Reasons2 will continue to be promoted and welcome new users looking to improve their wellbeing. Our resources will be monitored and updated as necessary to keep up with the ever-changing digital world and meet the needs of our users. Using social media, our innovative digital resources will remain at the fore-front of our communities.

Training: Washington Mind will develop the training project to meet the needs of the organisation and our community. We will further establish our training programme through the continuation of our relationships with businesses, educational providers, organisations and commissioners. A blended approach will include online and face to face delivery. All training will continue to be delivered to a high standard whilst generating income and supporting sustainability.

Counselling: With a new Clinical Lead in place we will continue to deliver our flexible service offering appointments via face to face, telephone and Zoom ensuring clients have a choice on how they wish to access our service.

We will work in community outreach venues across Washington and the Coalfields, actively working towards meeting performance targets and keeping waiting times to a minimum.

We will maintain our BACP Service Accreditation status and our staff will remain committed to ongoing CPD.

Young People's Project: We will continue to co-produce a community focused model to support mental wellness. Accessibility will be increased via detached work and choice of venue, as well as telephone and virtual support and counselling. A YP Advisory Board will be developed in South Tyneside increasing access to a range of creative wellbeing tools and Mental Health Zine Library. We will continue to work in partnership with schools and other colleagues to create opportunities across the City.

With young people as our partners, we will remain adaptive, responsive and hopeful, while supporting them to navigate life in a way that secures long term mental wellness for their future.

People Management: Trustees, Staff and volunteers working as one team in a safe, stimulating, healthy environment that helps staff and volunteers work together towards shared goals.

Financial management: We will continue with our robust financial monitoring systems to ensure that the Charity's resources continue to be properly managed and safeguarded.

After a previous year of short term funding in the COVID-19 pandemic we will seek long term funding, so our position where demand on services does not outweigh the funding that we receive.

The organisation is well resourced with long term funding is in place to enable continued innovation and creativity to thrive.

Approved by order of the members of the board of trustees on 8 November 2021 and signed on their behalf by:



David Wright

Washington Mind CIO

Statement of trustees' responsibilities Year ended 31 March 2021

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales 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 charity and of its incoming resources and application of resources, including its income and expenditure, 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 of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. 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.

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





Independent Examiner's Report Year ended 31 March 2021

Independent Examiner's Report to the Trustees of Washington Mind CIO ('the charity')

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

Responsibilities and Basis of Report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the charity'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 (enter body here), which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work or for this report.



Independent Examiner's Report (continued)
Year ended 31 March 2021

Signed: *Anne Hallowell*

Dated: 8 November 2021

Anne Hallowell

BSc FCA DChA

UNW LLP
Newcastle upon Tyne

Washington Mind CIO

Statement of financial activities Year ended 31 March 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	2	127,939	619,763	747,702	645,977
Charitable activities	4	-	81,007	81,007	137,026
Investments		250	-	250	640
Total income		128,189	700,770	828,959	783,643
Expenditure on:					
Charitable activities	5	114,952	528,226	643,178	676,658
Total expenditure		114,952	528,226	643,178	676,658
Net movement in funds		13,237	172,544	185,781	106,985
Reconciliation of funds:					
Total funds brought forward		195,228	503,483	698,711	591,726
Net movement in funds		13,237	172,544	185,781	106,985
Total funds carried forward		208,465	676,027	884,492	698,711

The notes on pages 13 to 27 form part of these financial statements.

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Balance sheet At 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Intangible assets	8	14,355	14,715
Tangible assets	9	70,491	66,865
		<u>84,846</u>	<u>81,580</u>
Current assets			
Debtors	10	70,535	16,000
Cash at bank and in hand		864,279	730,793
		<u>934,814</u>	<u>746,793</u>
Creditors: amounts falling due within one year	11	(135,168)	(129,662)
Net current assets		<u>799,646</u>	<u>617,131</u>
Total assets less current liabilities		<u>884,492</u>	<u>698,711</u>
Total net assets		<u>884,492</u>	<u>698,711</u>
Charity funds			
Restricted funds	12	676,027	503,483
Unrestricted funds	12	208,465	195,228
Total funds		<u>884,492</u>	<u>698,711</u>

The financial statements were approved and authorised for issue by the trustees on 08 November 2021 and signed on their behalf by:



Bernadette Cornish

The notes on pages 13 to 27 form part of these financial statements.

Washington Mind CIO

Statement of cash flows Year ended 31 March 2021

	2021 £	2020 £
Cash flows from operating activities		
Net cash used in operating activities	160,086	131,006
Cash flows from investing activities		
Purchase of intangible assets	(3,600)	(16,200)
Purchase of tangible fixed assets	(23,000)	(3,006)
Net cash used in investing activities	(26,600)	(19,206)
Cash flows from financing activities		
Net cash provided by financing activities	-	-
Change in cash and cash equivalents in the year	133,486	111,800
Cash and cash equivalents at the beginning of the year	730,793	618,993
Cash and cash equivalents at the end of the year	864,279	730,793

The notes on pages 13 to 27 form part of these financial statements

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2021

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Washington Mind CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The financial statements are presented in pounds sterling which is the functional currency of the charity and are rounded to the nearest £1.

1.2 Going concern

As set out in more detail in the trustees' report, the charity's activities have not been significantly impacted by the Covid-19 pandemic, with continued support from its primary funders mitigating reduced income from fundraising, training and room hire.

Given the substantial cash balances and anticipated spend over the coming 12 months, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

1.3 Income

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

Grants are included in the statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2021

1. Accounting policies (continued)

1.4 Expenditure

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity, including those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements. They are apportioned against the activities of the charity in line with the estimated usage of those costs.

All expenditure is inclusive of irrecoverable VAT.

1.5 Intangible assets and amortisation

Intangible assets costing £1,500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following basis:

Computer software	- 20 % straight line
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1.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £1,500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Property improvements	- 10% straight line
Motor vehicles	- 20% straight line
Equipment	- 33.33% straight line
Garden Project	- 10% straight line

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2021

1. Accounting policies (continued)

1.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

1.10 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

1.11 Operating leases

Rentals paid under operating leases are charged to the statement of financial activities on a straight line basis over the lease term.

1.12 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

1.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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Notes to the financial statements Year ended 31 March 2021

1. Accounting policies (continued)

1.14 Critical accounting estimates and areas of judgment

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Estimates included within these financial statements include depreciation charges. None of the estimates made are considered to carry significant estimation uncertainty, nor to bear significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next financial year.

In preparing these financial statements the trustees do not consider there were any significant areas of judgement that were required in applying the charity's accounting policies as set out above.

2. Income from donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Donations and grants	127,939	619,763	747,702

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Donations and grants	73,701	572,276	645,977

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2021

3. Donations and Grants

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Lloyds Foundation	-	25,000	25,000
NHS Sunderland CCG	52,964	273,398	326,362
Sunderland City Council	10,000	145,507	155,507
South Tyneside Council	-	10,885	10,885
Kavli	-	79,255	79,255
Mind	5,000	34,371	39,371
Sunderland Counselling Services	8,000	-	8,000
Garfield Weston Foundation	-	10,000	10,000
Schools and Academies	-	20,400	20,400
Other grants and donations	51,975	20,977	72,952
Total 2021	127,939	619,793	747,732

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Lloyds Foundation	-	24,285	24,285
NHS Sunderland CCG	-	324,993	324,993
Sunderland City Council	-	140,908	140,908
South Tyneside Council	-	25,000	25,000
Kavli	-	37,840	37,840
Schools and Academies	-	19,250	19,250
Sunderland Care and Support	8,000	-	8,000
Other grants and donations	65,701	-	65,701
Total 2020	73,701	572,276	645,977

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2021

4. Income from charitable activities

	Restricted funds 2021 £	Total funds 2021 £
Training sessions	81,007	81,007
Room hire	-	-
	<u>81,007</u>	<u>81,007</u>

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Training sessions	-	122,262	122,262
Room hire	14,764	-	14,764
	<u>14,764</u>	<u>122,262</u>	<u>137,026</u>

5. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £
Core	59,533	55,419	114,952
Community	168,602	11,732	180,334
Training	44,500	6,629	51,129
Counselling	117,809	8,219	126,028
Young People	156,707	14,028	170,735
	<u>547,151</u>	<u>96,027</u>	<u>643,178</u>

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2021

5. Analysis of expenditure by activities (continued)

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £
Core	69,476	34,205	103,681
Community	189,869	13,729	203,598
Training	73,535	7,757	81,292
Counselling	133,254	9,618	142,872
Young People	128,800	16,415	145,215
	<u>594,934</u>	<u>81,724</u>	<u>676,658</u>

Analysis of support costs

	Total funds 2021 £	Total funds 2020 £
Depreciation	23,334	17,891
Office expenses	23,875	13,252
Building costs	27,446	26,013
Legal and professional fees	8,624	10,493
Travel	169	948
IT costs	7,070	9,098
Insurance	5,509	4,029
	<u>96,027</u>	<u>81,724</u>

6. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £3,300 (2020 - £3,300).

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2021

7. Staff costs

	2021 £	2020 £
Wages and salaries	400,279	393,513
Social security costs	26,887	29,553
Contribution to defined contribution pension schemes	16,474	15,602
	<u>443,640</u>	<u>438,668</u>

The average number of persons employed by the charity during the year was as follows:

	2021 No.	2020 No.
Staff	<u>22</u>	<u>20</u>

No employee received remuneration amounting to more than £60,000 in either year.

The charity considers its key management personnel to comprise of the trustees, the Chief Executive and the service delivery managers. The total employee benefits of the key management personnel were £209,006 (2020: £168,934).

During the year and prior year, no trustees received any remuneration or reimbursement of expenses.

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Notes to the financial statements Year ended 31 March 2021

8. Intangible assets

	Computer software £
Cost	
At 1 April 2020	16,200
Additions	3,600
At 31 March 2021	<u>19,800</u>
Amortisation	
At 1 April 2020	1,485
Charge for the year	3,960
At 31 March 2021	<u>5,445</u>
Net book value	
At 31 March 2021	<u><u>14,355</u></u>
At 31 March 2020	<u><u>14,715</u></u>

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Notes to the financial statements Year ended 31 March 2021

9. Tangible fixed assets

	Property £	Motor vehicles £	Equipment £	Garden project £	Total £
Cost or valuation					
At 1 April 2020	128,763	-	4,684	31,955	165,402
Additions	-	23,000	-	-	23,000
At 31 March 2021	128,763	23,000	4,684	31,955	188,402
Depreciation					
At 1 April 2020	90,133	-	2,012	6,392	98,537
Charge for the year	12,876	2,300	1,002	3,196	19,374
At 31 March 2021	103,009	2,300	3,014	9,588	117,911
Net book value					
At 31 March 2021	25,754	20,700	1,670	22,367	70,491
At 31 March 2020	38,630	-	2,672	25,563	66,865

10. Debtors

	2021 £	2020 £
Due within one year		
Trade debtors	67,999	16,000
Prepayments and accrued income	2,536	-
	70,535	16,000

11. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	-	561
Other taxation and social security	9,085	10,338
Accruals and deferred income	126,083	118,763
	135,168	129,662

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2021

11. Creditors: Amounts falling due within one year (continued)

	2021 £	2020 £
	2021 £	2020 £
Deferred income at 1 April 2020	114,863	195,000
Resources deferred during the year	51,162	64,863
Amounts released from previous periods	(43,843)	(145,000)
	<u>122,182</u>	<u>114,863</u>

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2021

12. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Unrestricted funds					
Designated funds					
Life House	38,630	-	(12,876)	-	25,754
Redundancy	97,197	-	-	22,057	119,254
Garden Project	25,563	-	(3,196)	-	22,367
	<u>161,390</u>	<u>-</u>	<u>(16,072)</u>	<u>22,057</u>	<u>167,375</u>
General funds					
Unrestricted funds	<u>33,838</u>	<u>128,189</u>	<u>(98,880)</u>	<u>(22,057)</u>	<u>41,090</u>
Total Unrestricted funds	<u>195,228</u>	<u>128,189</u>	<u>(114,952)</u>	<u>-</u>	<u>208,465</u>
Restricted funds					
Counselling	40,231	131,651	(126,028)	-	45,854
Training	182,379	81,007	(51,129)	-	212,257
Young People	244,158	244,944	(170,735)	-	318,367
Community	36,715	243,168	(180,334)	-	99,549
	<u>503,483</u>	<u>700,770</u>	<u>(528,226)</u>	<u>-</u>	<u>676,027</u>
Total of funds	<u>698,711</u>	<u>828,959</u>	<u>(643,178)</u>	<u>-</u>	<u>884,492</u>

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2021

12. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
Unrestricted funds				
Designated funds				
Life House	51,506	-	(12,876)	38,630
Redundancy	97,197	-	-	97,197
Garden Project	28,759	-	(3,196)	25,563
	<u>177,462</u>	<u>-</u>	<u>(16,072)</u>	<u>161,390</u>
General funds				
Unrestricted funds	<u>34,472</u>	<u>89,105</u>	<u>(89,739)</u>	<u>33,838</u>
Total Unrestricted funds	<u>211,934</u>	<u>89,105</u>	<u>(105,811)</u>	<u>195,228</u>
Restricted funds				
Counselling	14,744	166,760	(141,273)	40,231
Training	140,735	122,262	(80,618)	182,379
Young People	180,147	207,072	(143,061)	244,158
Community	44,166	198,444	(205,895)	36,715
	<u>379,792</u>	<u>694,538</u>	<u>(570,847)</u>	<u>503,483</u>
Total of funds	<u>591,726</u>	<u>783,643</u>	<u>(676,658)</u>	<u>698,711</u>

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2021

13. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	70,491	-	70,491
Intangible fixed assets	14,355	-	14,355
Current assets	136,605	798,209	934,814
Creditors due within one year	(12,986)	(122,182)	(135,168)
Total	208,465	676,027	884,492

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	66,865	-	66,865
Intangible fixed assets	14,715	-	14,715
Current assets	128,447	618,346	746,793
Creditors due within one year	(14,799)	(114,863)	(129,662)
Total	195,228	503,483	698,711

14. Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
Net income for the year (as per Statement of Financial Activities)	185,781	106,985
Adjustments for:		
Depreciation charges	19,374	16,406
Amortisation charges	3,960	1,485
(Increase) / decrease in debtors	(54,535)	87,501
Increase / (decrease) in creditors	5,506	(81,371)
Net cash provided by operating activities	160,086	131,006

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2021

15. Analysis of cash and cash equivalents

	2021 £	2020 £
Cash in hand	864,279	730,793
Total cash and cash equivalents	864,279	730,793

16. Analysis of changes in net debt

	At 1 April 2020 £	Cash flows £	At 31 March 2021 £
Cash at bank and in hand	730,793	133,486	864,279
	730,793	133,486	864,279

17. Pension commitments

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £16,474 (2020: £15,602). Contributions totalling £2,239 (2020: £2,444) were payable to the fund at the balance sheet date and are included in creditors.

18. Operating lease commitments

At 31 March 2021 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	1,392	1,392
Later than 1 year and not later than 5 years	1,566	2,958
	2,958	4,350

19. Related party transactions

There were no related party transactions in either period.

