

Charity number: 1156010

Washington Mind CIO

Annual report

Year ended 31 March 2024

Washington Mind CIO

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Washington Mind CIO

Reference and administrative details Year ended 31 March 2024

Trustees

Bernadette Cornish
David Wright
Diane Snowdon
Elaine Habron
Richard Jackson
Pat Martin
Andrew Scott (resigned 12 December 2023)
Brandon Feeley

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 2024

The trustees present their annual report together with the financial statements of the charity for the 1 April 2023 to 31 March 2024.

Objectives and activities

• Policies and objectives

The objects of the Charitable Incorporated 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.

In setting objectives and planning for activities, the trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

• 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, community engagement and networks. We will be celebrating the 43rd 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

Over the last year our communities continue to face challenging times, the cost-of-living crisis and demand on services has rapidly increased. The energy crisis and increased bills impacts individuals and organisations like ours with a large, community wellbeing centre, the Life House to run and maintain. Working to generate core funding is crucial to enable the resource to be used by our community.

Life House:

The Life House offers a weekly programme of wellbeing activities including gardening, book and film clubs, brunch and lunch social sessions, afternoon and evening clubs, healthy eating courses and alternative therapies and other opportunities for social healthy-lifestyle activities.

Over the last year we have extended our reach working with more of our partners from across the city to offer dance classes, baby/toddler keep fit and yoga which has seen over 80 members of our community attend throughout the week.

We also launched our Supported Self Help service where we upskilled our Mental Health Practitioner enabling us to offer a free, 6-week guided programme, where materials are delivered to understand and manage your feelings whilst also having weekly check ins with a member of staff.

Due to a rise in referrals in to the service adaptations were made to the The Life House to include five new 1-2-1 therapy rooms and a refurbishment of our Café Life area to run extra groups and offer family activities to our

Washington Mind CIO

Trustees' report (continued) Year ended 31 March 2024

Achievements and performance (continued)

community.

Training:

Once again the reputation for the development and delivery of our training programme has benefited in accessing funding and successful training tenders. The year has been a busy one as workplaces have requested Lunch and Learn brief sessions for the workforce.

Contractually the existing contracts are going well. A Life Worth Living ("ALWL"), now in its eleventh year of delivery, continues to be accessed across the community we serve. Delivery is challenging as those attending are experiencing many of the difficulties faced by the wider community. ALWL South Tyneside has increased in number of courses delivered.

The contract for Sunderland City Council has seen us reintroduced within the Health Champions training programme to deliver training on emotional resilience and mental health awareness, as well as the internal delivery of training to both SCC staff and managers as they aim to improve mental health in the workplace.

Another successful tender has provided funding to develop a new course, Building Resilience in the Work Place, and delivery began in August 2024.

Counselling:

We have continued to work as one of the partner organisations of NHS Sunderland Talking Therapies providing a counselling service to clients aged 16 years and over. The second phase of the single point of access is now well established with a single waiting list to offer equitable access to counselling.

We have continued to offer support/signposting and advice via the SAFC Match Day Hub.

We have maintained a service level agreement with two private companies to offer counselling to their employees.

We have recommenced our volunteer programme and recently recruited further volunteers following attendance at an in-house training programme.

Young People's Project:

The YPP has celebrated its 10th anniversary of continued co-production with our community, during which time we have proudly upheld YP's human right to have their views heard and taken seriously.

We have maintained Service Level Agreements with 6 secondary schools, working collaboratively with pupils and staff, and provided outreach counselling from PopRecs.

Our volunteer programme has resumed with an overhaul of processes and training.

The Teenage Market has ensconced itself within our community, gaining significant interest from a variety of partners. Regular markets have been held at PopRecs, and the Museum and Winter Gardens. The Young Advisors are keen to build on existing interconnectedness, in order to further impact the wellbeing of their peers.

YPP has continued to provide internship opportunities for Durham University/Changemakers NE students.

Partnership work has continued with The Bunker, providing free music tuition, consolidating wellness post counselling, and mitigating risk for YP on our waiting list.

We look forward to seeing how this line of work continues to develop in the future.

Washington Mind CIO

Trustees' report (continued) Year ended 31 March 2024

Achievements and performance (continued)

● Our impact

In the last year (1st April 2023 to 31st March 2024) we received 1,274 new referrals and supported 1,326 individuals (accessing; therapies, social support, wellbeing activities and alternative/therapeutic group-work). We have dealt with 100,809 telephone, texts and email enquiries, delivered training to 1,033 participants and have 31 active volunteers. Our wellbeinginfo website received 106,686 unique visitors last year and our stats 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 27,956 visitors during this period and caters for children and adults of all ages.

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.

● Volunteers

Volunteers play an important role in the charity's work and we have re-established our volunteer programme following a pause due to the pandemic. Roles include administration, group work facilitators, café assistants, 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.

● 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.

A designated Fundraising Coordinator and sessional Bid Writer have helped us increase our core funding and raise awareness across our community. We recognise that it is now more important as we face the cost of living crisis to plan effectively for our future income and have a variety of income streams in the future.

Washington Mind CIO

Trustees' report (continued) Year ended 31 March 2024

Financial review

• Financial performance and position

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 fell to £865,722, a fall of 7% however our cost increased by 5%, to £977,220.

Our restricted funds decreased this year following a transfer of funds to unrestricted, representing core costs attributable to our restricted objects.. Using the restricted funds, we have been able to secure counselling posts in our adult counselling team and a training initiative. Although this is gratefully received and a positive for the charity and the year ahead, we still emphasise the need for higher levels of funding in order to remain operational as shown by the overall deficit for the year of £111,498.

The trustees consider that our unrestricted current asset resources of £79,916, while excluding unrestricted creditors – see note 14, at the 31st March 2024 and at the date of signing our accounts are sufficient to meet current ongoing operational obligations.

• 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.

• 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.

Undesignated unrestricted reserves are £53,808. These are held to enable Washington Mind to fund its core team and running costs in the short term, as well as day-to-day running costs, outside of covered project costs.

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

• Principal risks and uncertainties

The trustees have examined the major risks which the charity 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.

Washington Mind CIO

Trustees' report (continued) Year ended 31 March 2024

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 100 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.

● 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 NHS Bands and NJC pay scales as guides, 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 2024 - 2027 for each project/priority area:

The Life House

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 accomplish this by the delivery of community groups and activities which will support the wellbeing of people of all ages. Our services will be enhanced by sharing community self-help and wellbeing resources including the use of

Washington Mind CIO

Trustees' report (continued) Year ended 31 March 2024

Plans for future periods (continued)

social media, keeping innovative digital resources remaining at the fore-front of our communities.

Training

The training project will be developed 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 to delivery. All training will continue to be delivered to a high standard whilst generating income and supporting sustainability.

Counselling

To actively work towards achieving key performance targets whilst continuing to offer an inclusive and flexible service and a high-quality standard of care. We will maintain our British Association of Counselling Professionals (BACP) Service Accreditation status and our staff will remain committed to ongoing Continual Professional Development (CPD).

Young People's Project

We will continue to co-produce a quality assured, community focused model to support mental wellness; offering free, accessible, holistic and young person centred support. We will work with partners to create opportunities across the City, in a way that meets the complex and intersecting needs of young people's contexts. We will remain adaptive, responsive and hopeful, and will routinely review and evaluate our ongoing partnership with young people.

Our People

The people who use our services are our most valued resource, and we will continue to co-produce and reconfigure our offer in order to meet their needs and preferences. Our competent and fully qualified team will continue to care deeply about the services they provide and the people who they work in partnership with.

Our Community

We will continue with our commitment to delivering a community approach to mental health support and suicide prevention. As an active member of the voluntary and community sector, we will engage with our local community increase understanding, raise awareness and break down barriers for people experiencing mental health issues.

Our Offer

An accredited quality assured service provider based in the local community and accessible to all. Our support will include training and volunteering opportunities, counselling, the provision of a wellbeing focused venue with a community café and activities, social support, alternative therapies, group work, the arts, exercise, information and digital resources.

Our Sustainability

We will invest in and maximise our resources to ensure the organisation's stability. We will continue to invest in our staff and partnerships and source a wider range of funding and generate income, to strengthen our offer. Robust monitoring systems will ensure that the charity's resources continue to be properly managed and safeguarded, with sufficient reserves to deliver safely. We will continue with our robust financial monitoring systems to ensure that the Charity's resources continue to be properly managed and safeguarded.

Washington Mind CIO

Trustees' report (continued) Year ended 31 March 2024

Approved by order of the members of the board of trustees on 10 October 2024 and signed on their behalf by:



Bernadette Cornish
Trustee

Washington Mind CIO

Statement of trustees' responsibilities Year ended 31 March 2024

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 10 October 2024 and signed on its behalf by:



Bernadette Cornish
Trustee



Independent examiner's report Year ended 31 March 2024

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 2024.

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 the Institute of Chartered Accountants in England and Wales, 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 2024

Signed: *Anne Hallowell*

Dated: 10 October 2024

Anne Hallowell

BSc FCA DChA

UNW LLP
Newcastle upon Tyne

Washington Mind CIO

Statement of financial activities Year ended 31 March 2024

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	2	152,034	668,764	820,798	883,897
Charitable activities	4	-	35,510	35,510	48,281
Investments		9,414	-	9,414	3,604
Total income		161,448	704,274	865,722	935,782
Expenditure on:					
Charitable activities	5	222,358	754,862	977,220	928,120
Total expenditure		222,358	754,862	977,220	928,120
Net (expenditure)/income		(60,910)	(50,588)	(111,498)	7,662
Transfers between funds	13	105,565	(105,565)	-	-
Net movement in funds		44,655	(156,153)	(111,498)	7,662
Reconciliation of funds:					
Total funds brought forward		128,407	1,054,034	1,182,441	1,174,779
Net movement in funds		44,655	(156,153)	(111,498)	7,662
Total funds carried forward		173,062	897,881	1,070,943	1,182,441

The notes on pages 15 to 29 form part of these financial statements.

Washington Mind CIO

Balance sheet At 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Intangible assets	8	5,998	11,109
Tangible assets	9	114,432	111,259
		<u>120,430</u>	<u>122,368</u>
Current assets			
Debtors	10	212,697	424,942
Cash at bank and in hand		1,091,911	999,139
		<u>1,304,608</u>	<u>1,424,081</u>
Creditors: amounts falling due within one year	11	(278,910)	(213,992)
Net current assets		<u>1,146,128</u>	<u>1,332,457</u>
Total assets less current liabilities		<u>1,146,128</u>	<u>1,332,457</u>
Creditors: amounts falling due after more than one year	12	(75,185)	(150,016)
Net assets		<u><u>1,070,943</u></u>	<u><u>1,182,441</u></u>
Charity funds			
Restricted funds	13	897,881	1,054,034
Unrestricted funds	13	173,062	128,407
Total funds		<u><u>1,070,943</u></u>	<u><u>1,182,441</u></u>

The financial statements were approved and authorised for issue by the trustees on 10 October 2024 and signed on their behalf by:



Bernadette Cornish
Trustee

Charity registered number: 1156010

The notes on pages 15 to 29 form part of these financial statements.

Washington Mind CIO

Statement of cash flows Year ended 31 March 2024

	2024 £	2023 £
Cash flows from operating activities		
Net cash used in operating activities (see note 15)	117,700	(13,404)
Cash flows from investing activities		
Purchase of intangible assets	-	(2,153)
Purchase of tangible fixed assets	(24,928)	(1,600)
Net cash used in investing activities	(24,928)	(3,753)
Cash flows from financing activities		
Net cash provided by financing activities	-	-
Change in cash and cash equivalents in the year	92,772	(17,157)
Cash and cash equivalents at the beginning of the year	999,139	1,016,296
Cash and cash equivalents at the end of the year	1,091,911	999,139

The notes on pages 15 to 29 form part of these financial statements

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2024

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 noted in the trustees' report, the charity's activities continue to be supported by external donations and grants, continued support from its primary funders supports the going concern status of the charity.

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 2024

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.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support 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 2024

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 and cash equivalents

Cash and cash equivalents includes cash in hand.

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.

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2024

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 and amortisation 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 2024 £	Restricted funds 2024 £	Total funds 2024 £
Donations and grants	152,034	668,764	820,798

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Donations and grants	150,068	733,829	883,897

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2024

3. Donations and Grants

Donations and grants above £5,000 have been disclosed in the table below with grant below this threshold disclosed within other grants and donations.

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
NHS North East & North Cumbria ICB	35,000	207,178	242,178
Sunderland City Council	-	137,205	137,205
Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust	-	217,615	217,615
Mind	-	34,493	34,493
Schools and Academies	-	32,860	32,860
Roseline	20,000	1,500	21,500
Garfield Weston Foundation	15,000	-	15,000
Sir James Knott	5,000	-	5,000
National Lottery Community Foundation	-	5,400	5,400
Other grants and donations	77,034	32,513	109,547
Total 2024	152,034	668,764	820,798

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Foundation of Light	6,745	-	6,745
NHS Sunderland CCG	-	504,767	504,767
Sunderland City Council	-	89,599	89,599
South Tyneside Council	-	40,840	40,840
Mind	-	49,500	49,500
Community Foundation	-	9,373	9,373
Schools and Academies	-	17,250	17,250
Other grants and donations	143,323	22,500	165,823
Total 2023	150,068	733,829	883,897

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2024

4. Income from charitable activities

	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Training sessions	35,510	35,510	48,281

5. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £
Core	147,289	75,069	222,358
Community	304,088	15,195	319,283
Training	32,972	9,054	42,026
Counselling	183,032	11,226	194,258
Young People	180,135	19,160	199,295
	847,516	129,704	977,220

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Core	134,206	77,801	212,007
Community	262,749	15,015	277,764
Training	49,847	8,947	58,794
Counselling	169,744	11,093	180,837
Young People	179,785	18,933	198,718
	796,331	131,789	928,120

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2024

5. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2024 £	Total funds 2023 £
Depreciation and amortisation	26,866	36,817
Office expenses	37,675	45,006
Building costs	24,715	16,668
Legal and professional fees	16,387	11,389
Travel	1,357	652
IT costs	15,403	13,301
Insurance	7,301	7,956
	129,704	131,789

6. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £4,000 (2023 - £3,800).

7. Staff costs

	2024 £	2023 £
Wages and salaries	598,776	561,994
Social security costs	46,063	43,244
Contribution to defined contribution pension schemes	28,914	24,210
	673,753	629,448

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

	2024 No.	2023 No.
Staff	27	27

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2024

7. Staff costs (continued)

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 £169,018 (2023: £165,686).

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

8. Intangible assets

	Computer software £
Cost	
At 1 April 2023	25,553
At 31 March 2024	25,553
Amortisation	
At 1 April 2023	14,444
Charge for the year	5,111
At 31 March 2024	19,555
Net book value	
At 31 March 2024	5,998
At 31 March 2023	11,109

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2024

9. Tangible fixed assets

	Property £	Motor vehicles £	Equipment £	Garden project £	Total £
Cost					
At 1 April 2023	128,763	23,000	6,284	125,353	283,400
Additions	21,197	-	-	3,731	24,928
At 31 March 2024	149,960	23,000	6,284	129,084	308,328
Depreciation					
At 1 April 2023	128,761	11,500	5,782	26,098	172,141
Charge for the year	820	7,590	502	12,843	21,755
At 31 March 2024	129,581	19,090	6,284	38,941	193,896
Net book value					
At 31 March 2024	20,379	3,910	-	90,143	114,432
At 31 March 2023	2	11,500	502	99,255	111,259

10. Debtors

	2024 £	2023 £
Trade debtors	210,802	378,071
Other debtors	26	26
Prepayments and accrued income	1,869	46,845
	212,697	424,942

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2024

11. Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	5,567	2,770
Other taxation and social security	17,597	12,660
Other creditors	120	120
Accruals and deferred income	255,626	198,442
	<u>278,910</u>	<u>213,992</u>
	2024 £	2023 £
Deferred income at 1 April 2023	340,483	184,366
Resources deferred during the year	251,980	340,483
Amounts released from previous periods	(265,652)	(184,366)
	<u>326,811</u>	<u>340,483</u>

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

	2024 £	2023 £
Accruals and deferred income	<u>75,185</u>	<u>150,016</u>

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2024

13. Statement of funds

Statement of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
Unrestricted funds					
Designated funds					
Life House	2	-	(2)	-	-
Redundancy	119,254	-	-	-	119,254
Garden Project	5,857	-	(12,843)	6,986	-
	<u>125,113</u>	<u>-</u>	<u>(12,845)</u>	<u>6,986</u>	<u>119,254</u>
General funds					
General Funds	3,294	161,448	(209,513)	98,579	53,808
	<u>3,294</u>	<u>161,448</u>	<u>(209,513)</u>	<u>98,579</u>	<u>53,808</u>
Total Unrestricted funds	<u>128,407</u>	<u>161,448</u>	<u>(222,358)</u>	<u>105,565</u>	<u>173,062</u>
Restricted funds					
Counselling	106,856	220,345	(194,258)	(33,052)	99,891
Training	345,993	35,510	(42,026)	(5,250)	334,227
Young People	481,273	155,042	(199,295)	(23,256)	413,764
Community	119,912	293,377	(319,283)	(44,007)	49,999
	<u>1,054,034</u>	<u>704,274</u>	<u>(754,862)</u>	<u>(105,565)</u>	<u>897,881</u>
Total funds	<u><u>1,182,441</u></u>	<u><u>865,722</u></u>	<u><u>(977,220)</u></u>	<u><u>-</u></u>	<u><u>1,070,943</u></u>

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2024

13. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2022 £	Income £	Expenditure £	Balance at 31 March 2023 £
Unrestricted funds				
Designated funds				
Life House	12,878	-	(12,876)	2
Redundancy	119,254	-	-	119,254
Garden Project	18,393	-	(12,536)	5,857
	<u>150,525</u>	<u>-</u>	<u>(25,412)</u>	<u>125,113</u>
General funds				
Unrestricted funds	<u>36,217</u>	<u>153,672</u>	<u>(186,595)</u>	<u>3,294</u>
Total Unrestricted funds	<u>186,742</u>	<u>153,672</u>	<u>(212,007)</u>	<u>128,407</u>
Restricted funds				
Counselling	96,422	201,207	(190,773)	106,856
Training	360,089	48,281	(62,377)	345,993
Young People	413,893	262,703	(195,323)	481,273
Community	117,633	269,919	(267,640)	119,912
	<u>988,037</u>	<u>782,110</u>	<u>(716,113)</u>	<u>1,054,034</u>
Total funds	<u><u>1,174,779</u></u>	<u><u>935,782</u></u>	<u><u>(928,120)</u></u>	<u><u>1,182,441</u></u>

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2024

14. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	114,432	-	114,432
Intangible fixed assets	5,998	-	5,998
Current assets	79,916	1,224,692	1,304,608
Creditors due within one year	(27,284)	(251,626)	(278,910)
Creditors due in more than one year	-	(75,185)	(75,185)
Total	173,062	897,881	1,070,943

Analysis of net assets between funds - prior period

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	111,259	-	111,259
Intangible fixed assets	11,109	-	11,109
Current assets	29,564	1,394,517	1,424,081
Creditors due within one year	(23,525)	(190,467)	(213,992)
Creditors due in more than one year	-	(150,016)	(150,016)
Total	128,407	1,054,034	1,182,441

Washington Mind CIO

Notes to the financial statements Year ended 31 March 2024

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

	2024 £	2023 £
Net income/expenditure for the period (as per Statement of Financial Activities)	(111,498)	7,662
Adjustments for:		
Depreciation charges	21,755	31,778
Amortisation charges	5,111	5,039
(Increase) / decrease in debtors	212,245	(216,642)
Increase / (decrease) in creditors	(9,913)	158,759
Net cash provided by/(used in) operating activities	117,700	(13,404)

16. Analysis of cash and cash equivalents

	2024 £	2023 £
Cash in hand	1,091,911	999,139

17. Analysis of changes in net debt

	At 1 April 2023 £	Cash flows £	At 31 March 2024 £
Cash at bank and in hand	999,139	92,772	1,091,911

18. 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 £28,914 (2023: £24,210). Contributions totalling £4,964 (2023: £3,702) were payable to the fund at the balance sheet date and are included in creditors.

Washington Mind CIO

Notes to the financial statements
Year ended 31 March 2024

19. Operating lease commitments

At 31 March 2024 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024 £	2023 £
Not later than 1 year	2,668	1,097
Later than 1 year and not later than 5 years	10,673	660
	<u>13,341</u>	<u>1,757</u>

20. Related party transactions

There were no related party transactions within the year (2023: none).

