

**SUFFOLK MIND**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2018**

# SUFFOLK MIND

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# SUFFOLK MIND

## REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2018

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### **Trustees**

**(who are also the directors of the limited company for Companies Act 2006 purposes)**

Andrew George - Governance and Quality Committee (resigned 31 March 2018)  
Alan Hanson - Treasurer/ Chair of Finance, Audit and Performance Sub-Committee/ Quay Place Governance Group  
Nigel Suckling - Chair/ Finance, Audit and Performance Sub-Committee/ Quay Place Governance Group  
Julian Tyndale-Biscoe - Vice Chair  
David McQuade - Finance, Audit and Performance Sub-Committee (resigned 31 January 2018)  
Dr Emma Brierly - Chair of Governance and Quality Committee  
Ciara Scallon  
Tim Mutum - Governance and Quality Committee  
Ian White - Finance, Audit and Performance Sub-Committee

### **Company registered number**

02611510

### **Charity registered number**

1003061

### **Registered office**

Quay Place, Key Street, Ipswich, Suffolk, IP4 1BZ

### **Company secretary**

Tim Mutum

### **Chief executive officer**

Jon Neal

### **Specialist advisors**

John Bellhouse  
Chris Maloney  
Penny Longford

### **Independent auditor**

Scrutton Bland LLP, Fitzroy House, Crown Street, Ipswich, Suffolk, IP1 3LG

### **Bankers**

Barclays Bank Plc, 691 Woodbridge Road, Ipswich, Suffolk, IP4 4NA

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# SUFFOLK MIND

## CHAIRMAN'S STATEMENT FOR THE YEAR ENDED 31 MARCH 2018

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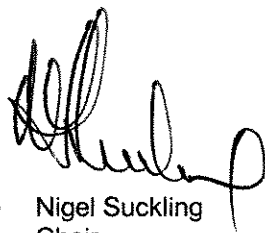
A personal letter from our Chair

To all our supporters, partners, service users; staff and volunteers,

2017- 2018 was a year of change on many fronts. Mental health continues to be high on the public agenda and supported by high profile individuals. Against this background pressures on funding have continued and we have been working hard to explore options to diversify our income streams and extend the range of services that we offer.

To do this we have strengthened our senior leadership team and invested in our staff. Our workplace wellbeing service, based upon the emotional needs and resources model, continues to grow; our redesigned Health Minds Counselling service attracts more clients and delivers better outcomes; and we have been working with schools to help pupils and teachers manage mental wellbeing. At the same time we delivered disciplined capital spending and lower costs to achieve our budgeted outturn for the year.

We have a clear strategic direction for Suffolk Mind and we have a great team carrying it out. The relationships on which we depend have deepened. We can now look forward and outward to an exciting future.



Name Nigel Suckling  
Chair

Date 17 July 2018

# SUFFOLK MIND

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2018

The Trustees present their annual report together with the audited financial statements of the company Suffolk Mind for the year 1 April 2017 to 31 March 2018. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

### Objectives and Activities

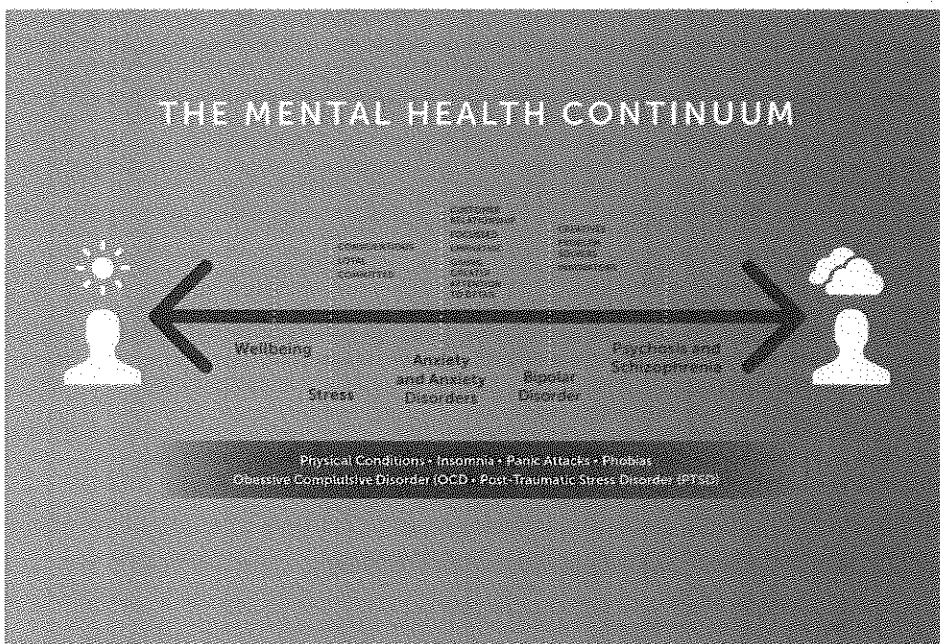
#### a. Policies and objectives

##### Our goal

We want to make Suffolk the best place in the world for talking about and taking care of mental wellbeing. And Suffolk Mind wants to be the best organisation in the world for recruiting champions to this cause and creating environments that help people get their emotional needs met. This is what we're passionate about, and it is part of everything we do.

##### Our approach to mental health

All of us have mental health, just as we have physical health. Both are equally important and anyone can become mentally unwell if they are unable to meet their emotional needs. We are all on a mental health continuum – and we move up and down it depending on how we cope with the challenges of life and the stresses that it creates.



# SUFFOLK MIND

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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Suffolk Mind works right across the continuum, from wellbeing to 'severe and enduring' mental ill-health – providing support and information for everyone. To influence our services and products we use an 'organising idea': that we all have physical and emotional needs and a set of skills and resources that we're born with to meet those needs. The model is thus referred to as Emotional Needs & Resources, and if everyone gets their needs met, they stand the best chance of remaining well, making a life that works and avoiding crossing over the stress threshold into mental ill-health.

We can learn about our own mental health and develop simple skills and techniques to help us take better care of both ourselves and those around us. The model is simple and flexible. Through it we can influence the environment of Suffolk to enable people to get their needs met – whether people's homes, workplaces, schools, rural communities and town centres. We want these environments to help people to make a life that works well for them and those around them.

While continuing to enable more and more people to get their needs met, and recruiting supporters in influential positions, we also need to secure our finances for the long term so that we can invest in pilots, research, service development and charitable activities that help the people of Suffolk. This means diversifying our income base so that we are less reliant on any one contract or service, and returning our annual budget to a break-even position.

### **b. Main activities undertaken to further the charity's purposes for the public benefit**

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

Suffolk Mind provides residential and support services for those with higher needs plus a range of services in the community to individuals, organisations and business.

### **c. Our strategy**

Our priorities are to:

- Provide safe, effective, clinically compliant services across the mental health continuum, that help people make a life that works and provide excellent value for money for those who fund them;
- deliver an education and training programme – online, through schools, businesses, statutory services and elsewhere – to introduce the emotional needs & resources model and prevent mental ill-health;
- constantly evaluate, review and refine our services to ensure they are of the highest possible quality and meeting clients' needs;
- recruit, develop and empower a highly talented board and team of staff and volunteers to enable us to achieve our goals and remain a viable, sustainable charity underpinned by effective governance.

# SUFFOLK MIND

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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### Achievements and performance

#### a. Review of activities

During 2017 - 2018 Suffolk Mind delivered services to over 1100 people in Suffolk and Cambridgeshire in line with our commitments and plans. In particular

- Services remained well run and safe with good outcomes.
- Our workplace wellbeing service, based upon the emotional needs and resources model, continued to grow.
- Quay Place, the renovated St Mary at the Quay, celebrated its first anniversary as a heritage and wellbeing centre
- We continued to grow the team, focusing on future strategy
- Our redesigned Health Minds Counselling service continued to grow in terms of number of clients and quality of outcomes
- We further developed our approach to preventing mental ill health in school environments

#### Financial review

##### a. Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company 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. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

##### b. Financial position

Trustees receive regular reports on the charity's financial position.

In 2017 – 2018 Suffolk Mind recorded a planned deficit for the year of £336,138. Total income decreased by £349,535 to £2,243,854, whilst overheads decreased by £32,036 to £2,597,651.

Pressures on external funding and grant income have continued this year and we have been exploring options to diversify our income streams and extend the range of services that we offer to reduce our reliance on our traditional income sources.

We have therefore strengthened our senior leadership team and invested in our staff. Our workplace wellbeing service, based upon the emotional needs and resources model, continues to grow. Our redesigned Healthy Minds Counselling service attracts more clients and delivers better outcomes; and we have been working with schools to help pupils and teachers manage mental wellbeing. At the same time we have streamlined our office accommodation and reduced our support costs to make us more efficient for the future to ensure that we are able to return to a break-even position.

Funding for the charity's activities comes from a variety of sources, principally Suffolk County Council and Cambridgeshire CCG to enable Suffolk Mind to provide housing and support services. Suffolk Mind continues to diversify income sources in line with one of its strategic objectives.

# SUFFOLK MIND

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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### c. Principal risks and uncertainties

Trustees regularly review the charity's risk position and compliance with relevant regulatory and statutory requirements.

### d. Reserves policy

Suffolk Mind holds reserves to protect the continuity of the charity's work in the event of a shortfall in income, to replace assets when required and to provide the capital to deliver our strategic plan.

The trustees have reviewed the reserves policy and have made the following changes to reserves in line with expectations and needs for the year ahead:

- General reserve: Now at £47,971 (2017: £248,647)
- Service income protection reserve: This aims to represent six months of operating expenditure in the event of funding cuts. Trustees have set aside £900k (2017: £700k).
- Organisational development fund: This represents the amounts expected to be needed to support Suffolk Mind's strategy and it now stands at £198k (2017: £328k) and remains to support the costs of further as yet unspecified organisational changes.
- St Mary at the Quay fund (Quay Place): This reserve of £115k represents amounts set aside for future use by the project. (2017: £180k).
- Buildings, maintenance, furniture & equipment replacement fund: An amount set aside for future repairs and replacement of furniture and equipment to the various buildings from which the charity operates. It remains unchanged at £72k (2017: £72k).
- Asset replacement fund: Funds held to enable assets to be replaced as required and stands at £60k (2017: £180k)



# SUFFOLK MIND

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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### e. Material investments policy

The investment policy sets out the purposes for which Suffolk Mind makes and retains investments. The key factors that are taken into account are risk and liquidity. Trustees ensure that Suffolk Mind has sufficient liquid reserves to meet short term needs and invest surplus funds elsewhere to provide the charity with security of capital and a reasonable degree of liquidity. The policy refers to the property portfolio to ensure that property forms part of the investment rationale, where relevant to do so.

In 2017-18, the unrealised gains from CCLA COIF funds amounted to £17,659 which represented the following rates of return:

Fund	Global Income	Equity	Property	Ethical	Investment
Rate of return 2017 -18	3.57%		9.30%	4.60%	5.39%
Rate of return 2016-17	18.88%		2.87%	19.48%	19.26%
Rate of return 2015-16	-1.52%		10.64%	-0.81%	-0.32%

### Structure, governance and management

#### a. Constitution

Suffolk Mind is a registered company, limited by guarantee, and a charity registered with the Charity Commission. The charity is governed by its Memorandum and Articles of Association adopted on 16 May 1991 and amended on 31 January 2017.

The objects for which Suffolk Mind is established are to promote and protect mental well being and to support and assist those experiencing mental ill health in the counties of Suffolk, Norfolk, Essex and Cambridgeshire.

#### b. Method of appointment or election of Trustees

Trustees are recruited in various ways to ensure that the board has access to a range of skills, experience and backgrounds. Board vacancies are advertised on the Suffolk Mind web-site. Applicants may also be sought through the use of specialised recruitment websites or by word of mouth where specific expertise is required. Potential trustees are interviewed separately by the leadership team and by two existing trustees who make recommendations to the full board. Before appointment fit and proper checks are carried out and references are taken. Trustees are unpaid but may claim expenses.

#### c. Policies adopted for the induction and training of Trustees

On election, trustees go through a process of induction into the charity, including a DBS check, and are given a trustee handbook giving guidance on Suffolk Mind's aims, objectives, organisational structure as well as their duties, responsibilities and codes of conduct. Each year Trustees renew their declarations regarding potential conflicts of interest. Trustees are offered training and are invited to relevant events that could enhance their contributions to Suffolk Mind.

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# SUFFOLK MIND

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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### **d. Pay policy for senior staff**

Suffolk Mind is committed to ensuring that all jobs are consistently evaluated and a job evaluation policy is in place to ensure that the process is both equitable and transparent, irrespective of the size or level of the job role. Remuneration levels have been benchmarked against similar roles in the sector. This ensures that all staff, including the senior leadership team, are paid at the appropriate level for the role, capability and performance. The CEO approves remuneration of the senior management team and the Board approves the CEO's remuneration package.

### **e. Organisational structure and decision making**

The charity's board of trustees meets four times a year, with additional meetings if necessary. The board is responsible for strategic direction, for ensuring proper governance of Suffolk Mind's activities and for risk. A paid Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity.

The Audit and Finance Committee supports the board's work and meets twice a year. Working groups are set up as necessary.

The board expects the Chief Executive to take both strategic and operational decisions based on its formal ratification of the annual business plan; the budget and delegated authorities. The board expects that all decision-making will be within the remit of Suffolk Mind's objectives and policies.

### **f. Related party relationships**

Suffolk Mind is one of 130 local Minds accredited by Mind, a national charity committed to promoting better mental health. Every three years Suffolk Mind is re-accredited following a self-assessment and inspection process. Our business strategy sets out our local priorities and plans which are consistent with those of Mind.

The charity has a wholly owned subsidiary, Suffolk Mind (Trading) Limited. This company remained dormant for the duration of the year.

### **g. Risk management**

The Trustees have assessed the major risks to which Suffolk Mind is exposed, in particular those related to the operations and finances of the company, and are satisfied that its systems and procedures are in place to mitigate our exposure to the major risks.

# SUFFOLK MIND

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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### Trustees' responsibilities statement

The Trustees (who are also directors of Suffolk Mind for the purposes of company law) 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).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they 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 judgments and accounting estimates that are reasonable and prudent;
- 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 adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

### Disclosure of information to auditor

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This report was approved by the Trustees, on 17/7/18 and signed on their behalf by:

  
**Nigel Suckling**  
Trustee

  
**Alan Hanson**  
Trustee

# SUFFOLK MIND

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF SUFFOLK MIND

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### Opinion

We have audited the financial statements of Suffolk Mind (the 'charitable company') for the year ended 31 March 2018 set out on pages 13 to 32. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

# SUFFOLK MIND

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF SUFFOLK MIND

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In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

### **Responsibilities of trustees**

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

# SUFFOLK MIND

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF SUFFOLK MIND

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### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditor's Report.

### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or resume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

*Sharon Gravener*

Sharon Gravener (Senior Statutory Auditor)

for and on behalf of

**Scrutton Bland LLP**

Chartered Accountants  
Statutory Auditor

Fitzroy House  
Crown Street  
Ipswich  
Suffolk  
IP1 3LG

Date: *20 July 2018*

# SUFFOLK MIND

## STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2018

	Note	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
<b>Income from:</b>					
Donations and legacies	2	96,515	-	96,515	159,152
<b>Charitable activities:</b>					
Contracts and grants for the provision of services	4	1,976,868	76,466	2,053,334	2,180,629
Quay place restoration work	4	-	13,378	13,378	163,257
Investments	3	2,121	-	2,121	3,925
Other income	5	78,506	-	78,506	86,424
<b>Total income</b>		<b>2,154,010</b>	<b>89,844</b>	<b>2,243,854</b>	<b>2,593,387</b>
<b>Expenditure on:</b>					
Charitable activities	9	2,498,795	85,478	2,584,273	2,466,273
Quay Place restoration work		-	13,378	13,378	163,414
<b>Total expenditure</b>	9	<b>2,498,795</b>	<b>98,856</b>	<b>2,597,651</b>	<b>2,629,687</b>
<b>Net expenditure before investment gains</b>		<b>(344,785)</b>	<b>(9,012)</b>	<b>(353,797)</b>	<b>(36,300)</b>
Net gains on investments	14	17,659	-	17,659	183,483
<b>Net income / (expenditure) before transfers</b>		<b>(327,126)</b>	<b>(9,012)</b>	<b>(336,138)</b>	<b>147,183</b>
Transfers between Funds	18	11,450	(11,450)	-	-
<b>Net income / (expenditure) before other recognised gains and losses</b>		<b>(315,676)</b>	<b>(20,462)</b>	<b>(336,138)</b>	<b>147,183</b>
<b>Net movement in funds</b>		<b>(315,676)</b>	<b>(20,462)</b>	<b>(336,138)</b>	<b>147,183</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		1,708,181	41,150	1,749,331	1,602,148
<b>Total funds carried forward</b>		<b>1,392,505</b>	<b>20,688</b>	<b>1,413,193</b>	<b>1,749,331</b>

All of the activities of the charity are classed as continuing.

The notes on pages 16 to 32 form part of these financial statements.

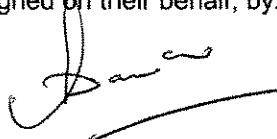
**SUFFOLK MIND**  
REGISTERED NUMBER: 02611510

**BALANCE SHEET**  
**AS AT 31 MARCH 2018**

	Note	£	2018 £	£	2017 £
<b>Fixed assets</b>					
Tangible assets	13		282,954		253,300
Investments	14		473,081		1,199,212
			<u>756,035</u>		<u>1,452,512</u>
<b>Current assets</b>					
Debtors	15	114,238		261,233	
Cash at bank and in hand		844,078		521,346	
		<u>958,316</u>		<u>782,579</u>	
<b>Creditors:</b> amounts falling due within one year	16	(301,158)		(455,860)	
<b>Net current assets</b>			<u>657,158</u>		<u>326,719</u>
<b>Total assets less current liabilities</b>			<u>1,413,193</u>		<u>1,779,231</u>
Provisions for Liabilities	17		-		(29,900)
<b>Net assets</b>			<u>1,413,193</u>		<u>1,749,331</u>
<b>Charity Funds</b>					
Restricted funds	18		20,688		41,150
Unrestricted funds	18		1,392,505		1,708,181
<b>Total funds</b>			<u>1,413,193</u>		<u>1,749,331</u>

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 17/7/18 and signed on their behalf, by:



**Alan Hanson**  
**Treasurer**

The notes on pages 16 to 32 form part of these financial statements.



# SUFFOLK MIND

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2018

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	Note	2018 £	2017 £
<b>Cash flows from operating activities</b>			
Net cash used in operating activities	20	<u>(366,948)</u>	<u>(204,454)</u>
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		2,121	3,925
Purchase of tangible fixed assets		(56,231)	(57,056)
Proceeds from sale of investments		743,790	-
Purchase of investments		-	(502,418)
<b>Net cash provided by/(used in) investing activities</b>		<u>689,680</u>	<u>(555,549)</u>
<b>Change in cash and cash equivalents in the year</b>		<b>322,732</b>	<b>(760,003)</b>
Cash and cash equivalents brought forward		<u>521,346</u>	<u>1,281,349</u>
<b>Cash and cash equivalents carried forward</b>	21	<u><u>844,078</u></u>	<u><u>521,346</u></u>

The notes on pages 16 to 32 form part of these financial statements.

# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 1. Accounting Policies

#### 1.1 Basis of preparation of financial statements

The financial statements have been prepared 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Suffolk Mind 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 Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### 1.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

#### 1.3 Consolidation

The financial statements do not consolidate the results of the charity and its wholly-owned subsidiary Suffolk Mind (Trading) Limited. Suffolk Mind (Trading) Limited is a dormant company. Therefore, under the provision of section 398 of the Companies Act 2006 the company is exempt from preparing consolidated accounts and has not done so.

#### 1.4 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 company 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 company 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.

Investment income, gains and losses are allocated to the appropriate fund.

# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 1. Accounting Policies (continued)

#### 1.5 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.

Grant income is included when the related conditions for the grant have been met.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate.

Donations are credited to the revenue account when received. The charity received the benefit of work carried out by volunteers but no monetary value is placed upon this in the accounts.

All other income is accounted for on a receivable basis.

#### 1.6 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Direct charitable expenditure includes the direct costs of the activities and depreciation on related assets. Where costs relate to more than one functional cost category, they have been apportioned as a percentage of staff employed on the relevant service.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

#### 1.7 Tangible fixed assets and depreciation

All assets costing more than £3,000 are capitalised. Properties are valued at cost, or at open market valuation at the time of receipt when acquired without consideration, less the sale proceeds of any part-disposals plus expenditure of a capital nature.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property (including improvements)	-	No depreciation is provided where, in the opinion of the Trustees, the estimated residual value is in excess of the net book value.
Long-term leasehold property	-	over 5 years straight line
Motor vehicles	-	over 7 years straight line
Fixtures and fittings	-	over 3 to 5 years straight line

# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 1. Accounting Policies (continued)

#### 1.8 Investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the mid-market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

#### 1.9 Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

#### 1.10 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.

#### 1.11 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.

#### 1.12 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 company 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. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

#### 1.13 Pensions

The charity contributes to individual personal pension schemes, the charity's stakeholder pension scheme and the multi-employer pension schemes of the National Health Service (for those staff members previously employed by the National Health Service). Details of these contributions are given in Note 22.

# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 1. Accounting Policies (continued)

#### 1.14 Joint arrangements

The charity joined with the Churches Conservation Trust to raise funds to renovate and develop Quay Place.

The project was completed during the year ended 31 March 2017 and the building is owned by the Churches Conservation Trust and leased to Suffolk Mind.

The charity has received funds and incurred expenditure on this joint project. Monies received in excess of expenditure are treated as deferred income. The expenditure incurred by Suffolk Mind on behalf of the project is included in the SOFA with the equivalent level of income.

### 2. Income from donations and legacies

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Donations	94,424	-	94,424	56,799
Legacies	2,091	-	2,091	102,353
	<hr/>	<hr/>	<hr/>	<hr/>
Total donations and legacies	96,515	-	96,515	159,152
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Total 2017	158,995	157	159,152	
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	

### 3. Investment income

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
COIF charity investments	2,038	-	2,038	2,417
Interest received	83	-	83	1,508
	<hr/>	<hr/>	<hr/>	<hr/>
	2,121	-	2,121	3,925
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Total 2017	3,925	-	3,925	
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	

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# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 4. Analysis of income from charitable activities

	Unrestricted funds £	Restricted funds £	2018 £	2017 £
Housing Activity Services	1,728,092	-	1,728,092	1,735,630
Personality Disorder Services	76,000	-	76,000	77,341
Courses and workshops	134	24,950	25,084	20,381
Peer Support Network	-	5,917	5,917	26,117
Qu'ran and emotional health education	1,247	286	1,533	7,058
Healthy mind counselling	30,565	8,010	38,575	44,324
Volunteering	-	15,710	15,710	31,712
Dementia counselling	-	-	-	16,907
Night Owl Service	73,000	-	73,000	77,300
Workplace wellbeing	67,830	4,800	72,630	61,259
Ecotherapy	-	15,701	15,701	32,432
Marketing	-	-	-	50,168
Quay place restoration work	-	13,378	13,378	163,257
Quay place	-	1,092	1,092	-
Total	<u>1,976,868</u>	<u>89,844</u>	<u>2,066,712</u>	<u>2,343,886</u>

In 2017, of the total income from charitable activities, £2,030,636 was to unrestricted funds and £313,249 was to restricted funds.

### 5. Other incoming resources

	Unrestricted funds 2018 £	Restricted funds £	Endowment funds £	Total funds 2018 £	Total funds 2017 £
Other income	78,506	-	-	78,506	85,829
Profit on sale of property	-	-	-	-	595
Total	<u>78,506</u>	<u>-</u>	<u>-</u>	<u>78,506</u>	<u>86,424</u>

### 6. Governance costs

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Auditors' remuneration	7,860	-	7,860	7,380
Trustee expenses and training	1,347	-	1,347	1,522
Insurance	4,287	-	4,287	4,356
Total	<u>13,494</u>	<u>-</u>	<u>13,494</u>	<u>13,258</u>

# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 7. Direct costs

	Basis of Allocation	Activities £	Total 2018 £	Total 2017 £
Training	Direct	29,290	29,290	27,923
Other staff costs	Direct	74,996	74,996	120,402
Maintenance, furniture and equipment	Direct	98,608	98,608	24,926
Rent, rates and utilities	Direct	265,875	265,875	251,185
User related costs	Direct	48,511	48,511	50,002
General administration	Direct	185,805	185,805	131,264
Wages and salaries	Direct	1,319,051	1,319,051	1,278,055
National insurance	Direct	117,843	117,843	102,684
Pension cost	Direct	55,281	55,281	47,287
Depreciation	Direct	2,223	2,223	13,458
		<u>2,197,483</u>	<u>2,197,483</u>	<u>2,047,186</u>
Total 2017		<u>2,047,186</u>	<u>2,047,186</u>	

Other staff costs include: agency staff; travel; recruitment; and other staff related expenditure.

Maintenance, furniture and equipment include: furniture and equipment costs; servicing; and cleaning expenditure.

Rent, rates and utilities include: heat; light; water; telephone; rent; rates; and maintenance charges from Housing Associations.

User related costs include: catering; residents' welfare; activity expenses; and vehicle running cost.

General administration includes: printing; postage; stationery; professional fees; insurance; services development; IT costs and bank charges.

# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 8. Support costs

	Basis of Allocation	Activities £	Total 2018 £	Total 2017 £
Training	No of staff	9,226	9,226	4,564
Other staff costs	No of staff	20,968	20,968	24,226
Maintenance, furniture and equipment	No of staff	15,715	15,715	11,132
Rent, rates and utilities	No of staff	44,494	44,494	102,968
User related costs	No of staff	897	897	1,577
General administration	No of staff	91,656	91,656	89,366
Wages and salaries including NI and Pension	No of staff	178,872	178,872	163,175
Depreciation	No of staff	11,468	11,468	8,821
		<u>373,296</u>	<u>373,296</u>	<u>405,829</u>
Total 2017		<u>405,829</u>	<u>405,829</u>	

Other staff costs include: agency staff; travel; recruitment; and other staff related expenditure.

Maintenance, furniture and equipment include: furniture and equipment costs; servicing; and cleaning expenditure.

Rent, rates and utilities include: heat; light; water; telephone; rent; rates; and maintenance charges from Housing Associations.

User related costs include: catering; residents' welfare; activity expenses; and vehicle running cost.

General administration includes: printing; postage; stationery; professional fees; insurance; services development; IT costs and bank charges.

### 9. Analysis of Expenditure by expenditure type

	Staff costs 2018 £	Depreciation 2018 £	Other costs 2018 £	Total 2018 £	Total 2017 £
Direct and support costs	1,671,047	13,691	886,041	2,570,779	2,453,015
Expenditure on governance	-	-	13,494	13,494	13,258
Quay place restoration work	-	12,886	492	13,378	163,414
	<u>1,671,047</u>	<u>26,577</u>	<u>900,027</u>	<u>2,597,651</u>	<u>2,629,687</u>
Total 2017	<u>1,591,201</u>	<u>22,279</u>	<u>1,016,207</u>	<u>2,629,687</u>	

In 2017, of the total expenditure, £2,348,264 was on unrestricted funds and £281,423 was on restricted funds.



# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 10. Net income/(expenditure)

This is stated after charging:

	2018	2017
	£	£
Depreciation of tangible fixed assets:		
- owned by the charity	26,576	22,276
Auditor's remuneration - audit	7,860	7,380
Land and buildings payments under operating leases	11,217	93,988
Equipment payments under operating leases	4,361	9,355
	<u>48,014</u>	<u>133,009</u>

During the year, no Trustees received any remuneration (2017 - £NIL).

During the year, no Trustees received any benefits in kind (2017 - £NIL).

### 11. Staff costs

Staff costs were as follows:

	2018	2017
	£	£
Wages and salaries	1,497,923	1,421,536
Social security costs	117,843	116,549
Other pension costs	55,281	53,116
	<u>1,671,047</u>	<u>1,591,201</u>

The average number of persons employed by the company during the year was: 92 (2017:81) and the average monthly number of employees during the year expressed as full time equivalents was as follows (including casual and part-time staff):

	2018	2017
	No.	No.
Housing services	38	40
Community services	5	15
Senior management and central staff	11	6
Quay Place	5	0
	<u>59</u>	<u>61</u>

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

The charity received the services of 88 (2017: 106) volunteers during the year.

# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 12. Trustees' remuneration

During the year 6 Trustees (2017: 6) received reimbursements of personal travel and subsistence expenditure amounting to £1,347 (2017: £1,522). The total amount of these expenses outstanding at the year end to 2 trustees was £144.

Indemnity insurance is carried for the Trustees as part of the Charity's overall insurance cover.

### 13. Tangible fixed assets

	Freehold property £	Long leasehold property £	Motor vehicles £	Fixtures and fittings £	Total £
<b>Cost</b>					
At 1 April 2017	303,218	93,934	4,995	271,289	673,436
Additions	-	15,095	4,252	36,884	56,231
Disposals	-	(36,745)	-	(49,102)	(85,847)
At 31 March 2018	303,218	72,284	9,247	259,071	643,820
<b>Depreciation</b>					
At 1 April 2017	101,853	93,934	1,249	223,100	420,136
Charge for the year	-	1,260	2,222	23,094	26,576
On disposals	-	(36,745)	-	(49,101)	(85,846)
At 31 March 2018	101,853	58,449	3,471	197,093	360,866
<b>Net book value</b>					
At 31 March 2018	201,365	13,835	5,776	61,978	282,954
At 31 March 2017	201,365	-	3,746	48,189	253,300

### 14. Fixed asset investments

	Listed securities £	Unlisted securities £	Total £
<b>Market value</b>			
At 1 April 2017	1,199,211	1	1,199,212
Disposals	(743,790)	-	(743,790)
Realised/unrealised losses	17,659	-	17,659
At 31 March 2018	473,080	1	473,081

# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 14. Fixed asset investments (continued)

#### Subsidiary undertakings

The following were subsidiary undertakings of the charity:

Name	Holding
Suffolk Mind (Trading) Limited	100%

The aggregate of the share capital and reserves as at 31 March 2018 and of the profit or loss for the year ended on that date for the subsidiary undertakings were as follows:

Name	Aggregate of share capital and reserves £	Profit/(loss) £
Suffolk Mind (Trading) Limited	1	-

#### Investments at market value comprise:

	2018 £	2017 £
Listed investments	473,080	1,199,211
Group	1	1
Total market value	473,081	1,199,212

All the fixed asset investments are held in the UK.

### 15. Debtors

	2018 £	2017 £
Trade debtors	59,638	100,344
Other debtors	20,758	108,725
Prepayments and accrued income	33,842	52,164
	114,238	261,233

# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 16. Creditors: Amounts falling due within one year

	2018	2017
	£	£
Trade creditors	105,245	78,658
Other taxation and social security	30,872	27,365
Other creditors	9,717	86,508
Accruals and deferred income	155,324	263,329
	<u>301,158</u>	<u>455,860</u>
		£
<b>Deferred income</b>		
Deferred income at 1 April 2017		138,883
Resources deferred during the year		112,984
Amounts released from previous years		(138,883)
		<u>112,984</u>
Deferred income at 31 March 2018		<u>112,984</u>

### 17. Provisions

	Onerous lease Provision £
At 1 April 2017	29,900
Amounts used	(29,900)
	<u>-</u>
At 31 March 2018	<u>-</u>

#### Onerous lease Provision

The provision was in respect of remaining lease payments net of rental income, on a property vacated during the year ended 31 March 2017.

# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 18. Statement of funds

#### Statement of funds - current year

	Balance at 1 April 2017 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2018 £
<b>Designated funds</b>						
Service Income Protection	700,000	-	-	200,000	-	900,000
Quay Place	179,534	-	-	(65,000)	-	114,534
Organisational Development Fund	328,000	-	-	(130,000)	-	198,000
Buildings maintenance, furniture & equipment replacement fund	72,000	-	-	-	-	72,000
Asset replacement fund	180,000	-	-	(120,000)	-	60,000
	<u>1,459,534</u>	<u>-</u>	<u>-</u>	<u>(115,000)</u>	<u>-</u>	<u>1,344,534</u>
<b>General funds</b>						
General Funds - all funds	248,647	2,154,010	(2,498,795)	126,450	17,659	47,971
Total Unrestricted funds	<u>1,708,181</u>	<u>2,154,010</u>	<u>(2,498,795)</u>	<u>11,450</u>	<u>17,659</u>	<u>1,392,505</u>
<b>Restricted funds</b>						
Peer support network	3,415	5,917	(5,462)	(3,870)	-	-
Dementia	6,381	-	-	(6,381)	-	-
Borderline Personality Disorder Services	1,199	-	-	(1,199)	-	-
Courses and Workshops	250	24,950	(21,706)	-	-	3,494
Qu'ran	-	286	(286)	-	-	-
Healthy Minds Counselling	-	8,010	(8,010)	-	-	-
Volunteers	3,528	15,710	(15,710)	-	-	3,528
Workplace Wellbeing	1,813	4,800	(4,800)	-	-	1,813
Community Services	1,550	-	-	-	-	1,550
Green project	23,014	15,701	(29,504)	-	-	9,211
Quay Place	-	14,470	(13,378)	-	-	1,092
	<u>41,150</u>	<u>89,844</u>	<u>(98,856)</u>	<u>(11,450)</u>	<u>-</u>	<u>20,688</u>
Total of funds	<u>1,749,331</u>	<u>2,243,854</u>	<u>(2,597,651)</u>	<u>-</u>	<u>17,659</u>	<u>1,413,193</u>

# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 18. Statement of funds (continued)

#### Statement of funds - prior year

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2017 £
<b>Designated funds</b>						
Service Income Protection	700,000	-	-	-	-	700,000
Quay Place	291,000	-	-	(111,466)	-	179,534
Organisational Development Fund	335,000	-	-	(7,000)	-	328,000
Buildings maintenance, furniture & equipment replacement fund	81,000	-	-	(9,000)	-	72,000
Asset replacement fund	180,000	-	-	-	-	180,000
	<u>1,587,000</u>	<u>-</u>	<u>-</u>	<u>(127,466)</u>	<u>-</u>	<u>1,459,534</u>
General Funds - all funds	<u>5,981</u>	<u>2,279,981</u>	<u>(2,348,264)</u>	<u>127,466</u>	<u>183,483</u>	<u>248,647</u>
<b>Restricted funds</b>						
Peer support network	7,968	26,117	(30,670)	-	-	3,415
Dementia	-	16,772	(10,391)	-	-	6,381
Borderline Personality Disorder Services	1,199	933	(933)	-	-	1,199
Courses and Workshops	-	20,556	(20,306)	-	-	250
Qu'ran	-	6,422	(6,422)	-	-	-
Healthy Minds Counselling	-	6,994	(6,994)	-	-	-
Volunteers	-	31,712	(28,184)	-	-	3,528
Workplace Wellbeing	-	6,054	(4,241)	-	-	1,813
Community Services	-	2,000	(450)	-	-	1,550
Green project	-	32,432	(9,418)	-	-	23,014
Quay Place	-	163,414	(163,414)	-	-	-
	<u>9,167</u>	<u>313,406</u>	<u>(281,423)</u>	<u>-</u>	<u>-</u>	<u>41,150</u>
Total of funds	<u><u>1,602,148</u></u>	<u><u>2,593,387</u></u>	<u><u>(2,629,687)</u></u>	<u><u>-</u></u>	<u><u>183,483</u></u>	<u><u>1,749,331</u></u>

# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### Summary of funds - current year

	Balance at 1 April 2017 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2018 £
Designated funds	1,459,534	-	-	(115,000)	-	1,344,534
General funds	248,647	2,154,010	(2,498,795)	126,450	17,659	47,971
	<u>1,708,181</u>	<u>2,154,010</u>	<u>(2,498,795)</u>	<u>11,450</u>	<u>17,659</u>	<u>1,392,505</u>
Restricted funds	41,150	89,844	(98,856)	(11,450)	-	20,688
	<u>1,749,331</u>	<u>2,243,854</u>	<u>(2,597,651)</u>	<u>-</u>	<u>17,659</u>	<u>1,413,193</u>

### Summary of funds - prior year

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2017 £
Designated funds	1,587,000	-	-	(127,466)	-	1,459,534
General funds	5,981	2,279,981	(2,348,264)	127,466	183,483	248,647
	<u>1,592,981</u>	<u>2,279,981</u>	<u>(2,348,264)</u>	<u>-</u>	<u>183,483</u>	<u>1,708,181</u>
Restricted funds	9,167	313,406	(281,423)	-	-	41,150
	<u>1,602,148</u>	<u>2,593,387</u>	<u>(2,629,687)</u>	<u>-</u>	<u>183,483</u>	<u>1,749,331</u>

The purpose of the designated funds are described on page 6 of the Trustees Report.

# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 19. Analysis of net assets between funds

#### Analysis of net assets between funds - current year

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
Tangible fixed assets	282,954	-	282,954
Fixed asset investments	473,081	-	473,081
Current assets	937,628	20,688	958,316
Creditors due within one year	(301,158)	-	(301,158)
	<u>1,392,505</u>	<u>20,688</u>	<u>1,413,193</u>

#### Analysis of net assets between funds - prior year

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £
Tangible fixed assets	253,300	-	253,300
Fixed asset investments	1,199,212	-	1,199,212
Current assets	741,429	41,150	782,579
Creditors due within one year	(455,860)	-	(455,860)
Provisions for liabilities and charges	(29,900)	-	(29,900)
	<u>1,708,181</u>	<u>41,150</u>	<u>1,749,331</u>

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

	2018 £	2017 £
Net (expenditure)/income for the year (as per Statement of Financial Activities)	(336,138)	147,183
<b>Adjustment for:</b>		
Depreciation charges	26,576	22,279
Gains on investments	(17,659)	(183,483)
Dividends, interest and rents from investments	(2,121)	(3,925)
Decrease/(increase) in debtors	146,995	(188,566)
Decrease in creditors	(154,701)	(27,842)
(Decrease)/Increase in provisions	(29,900)	29,900
<b>Net cash used in operating activities</b>	<u>(366,948)</u>	<u>(204,454)</u>



# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 21. Analysis of cash and cash equivalents

	2018 £	2017 £
Cash in hand	844,078	521,346
Total	<u>844,078</u>	<u>521,346</u>

### 22. Pension commitments

The charity contributes to individual personal pension schemes and the company's stakeholder pension scheme, the assets of which are held in independently administered funds. Total contributions to these pension schemes during the year are disclosed in note 11.

The company also participates in a multi-employer pension scheme:

- For staff who were previously employed by the National Health Service. The pension liability is the responsibility of the National Health Service Pension Scheme. As a result it is not possible to identify the assets and liabilities of the scheme which are attributable to the company. At the year end, contributions totalling £Nil (2017: £Nil) were outstanding.

### 23. Operating lease commitments

At 31 March 2018 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	Land and buildings		Equipment	
	2018 £	2017 £	2018 £	2017 £
<b>Amounts payable:</b>				
Within 1 year	32,600	76,868	1,296	5,524
Between 1 and 5 years	85,100	20,500	680	3,364
After more than 5 years	-	27,000	-	-
Total	<u>117,700</u>	<u>124,368</u>	<u>1,976</u>	<u>8,888</u>

### 24. Related party transactions and key management personnel remuneration

The key management personnel of the charity, comprise the trustees, the Chief Executive Officer, the Head of Operations, the Head of Business Operations, the Head of Mental Health Education and the Head of Support Services. The total employee benefits of the key management personnel of the Charity were £211,021 (2017:£216,634).

During the year, the company made purchases from Flagship Homes. David McQuade, a trustee, is the Chief Executive Officer of Flagship Homes. The purchases from Flagship Homes totalled £Nil (2017: £7,075) for the year ended 31st March 2018.

There were no other related party transactions during the year.

# SUFFOLK MIND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 25. Controlling party

There is no ultimate controlling party, as the charity is controlled collectively by the Trustees.