

Company number 04128980

# **MhIST**

Mhist  
Mental Health Independent  
Support Team

Accounts

For the Period Ended

31 March 2007

# M.H.I.S.T Mental Health Independent Support Team

Company number	04128980	
Charity number	1041505	
Directors	Damon Bachegalup Jack Chamberlain Sandra Clarkson Barbara Eastham Karen Hodgetts Julie Larkin John Marsden Ian Pilkington Ron Pollit John Sumner Judith Sumner Mita Sykes Ian Taylor Hilary Whitehead	Appointed May 2006 Resigned Feb 2007  Resigned July 2006 Resigned Feb 2007 Resigned May 2006 Resigned Feb 2007 Resigned May 2006  Appointed Jan 2006 Resigned April 2007
Company Secretary	Melvin Bradley	
Address	Deajon House 30 Chorley New Road Bolton BL1 4AP	
Accountant	David Procter Accountancy Services Limited 18 Redhill Grove Chorley Lancs	
Bankers	CafCash Ltd Kings Hill West Malling Kent ME19 4AT	

# **M.H.I.S.T Mental Health Independent Support Team Chair's Report For the period ended 31 March 2007**

This has been a year of consolidation for MhIST. The directors have successfully achieved their main objective for the year, which was to secure the financial stability of the core of the organisation, thereby allowing MhIST to support all the staff and volunteers who operate our projects. Without this core support, and the dedication of all who work for MhIST, it would be impossible for the projects to operate as effectively as they do.

We are also striving to be flexible, so that the organisation can respond quickly to the changing demands of its service users.

## **Funding**

As a result of the contract review in April 2007, the Primary Care Trust and local authority have agreed to fund the core operations of MhIST for a further three years, with an option for two more on top of that. This is excellent news, and ensures MhIST can continue to help service users for the immediate to medium term future.

Income received from funding fell from £217,727 in the year ending 31 March 2006 to £139,188 in the year ending 31 March 2007. This was because of the loss in income for specific projects, in particular the befriending scheme and the Mhistile project, which have now closed. Charitable expenditure therefore also fell from £232,631 to £140,578 over the same period.

We continue to receive money from the Big Lottery and Comic Relief to provide an advocacy service, and have been awarded a grant by the United Utilities Trust Fund to employ a debt and benefit advocate. This is in keeping with a policy of diversifying our funding sources to reduce our dependence on any particular source of money. The directors and staff are working on ways to continue the advocacy project after the end of the current funding periods.

MhIST also looks for smaller and more short small term grants for other projects such as confidence and self-esteem training. This project, which began in the financial year to 31 March 2008, is funded by Global Grants. We are also looking at innovative ways to refund the befriending project, which I know was much appreciated while it operated, and is much missed at present.

We continue to receive donations from individuals and community bodies. These are always welcomed and much appreciated. I should like to thank all who have offered MhIST financial support over the past year

# **M.H.I.S.T Mental Health Independent Support Team Chair's Report For the period ended 31 March 2007**

## **MhIST Projects**

MhIST continues to be a user led organisation. Despite the loss of some schemes, we currently run more projects than ever to meet the different needs of its service users.

### **Counselling:**

The counselling service has fifteen counsellors and we are looking to add more. MhIST offers three types of counselling: person centred, cognitive behavioural therapy and integrative. The list to see a counsellor was re-opened in April 2007, and a new referral system introduced to prevent the need to close it again. The time from referral to initial assessment is now just one week and initial reaction to the new system has been extremely positive.

We have introduced a questionnaire to measure the impact of the service on the quality of life of the service users.

### **Advocacy:**

MhIST employs four paid advocates, one specialising in debt and benefit advocacy and one specialising in the needs of the elderly. We also have a team of volunteer advocates and are in the process of expanding the team further.

### **Self-help groups:**

MhIST facilitates self-help groups for depression, OCD, self harm and bi-polar. These meet on a regular basis and are consistently well attended. We also facilitate a relaxation group, craft group, music group, and provide Reiki therapy by appointment.

The carers group has now terminated, and I should like to thank all those involved over the years for their hard work.

We introduced a group over Christmas to help people deal with the difficulties of the festive season. This was very well received and we intend to repeat it this year.

We ran a dramatherapy course from January to June 2007, for which the initial feedback was excellent.

As mentioned earlier, we began a course in confidence and self-esteem training later in 2007. In collaboration with Park Lodge we shall also run a course in anxiety training.

# **M.H.I.S.T Mental Health Independent Support Team Chair's Report For the period ended 31 March 2007**

## **Office Consolidation**

The lease has expired on the office in Park Hill Street, and now all the staff are housed at 30 Chorley New Road. The directors are looking for new premises with better disabled access.

The Primary Care Trust and local authority have always provided funding for the office to open to the public from 10.00 a.m. to 1.00 p.m. The telephones are manned during the same time slot. Visits to the office outside these hours can be made by appointment.

## **Future Plans**

We are always looking for ways to improve our standard of service. In the future we would like to implement a Life Skills Programme, whereby access to all our services will be much more integrated.

We have received funding from the Primary Care Trust to update the A-Z booklet. We anticipate this will be completed by the end of 2007.

## **Thanks to the staff**

On behalf of all the directors I should like to thank everybody involved with MhIST, including those who have since departed the organisation. Without your enthusiasm and hard work, none of this would be possible.

## **Conclusion**

MhIST is now on a financially stable footing, and, by working within its current limitations, provides an excellent service to the members of the mental health community in Bolton.

However, we are always seeking ways to provide new services, and at ways to continue and improve the current ones. Above all, MhIST is a user led organisation, and we shall listen to our service users with a view to development and improvement.

**IAN TAYLOR**  
**Chair of the Board of Directors**

# **M.H.I.S.T Mental Health Independent Support Team Directors' Report For the period ended 31 March 2007**

The directors have pleasure in submitting their report and accounts for the period ended 31 March 2007.

## **Constitution**

MhIST was founded using a deed of constitution on 24 January 1994. The constitution was amended on 6 August 1994 and was revised on 13 July 1998. A limited company was established in December 2001 and activities were transferred to the company. The company is limited by guarantee and is a registered charity, number 1041505.

## **Objects**

The objects of the company are:

- 1 The relief of those persons who have suffered or who are suffering from mental health problems by the provision of an advocacy service and telephone helpline for these persons, their families and carers in Bolton and surrounding areas.
- 2 The protection and preservation of the good health of the carers and families by the provision of such services.

## **Committee Members**

Directors who served during the year are set out on page 1. All directors are elected by the members at the annual general meeting (AGM). Directors receive no remuneration.

## **Review of the Year and Future developments**

A review of the year's activities together with future developments is set out in the Chairman's report.

## **Voluntary Workers**

The group depends on the services of voluntary workers and is grateful for all time given.

## **Risks**

The directors have considered the risks to which the company is exposed and systems are being developed to mitigate those risks.

# **M.H.I.S.T Mental Health Independent Support Team Directors' report (continued) For the period ended 31 March 2007**

## **Co-operation with other charities and organisations**

The team co-operates with a number of charities and other organisations to provide services to people with mental health problems.

## **Directors' Responsibilities for the Financial Statements**

Company and Charity law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for the year. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the account.

The directors are responsible for keeping proper accounting records, for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board on 14 November 2007 and was signed by

.....

# **M.H.I.S.T Mental Health Independent Support Team Independent Examiner's Report to the Members For the period ended 31 March 2007**

I report on the accounts of the Charity for the year ended 31 March 2007 which are set out on pages 8 to 13.

## **Respective responsibilities of Committee of Management and examiner**

The charity's committee of management are responsible for the preparation of the accounts. The charity's committee of management consider that an independent examination is needed.

It is my responsibility to:

- examine the accounts: and
- to state whether particular matters have come to my attention.

## **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions for independent examination of accounts given by the Charity Commissioners. An examination includes a review of the accounting records kept by the association and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

## **Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirementshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....

14 November 2007

David Procter Accountancy Services Limited  
Chartered Certified Accountants and Registered Auditors  
18 Redhill Grove, Chorley, Lancs, PR6 8TU

**M.H.I.S.T Mental Health Independent Support Team**  
**Statement of Financial Activities**  
**For the year ended 31 March 2007**

		2007		2006	
	Note	Unrestricted £	Restricted £	Total £	£
<b>Incoming Resources</b>					
Voluntary Income					
Grants receivable	2	-	139,188	139,188	217,727
Interest receivable		1,552	-	1,552	1,735
Donations		4,693	-	4,693	482
Other income		5,664	-	5,664	6,708
<b>Total Incoming Resources</b>		<b>11,909</b>	<b>139,188</b>	<b>151,097</b>	<b>226,652</b>
<b>Expenditure</b>					
Charitable costs	3	-	140,578	140,578	232,631
Governance costs	3	-	300	300	300
<b>Total resources expended</b>	<b>3</b>	<b>-</b>	<b>140,878</b>	<b>140,878</b>	<b>232,931</b>
Surplus/(Deficit) for the year		11,909	(1,690)	10,219	(6,279)
<b>Surplus at the start of the year</b>		<b>1,666</b>	<b>10,936</b>	<b>12,602</b>	<b>18,881</b>
<b>Surplus at the end of the year</b>		<b>13,575</b>	<b>9,246</b>	<b>22,821</b>	<b>12,602</b>

**Continuing Operations**

All income and expenditure is in respect of continuing activities

**Total Recognised Gains and Losses**

The team has no recognised gains or losses other than the income and expenditure shown above.

# M.H.I.S.T Mental Health Independent Support Team

## Balance Sheet

### As at 31 March 2007

	Note	2007		2006	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible Fixed Assets	6		-		-
<b>Current Assets</b>					
Cash and Bank Balances					
Bank		37,664		35,202	
Petty cash		<u>75</u>		<u>75</u>	
		37,739		35,277	
<b>Creditors:</b> Amounts falling due within one year	7	<u>(14,918)</u>		<u>(22,675)</u>	
<b>Net current assets</b>			<u>22,821</u>		<u>12,602</u>
<b>Total assets less Current Liabilities</b>			<u>22,821</u>		<u>12,602</u>
<b>Reserves</b>					
General Fund			13,575		1,666
Restricted Funds			<u>9,246</u>		<u>10,936</u>
<b>Total Reserves</b>			<u>22,821</u>		<u>12,602</u>

The directors are of the opinion that the company is entitled to exemption from audit conferred by Section S249A(1) of the Companies Act 1985 for the year ended 31 March 2007. The directors confirm that no member or members have requested an audit pursuant to Section 249B(2) of the Companies Act 1985.

The directors confirm that they are responsible for

- ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985, and
- preparing accounts which give a true and fair view of the state of affairs of the company at the end of the period and of its results for the period in accordance with the requirements of Section 226 of the Companies Act 1985, and which otherwise comply with the requirements of the Act relating to accounts, so far as is applicable to the company.

The accounts were approved by the board of directors on 14 November 2007 and were signed on its behalf by

.....  
 .....

# M.H.I.S.T Mental Health Independent Support Team

## Notes to the Accounts

### For the period ended 31 March 2007

#### 1 Accounting Policies

##### Basis of Accounting

The accounts have been prepared under the historical cost convention and in compliance with Company Law and the Statement of Recommended Accounting Practice for Charities (the SORP) and applicable accounting standards.

##### Depreciation

Fixed assets are depreciated to write off the cost of each asset over its estimated useful life. Typical estimated useful lives and depreciation methods used are:

Computer equipment	3 years straight line
Furniture	5 years straight line

#### 2 Grants received in furtherance of charitable activity

	2007 £	2006 £
Local Authority	32,756	48,077
Community Fund	32,067	106,917
Primary Care Trust	47,750	36,842
Other grants	<u>26,615</u>	<u>25,891</u>
Total grants	<u>139,188</u>	<u>217,727</u>

**M.H.I.S.T Mental Health Independent Support Team  
Notes to the Accounts (Continued)  
For the period ended 31 March 2007**

**3 Expenditure**

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
<b>Charitable expenditure</b>		
Rent	29,954	32,324
Wages and Salaries	70,013	142,840
Books and Publications	426	2,412
Postage and stationery	4,501	9,411
Telephone	9,154	9,487
Travel expenses	7,474	14,270
Utilities	4,427	2,729
Repairs	283	415
Insurance	2,976	1,987
Computer expenses	1,427	861
Office equipment	200	1,259
Depreciation	-	289
Cleaning	2,754	2,577
Training	3,998	4,549
Recruitment	941	4,435
Legal and Professional fees	300	342
Promotions and Adverts	530	1,201
Health and Safety	419	-
Bank charges	58	48
Miscellaneous	743	1,195
<b>Governance costs</b>		
Accountancy	<u>300</u>	<u>300</u>
	<u><b>140,878</b></u>	<u><b>232,931</b></u>

**4 Employees**

The Team has 8 employees (2006:14). Staff costs for the year were £70,013 (2006: £142,8393).

**5 Trustees**

There were no transactions with directors during the year. Directors receive no remuneration.

**M.H.I.S.T Mental Health Independent Support Team  
Notes to the Accounts (Continued)  
For the period ended 31 March 2007**

<b>6</b>	<b>Tangible Fixed Assets</b>		<b>Computer Equipment £</b>
	<b>Cost</b>		
	At 31 March 2006 and 2007		<u>4,265</u>
	<b>Depreciation</b>		
	At 31 March 2006 and 2007		<u>4,265</u>
	<b>Net Book Value</b>		
	At 31 March 2006 and 2007		<u><u>-</u></u>

<b>7</b>	<b>Creditors: Amounts falling due within one year</b>		<b>2007 £</b>	<b>2006 £</b>
	Tax and National Insurance		1,578	4,431
	Deferred Income and accrued expenses		<u>13,340</u>	<u>18,244</u>
			<u>14,918</u>	<u>22,675</u>
	Deferred income represents grants received in respect of future accounting periods.			

**8 Share Capital**

The company is limited by guarantee.

**M.H.I.S.T Mental Health Independent Support Team  
Notes to the Accounts (Continued)  
For the period ended 31 March 2006**

**9 Statement of Funds**

	At 1 April 2006	Income	Expenditure	At 31 March 2007
Restricted funds				
BAMH	(4,161)	40,420	31,433	4,826
Mhist core	-	80,506	78,253	2,253
Befriending	<u>15,097</u>	<u>18,262</u>	<u>31,192</u>	<u>2,167</u>
Total restricted funds	10,936	139,188	140,878	9,246
General Fund	<u>1,666</u>	<u>11,909</u>	<u>-</u>	<u>13,575</u>
Total	<u>12,602</u>	<u>151,097</u>	<u>140,878</u>	<u>22,821</u>
Analysis of net assets between funds		General Fund	Restricted funds	Total
Tangible Fixed Assets		-	-	-
Net Current assets		<u>13,575</u>	<u>9,246</u>	<u>22,821</u>
		<u>13,575</u>	<u>9,246</u>	<u>22,821</u>