



**KIRKBYMOORSIDE TOWN COUNCIL
GRANT SCHEME APPLICATION FORM**

Name of group:	Next Steps Mental Health Resource Centre
Main group contact: (full name and title)	Leisa Burniston
Position in group	Service Manager
Address	Main office 7 Church Street Norton Malton Yo17 9HP
Telephone	01653 690854
Email	post@nextstepsryedale.co.uk
Provide a <ul style="list-style-type: none"> • detailed description of the project • evidence of the need for your project, • and show who will benefit from it 	<p>As a registered charity and a company limited by guarantee, Next Steps has been providing support for people experiencing the effects of mental health issues for 18 years. In providing this support, the aim is to involve Service Users in operating the service and in deciding what it does, both as a way of responding to their needs and as a way of helping them to take control of their lives. It is not the intentions of Next Steps to be a permanent 'prop' for Service Users but rather as a catalyst for them moving on. Through a variety of activities, we encourage people to make decisions and take a positive view of their lives. In addition, Next Steps seeks to assist people who are isolated and vulnerable as this is often the commencement of mental health issues i.e. prevention is better than a cure.</p> <p>The term 'support' is used in its widest sense and includes any activity which helps the individual and their family and carer. The mere fact of having a Centre in Ryedale helps people to access such support on their doorstep. Help is available from qualified and experienced staff as well as from other Service Users of the Organisation. Access is straightforward; there are no restrictions and no searching questions as part of Service User ship registration. Support includes several activities:</p> <ul style="list-style-type: none"> • A sympathetic ear. • A stable environment in which to meet. • The opportunity to raise issues with either the Service Manager, other staff, trustees, or other service users of the Organisation.

	<ul style="list-style-type: none"> • Practical support for all aspects of living. • A variety of services or opportunities that Service Users may not have. <p>One important aspect of the service is in supporting and empowering the Service Users so that they are able to move on with their life. Next Steps provides a stable environment to meet other Service Users and volunteers in a friendly atmosphere. Many of our volunteers have been Service Users in the past and are eager to help others in the best way they can.</p> <p>We currently have 25-30 people attending every Wednesday Moorside bar and club and we are growing each month. We provide a man in sheds group, a craft group and a walking group every week. Due to cut backs through the government we are experiencing increased referrals. This is a vibrant and friendly group.</p>
What are the full costs of the project (including VAT if applicable)	£5844.80
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	Funder ...lottery..... £...1418...
Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.	Funding confirmed
What contribution to these costs would you like from the Town Council?	£1560.....
Is this contribution for a specific element of the project?	Rent of the building
What is the structure of your organisation?	Informal group <input type="checkbox"/> Registered charity <input checked="" type="checkbox"/> Other <input type="checkbox"/> Please give details belowcharity 1149932.....

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	✓
To qualify all applicants must provide a FULL financial disclosure which are as follows: i. 3 months copies of statements from ALL Bank accounts and statements of monies held in funds ETC ii. Must include a statement from the applicant of what applications to other bodies have or had been applied for and awarded to fund this project.	✓
Copy of the most recent/audited accounts	✓
Evidence of planning permission (if necessary)	
Quotes for capital items and works over £500	
Twelve month forward plan: activities and finance (applications less than £5,000)	
Business plan for the next three years (applications over £5,000)	

Please return to:

Lisa Bolland, Kirkbymoorside Town Council
Town Clerk, Church House, 7 High Market Place
KIRKBYMOORSIDE YO62 6AT

Tel: 01751 432217

email: town.clerk@kirkbymoorsidetowncouncil.gov.uk
www.kirkbymoorsidetowncouncil.gov.uk

Next Steps Mental Health Resource Centre

(A Company limited by guarantee)

(Charity Registration Number 1149932)

(Registered Company Number 07570609)

Annual Report & Financial Statements for the year ended 31st March 2018

*Tracy Bramley ACMA, CGMA
Charity Accounts Preparation &
Independent Examination*

Next Steps Mental Health Resource Centre

(A Company Charity limited by guarantee)

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Directors' Report (incorporating the Trustees' Annual Report)

For the year ended:

31st March 2018

The Board of Trustees, who are also the directors of the charity for the purposes of company law, present their annual report and financial statements for the year ended 31st March 2018.

Objectives and activities

Summary of the objects of the charity set out in its governing document

The support of persons within Ryedale who have, or have previously experienced mental health issues and carers of such persons, in particular, but without limitations by the provision of resource centres offering assistance, support and information to such persons by outreach projects and activities.

Next Steps was set up in 2001 to help local people with mental health problems. The charity is managed by mental health professional Leisa Burniston, who has over 22 years experience in mental health and social care settings. Next Steps supports people with mental health problems in Ryedale by providing a drop-in centre, activities and outreach groups in Kirkbymoorside and Pickering. The charity is a user-led organisation and works closely with GPs and the Community Mental Health Teams to ensure that people who are affected by mental health are supported. The ultimate aim is to develop self-confidence for members, improve their work prospects and access to statutory services, help support positive family relationships and prevent loneliness and isolation.

Public Benefit

The trustees have had due regard to guidance published by the Charity Commission on public benefit.

Chairman's Statement

I am very pleased to report on the Accounts of Next Steps for the financial year ending 31st March 2018 which shows a significant operational surplus for the period. The Charity exceeded all expectations financially during the year and succeeded in achieving the Trustees aims of establishing a £30,000 General/Redundancy Reserve to give some protection financially in future years if Next Steps fails to achieve the external funding it relies on to provide its range of services to the Community. The financial success was matched operationally with Next Steps expanding its services into the rural areas of Ryedale whilst improving its existing services in Norton, Pickering and Kirkbymoorside. The financial results show a significant increase in turnover for Next Steps which is as result of considerable operational effort to develop and maintain its Aims and Objectives.

Next Steps continues to grow and raise its standards in providing support to its ever increasing number of service users, and in providing additional services and activities for service users to participate in. Under the guidance of its Service Manager, Leisa Burniston, the Organisation continues to be proactive in meeting the changing demands of service users and the local community. To Leisa and her dedicated small number of staff I would like to express my sincere gratitude for their dedication to work in sometimes difficult circumstances. I would like to add that the Trustees are committed to providing the resources for Next Steps to continue its development and expansion of services to combat not only mental health but isolation and loneliness, especially in the remote rural areas of Ryedale, and to support the staff in any way they can.

The development of Next Steps over the next four years is very much secured with a successful Big Lottery Bid of £345,235 which was approved by the Big Lottery Fund in July 2016 and commenced on the 1 November 2016. This Funding will enable Next Steps to expand on its delivery of services from Norton, Pickering and Kirkbymoorside, but with a major emphasis on taking its services to the rural and remote areas of the Ryedale District.

Next Steps relies on funding for its core services and additional projects from North Yorkshire County Council, the Clinical Commissioning Group for Scarborough and Ryedale, and numerous funding organisations and trusts listed later in these Accounts. We are fortunate also to have the support of local community organisations such as Town Councils, Lions Clubs, Rotary Clubs and local churches. Without their support both financially and in resources, it would be very difficult to continue as we are. On behalf of Next Steps I would like to publicly thank them all for their ongoing support and/or one off donations. Although we have secured Lottery Funding for the next four years, that funding does not include for our core costs and any additional projects, and these have to be annually met for us to continue as we are. I can also report that Next Steps has recently been successful in obtaining funding from the North Yorkshire County Council over the next three years with possible extensions to seven years through the Councils recent Procurement process for low level mental health services in Ryedale.

Next Steps exists to make a positive difference to peoples' lives, especially those with some form of mental health issue, those that are lonely and/or isolated, and the carers of such people. As Chairman of this Organisation I can see at first hand the difference it makes to peoples' lives and that is why all the Trustees and our large team of unpaid Volunteers give so readily of their time. Without the input and support of our volunteers and trustees, Next Steps could not function and develop as it does. To all of them I give my very sincere thanks for their hard work and support over the past twelve months.

It is with great pride that I can report that in March this year we were informed that Next Steps was to be awarded the Queens Award for Voluntary Service. This is a tremendous honour for the Organisation and for all its volunteers, trustees and staff, because this award was achieved by their dedicated service to Next Steps and to all its service users. The Award will be presented to Next Steps at the end of September by the Lord Lieutenant of North Yorkshire.

I very much look forward to the next financial year knowing that Next Steps has a very dedicated team that will deliver excellent support and services not only to existing service users but to new ones in the vast rural area of Ryedale, and to support our community partners in any way we can.

Achievements and performance

Summary of the main achievements of the charity during the year

During the year the charity ran a drop in centre in Norton, with additional weekly drop in centres held in Pickering and Kirkbymoorside. Norton Café is now open every day except two per month, with various activity groups for the benefit of its members.

We are holding 'pop ups' throughout Ryedale including, Wintringham, Sherburn, Thornton le Dale and more through the Library's and GP Surgeries.

We now have a Mobile Support Worker who is providing a much needed service to people throughout Ryedale which helps with benefits and general support.

Financial Review

The results for the year ending 31st March 2018 show an overall surplus in year of £41,142; comprising a surplus of £39,923 on unrestricted funds and a surplus of £1,219 on restricted funds, bringing the cumulative position to £43,100 and £10,328 respectively. The unrestricted surplus in year reflects a significant increase in voluntary donations this year and the benefit of a legacy donation of £15,000.

The restricted funding grants are listed in the note 13 to the accounts, 'Movement of Funds'. No project funds are in deficit at the year end and the surplus balances are planned to be spent in the forthcoming year.

The level of free reserves, that is those unrestricted funds not tied up in tangible fixed assets, nor held in designated funds, stands at £13,100 at 31st March 2018. The charity aims to hold in the unrestricted general fund approximately one quarter of the annual projected expenditure for the forthcoming year. Due to the improving financial position on unrestricted funds this year, the trustees have decided that now would be a prudent time to set aside a wind down provision including a redundancy provision. This has been agreed as £30k and has been set aside in a designated fund as shown in note 13.

The trustees are confident that the charity is a going concern and has projected a surplus budget going forward for the forthcoming year.

Plans for the future

Under the guidance of the Service Manager, Leisa Burniston, the charity continues to develop additional services and facilities at its Norton base and outreach centres. This will continue and expand further to the rural and remote areas of the Ryedale District supported by the five year Big Lottery grant which commenced November 2016.

Structure, governance and management

Governing Document

Memorandum and Articles of Association

How the charity is constituted

Charity, Company limited by guarantee

Trustee selection methods

Elected by Members

Trustees are selected from service users and local professionals. Nominated trustees are proposed and seconded by the members and trustees of the charity.

All Trustees shall retire from office together at the end of the annual general meeting next, after the date on which they came into office, but they may be re-elected or re-appointed.

Reference and Administration details

Charity name Next Steps Mental Health Resource Centre

Other names the charity is known by Next Steps

Registered Charity number 1149932

Registered Company number 07570609 (England and Wales)

**Charity's principal address
(& registered office)**
7 Church Street
Norton
Malton
YO17 9HP

Independent Examiner
Tracy Bramley ACMA CGMA MiP
Orchard House Accounting
Orchard House
72 Low Moorgate
Rillington, Malton
YO17 8JW

Bankers:	CAF Bank Ltd	Barclays Bank plc
	25 Kings Hill Avenue	23 Yorkersgate
	Kings Hill	Malton
	West Malling, Kent	North Yorkshire
	ME19 4JQ	YO17 7AE

Names of the Directors (Trustees) who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
A G Evans	Chair		
J Storrs-Fox	Vice-Chair (to 12/03/18)		
A Duncan	Vice-Chair (from 12/03/18)		
V Worrall	Treasurer		
D E Keal			
V Nicholson			
G M Payne			
D Whitting			
K T Axelby			
S Miller			
D Brewster			
D Loveday-Foulds		Resigned 12/03/18	
D Jack		Resigned 12/03/18	
J Castleton		Appointed 12/03/18	
A Wilson		Appointed 12/03/18	

Service Manager and Company Secretary

L Burniston

Trustee's responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Next Steps Mental Health Resource Centre for the purposes of company law) are responsible for preparing a trustees' annual 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 charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the charitable company for the year. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue on that basis.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and to 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 taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information

In accordance with company law, as the company's directors, each of the Board of Trustees certify that so far

- There is no relevant information of which the charity's Independent Examiner is unaware;
- As directors of the company, they have taken the necessary steps to be aware of the information, which would be relevant for independent examination purposes and have communicated them to the Independent Examiner.

Exemptions

The trustees have taken advantage of the exemption available to small companies, including the audit exemption (as detailed on the balance sheet)

Declaration

The trustees declare that they have approved the trustees' annual report above.

Signed on behalf of the charity's trustees



A G Evans, Chair

Date 30/8/18

Independent Examiner's Report

I report on the accounts of: **Next Steps Mental Health Resource Centre**

for the year ended **31st March 2018** which are set out on pages 6 to 15.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the "2011 Act") and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement

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

- 1) which gives me reasonable cause to believe that in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have 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.



Date: 16 September 2018

Tracy Bramley ACMA CGMA MIP
Orchard House Accounting
Orchard House
72 Low Moorgate
Rillington
Malton

Next Steps Mental Health Resource Centre
(Charity Registration Number 1149932)

Statement of Financial Activities for the year ended:
(incorporating Income & Expenditure account)

31st March 2018

	Note	Unrestricted funds	Restricted funds	Total 2018	Total 2017
		£	£	£	£
Income and endowments from:					
Donations and legacies	3.1	28,479	131	28,610	4,390
Charitable activities	3.2	73,236	80,876	154,112	112,965
Other trading activities	3.3	13,150	-	13,150	11,172
Investments	3.4	28	-	28	24
Total income	3	114,893	81,007	195,900	128,551
Expenditure on:					
Raising funds	4.1	-	-	-	4,344
Charitable activities	4.2	74,970	79,788	154,758	126,164
Total expenditure	4	74,970	79,788	154,758	130,508
Net income/(expenditure)		39,923	1,219	41,142	(1,957)
Transfers between funds		-	-	-	-
Net movement in funds		39,923	1,219	41,142	(1,957)
Total funds brought forward		3,177	9,109	12,286	14,243
Total funds carried forward		43,100	10,328	53,428	12,286

Next Steps Mental Health Resource Centre
(Charity Registration Number 1149932)

Balance Sheet as at: 31st March 2018

	Note	2018 £	2017 £
Fixed Assets			
Tangible assets	8	-	-
Total Fixed Assets		<u>-</u>	<u>-</u>
Current Assets			
Debtors	9	744	287
Cash at bank and in hand	10	103,022	30,400
Total Current Assets		<u>103,766</u>	<u>30,687</u>
Current Liabilities: Amounts falling due within one year			
Creditors and accruals	11	(50,338)	(18,401)
Net Current Assets/(Liabilities)		<u>53,428</u>	<u>12,286</u>
Current Liabilities: Amounts falling due after more than one year			
Creditors and accruals	11	-	-
Net Assets/(Liabilities)		<u>53,428</u>	<u>12,286</u>
Funds of the Charity	13		
Unrestricted Funds - General		13,100	3,177
Unrestricted Funds - Designated		30,000	-
Restricted Funds		10,328	9,109
Total Funds Carried Forward	13	<u>53,428</u>	<u>12,286</u>

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors (trustees) acknowledge their responsibilities for:

- i) ensuring the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- ii) preparing financial statements which give a true and fair view of the state of affairs of the company at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Statement of Recommended Practice; the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The financial statements were approved by the trustees on 22 August 2018

and signed on behalf by:

A G Evans
Chair
Date 30/8/18

V Worrall
Treasurer
Date 3-9-18

Next Steps Mental Health Resource Centre
(Charity Registration Number 1149932)

Notes to the accounts for the year ended:

31st March 2018

1 Basis of preparation

1.1 Basis of accounting

The financial statements are prepared under the historical cost convention. These accounts have been prepared in accordance with: the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102); the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

1.2 Going concern

The financial statements have been prepared on a going concern basis.

2 Accounting policies

2.1 Income

Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and donations

Grants and donations are only included in the SoFA when the charity has evidence of entitlement to the resources and receipt is probable.

Government grants

The charity has received government grants in the reporting period.

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation. The charity registered for gift aid in 2017/18.

Contractual income and performance related grants

In the case of contractual income and performance related grants, income is only recognised once the charity has provided the specified services or performance related conditions.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the Trustees' Annual Report.

Investment income

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

Next Steps Mental Health Resource Centre
(Charity Registration Number 1149932)

Notes to the accounts for the year ended:

31st March 2018

2.2 Expenditure and Liabilities

Raising funds

Cost of raising funds comprise those costs associated with attracting voluntary income.

Charitable activities

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Redundancy cost

The charity made no redundancy payments during the reporting period.

2.3 Assets

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year and cost at least £500 each. They are valued at cost. Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life.

Plant and machinery etc - 50% on cost

Taxation

The company is a registered charity and is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds that are resources set aside for specific purposes at the discretion of the trustees.

Restricted funds are funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Leasing commitments

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

Next Steps Mental Health Resource Centre
(Charity Registration Number 1149932)

Notes to the accounts for the year ended: 31st March 2018

3 Income and endowments

	Unrestricted funds	Restricted funds	Total 2018	Unrestricted funds	Restricted funds	Total 2017
	£	£	£	£	£	£
3.1 Donations and legacies						
<u>Voluntary income - grants</u>						
Yorkshire Building Society			-	200		200
<u>Voluntary income - donations</u>						
Donations	12,894	131	13,025	2,694		2,694
Members' contributions	585		585	1,496		1,496
<u>Voluntary income - legacies</u>						
Alan Smith Legacy	15,000		15,000			-
	28,479	131	28,610	4,390	-	4,390
3.2 Charitable activities						
<u>Resource Centres and Cafés</u>						
NYCC - Resource Centre*	20,031		20,031	20,822		20,822
NYCC - Computer suite upgrade*			-		4,998	4,998
NYCC - Out of Hours grant*			-		1,250	1,250
NHS Scarborough & Ryedale CCG*	10,508		10,508	7,000		7,000
Kirkby Foundation			-	6,756		6,756
Malton Town Council*			-	500		500
Big Lottery Fund - Resource Centre grant		66,889	66,889		29,626	29,626
Big Lottery Fund - Support Worker grant		3,259	3,259			-
Ryedale District Council*			-		2,000	2,000
Fitzwilliam Estate			-		2,000	2,000
Norton Town Council*	1,000		1,000		1,000	1,000
Morrisons Foundation			-		6,622	6,622
Two Ridings Community Foundation			-		1,000	1,000
Comic Relief			-		4,000	4,000
Moss Foundation			-		1,000	1,000
Pickering Rotary Club			-		200	200
Ryedale Lions		100	100			-
Pickering Town Council*		1,000	1,000			-
Kirkby Town Council*		1,040	1,040			-
George Martin - Handbags & Hammers		1,700	1,700			-
NY Police* - Handbags & Hammers		1,600	1,600			-
Wilfred Jackson		4,894	4,894			-
Lloyds Bank		394	394			-
Barclays Bank	1,000		1,000			-
Beneficiary holidays & trips	4,163		4,163			-
Sundry income	180		180			-
Café sales - Norton	30,577		30,577	19,368		19,368
Café sales - Pickering	4,623		4,623	4,823		4,823
Café sales - Kirkby	796		796			-
Café sales - Rural	358		358			-
	73,236	80,876	154,112	59,269	53,696	112,965
3.3 Other trading activities						
Fundraising events	4,364		4,364	5,437		5,437
Room rental	8,786		8,786	5,735		5,735
	13,150	-	13,150	11,172	-	11,172
3.4 Investments						
Bank interest received	28		28	24		24
	28	-	28	24	-	24
Total income	114,893	81,007	195,900	74,855	53,696	128,551

* denotes government grants received this year, totalling £35,179 (2017: £37,570)

Next Steps Mental Health Resource Centre
(Charity Registration Number 1149932)

Notes to the accounts for the year ended:

31st March 2018

4 Expenditure

	Unrestricted funds £	Restricted funds £	Total 2018 £	Unrestricted funds	Restricted funds	Total 2017 £
4.1 Raising funds						
Fundraiser fees			-	4,344		4,344
	-	-	-	4,344	-	4,344
4.2 Charitable activities						
<u>Resource Centres and Cafés</u>						
Salaries	41,418	51,204	92,622	36,020	26,395	62,415
Permitted workers			0	779	2,427	3,206
Recruitment	70	114	184		1,200	1,200
Training & CRB checks - staff & volunteers	240	807	1,047	229	783	1,012
Staff expenses/car allowance	225	3,031	3,256	494	429	923
Café equipment	886		886			
Café consumables - Norton	14,160		14,160	9,418	932	10,350
Café consumables - Pickering	92	48	140	645	479	1,124
Café consumables - Kirkby	166		166			
Direct project costs (transport/mileage)	486	3,659	4,145		991	991
Member activities & Christmas party	1,150	2,698	3,848	1,486	3,135	4,621
Beneficiary holidays & trips	4,855	263	5,118			
Office costs	2,381	1,353	3,734	1,706	2,625	4,331
Equipment - computer suite			0	2,020	4,998	7,018
Repairs & refurbishment - kitchen	1,275	10	1,285	8,852		8,852
Rents	2,618	12,392	15,010	6,257	3,743	10,000
Utilities	2,291	1,894	4,185	2,648	947	3,595
Insurance	1,237	20	1,257	856		856
Room hire		2,280	2,280	1,860	1,565	3,425
Professional fees	180		180	1,495		1,495
Management Accounting Services	463		463			
Independent examination	650		650	750		750
Sundry	127	15	142			
	<u>74,970</u>	<u>79,788</u>	<u>154,758</u>	<u>75,515</u>	<u>50,649</u>	<u>126,164</u>
Total expenditure	74,970	79,788	154,758	79,859	50,649	130,508

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Notes to the accounts for the year ended:

31st March 2018

5 Fees for examination of the accounts

	2018	2017
	£	£
Independent Examiner's fees for reporting on the accounts	<u>650</u>	<u>750</u>

6 Staff costs and emoluments

	2018	2017
	£	£
Gross salaries	89,424	61,048
Employers National Insurance	1,360	578
Pension costs (defined contribution scheme)	1,838	789
	<u>92,622</u>	<u>62,415</u>
Average number of employees (full time equivalent)	<u>9</u>	<u>8</u>

No employee received remuneration in excess of £60,000 (2017: Nil)

The total employee benefits of the key management personnel of the charity were £28,799 (2017: £26,967).

7 Defined contribution pension scheme

The charity operates a defined contribution pension scheme which commenced in November 2016. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £1,838 (2017: £789). There were no contributions outstanding at the end of the year.

The employer pension cost is allocated between restricted and unrestricted funds in line with the allocation of the corresponding staff salaries.

8 Fixed assets

	Plant & machinery etc £	Total £
Tangible fixed assets		
Cost or valuation		
At 1st April 2017	2,628	2,628
Additions in year	-	-
Disposals in year	-	-
At 31st March 2018	<u>2,628</u>	<u>2,628</u>
Depreciation	£	£
At 1st April 2017	2,628	2,628
Charge for the year	-	-
At 31st March 2018	<u>2,628</u>	<u>2,628</u>
Net Book Value	£	£
At 31st March 2018	<u>-</u>	<u>-</u>
At 31st March 2017	<u>-</u>	<u>-</u>

9 Debtors and prepayments

	2018	2017
	£	£
Debtors and prepayments		
Trade debtors	340	-
Prepayments and accrued income	404	287
	<u>744</u>	<u>287</u>

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Notes to the accounts for the year ended:

31st March 2018

10 Cash at bank and in hand

	Total 2018 £	Total 2017 £
CAF Bank	88,558	18,782
Barclays Bank	14,464	11,618
Cash in hand	-	-
	<u>103,022</u>	<u>30,400</u>

11 Creditors and accruals

Analysis of creditors falling due within one year

	2018 £	2017 £
Trade creditors	1,843	-
Payments received on account for contracts or performance-related grants	47,075	16,222
Accruals	1,420	2,179
Taxation and social security	-	-
	<u>50,338</u>	<u>18,401</u>

Analysis of creditors falling due after more than one year

	£	£
Other creditors	-	-
	<u>-</u>	<u>-</u>

12 Operating lease commitments

The total lease charge recognised as an expense during the year was £10,000 (2017: £10,000). The charity is committed to the lease agreement until 17th October 2026, however there are break clauses every 3 years. The total future minimum lease payments are expected to be £20,000 as the charity has committed to stay until the next break clause in October 2020.

13 Movement of funds

13.1 Movement of major funds

2018

Fund name	Balance b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance c/fwd £
Unrestricted funds (General)	3,177	114,893	74,970	(30,000)	13,100
	<u>3,177</u>	<u>114,893</u>	<u>74,970</u>	<u>(30,000)</u>	<u>13,100</u>
Designated funds	-	-	-	30,000	30,000
	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,000</u>	<u>30,000</u>
Restricted Funds					
NYCC - Out of Hours grant	1,250		1,250		-
Big Lottery Fund - Resource Centre	2,936	66,889	66,969		2,856
Big Lottery Fund - Support Worker grant	-	3,259	2,232		1,027
Ryedale District Council	1,810		1,810		-
Morrisons Foundation	3,001	131	3,078		54
Moss Foundation	112		112		-
Ryedale Lions	-	100	100		-
Pickering Town Council	-	1,000	977		23
Kirkby Town Council	-	1,040	607		433
George Martin - Handbags & Hammers	-	1,700	415		1,285
NY Police - Handbags & Hammers	-	1,600	1,360		240
Wilfred Jackson	-	4,894	724		4,170
Lloyds Bank	-	394	154		240
	<u>9,109</u>	<u>81,007</u>	<u>79,788</u>	<u>-</u>	<u>10,328</u>
Total Funds	<u>12,286</u>	<u>195,900</u>	<u>154,758</u>	<u>-</u>	<u>53,428</u>

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Notes to the accounts for the year ended:

31st March 2018

2017 Fund Name	Balance b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance c/fwd £
Unrestricted Funds (General)					
General Unrestricted funds	8,181	74,855	79,859	-	3,177
	<u>8,181</u>	<u>74,855</u>	<u>79,859</u>	<u>-</u>	<u>3,177</u>
Restricted Funds					
Wilderness Oaks	955	-	955		-
Norton Town Council 2015/16	1,201	-	1,201		-
NYCC Stronger Communities	3,906		3,906		-
NYCC - Computer suite upgrade	-	4,998	4,998		-
NYCC - Out of Hours grant	-	1,250	-		1,250
Big Lottery Fund grant	-	29,626	26,690		2,936
Ryedale District Council	-	2,000	190		1,810
Fitzwilliam Estate	-	2,000	2,000		-
Norton Town Council 2016/17	-	1,000	1,000		-
Morrisons Foundation	-	6,622	3,621		3,001
Two Ridings Community Foundation	-	1,000	1,000		-
Comic Relief	-	4,000	4,000		-
Moss Foundation	-	1,000	888		112
Pickering Rotary Club	-	200	200		-
	<u>6,062</u>	<u>53,696</u>	<u>50,649</u>	<u>-</u>	<u>9,109</u>
Total Funds	<u>14,243</u>	<u>128,551</u>	<u>130,508</u>	<u>-</u>	<u>12,286</u>

13.2 Details of Funds Held

Unrestricted Funds (General)

The General fund is unrestricted and available for the general purposes of Next Steps Mental Health Resource Centre.

Designated Funds

The designated fund has been set aside to cover a wind down provision including redundancies.

Restricted Funds

The restricted funds are to be used for the following purposes:

Funder	Restricted Use
Wilderness Oaks	Out of hours group
Norton Town Council 2015/16	Out of hours group
NYCC Stronger Communities	Pickering hub
NYCC - Computer suite upgrade	Computer suite upgrade
NYCC - Out of Hours grant	Out of hours group
Big Lottery Fund grant	Increase current service delivery hours and expand services to rural and remote areas of Ryedale
Big Lottery Support Worker grant	Support Worker
Ryedale District Council	Pickering Outreach
Fitzwilliam Estate	Kitchen refit
Norton Town Council 2016/17	Out of hours group
Morrisons Foundation	Men in Sheds project
Two Ridings Community Foundation	Norton Café
Comic Relief	Norton Café
Moss Foundation	Kirkby group
Pickering Rotary Club	Pickering group
Ryedale Lions	Men in Sheds project

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Notes to the accounts for the year ended:

31st March 2018

13.2 Details of Funds Held continued....

Funder	Restricted Use
Pickering Town Council	Pickering hub
Kirkby Town Council	Kirkbymoorside hub
George Martin	Craft group, Norton
North Yorkshire Police	Handbags & Hammers
Wilfred Jackson	Out of hours group
Lloyds Bank	Increased Skills Scheme

Transfers between funds

From	To	Reason	£ Amount
Unrestricted	Designated funds	To set aside a wind down provision including redundancies	30,000
General funds			

14 Contingent Liabilities

The charity has no contingent liabilities at 31 March 2018 (2017: None).

15 Net assets between funds

	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£	£
Balances at 31st March 2018					
Fixed assets	-	-	-	-	-
Current assets	25,442	30,000	20,059	75,501	30,687
Current liabilities	(12,342)	-	(9,731)	(22,073)	(18,401)
Long term liabilities	-	-	-	-	-
	13,100	30,000	10,328	53,428	12,286

16 Transactions with trustees and related parties

One trustee received expenses during the year totalling £307.62 (2017: £58.55), which were subsequently donated back to the charity.

There have been no related party transactions in the reporting period.

17 Control

In the opinion of the trustees, no one party controlled the company in the year.