

REGISTERED COMPANY NUMBER: 07570609 (England and Wales)
REGISTERED CHARITY NUMBER: 1149932

Report of the Trustees and
Unaudited Financial Statements for the Year Ended
31 March 2016
for
Next Steps Mental Health Resource Centre

Hardcastle France
Chartered Accountants
30 Yorkersgate
Malton
North Yorkshire
YO17 7AW

Next Steps Mental Health Resource Centre

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for the Year Ended 31 March 2016

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Next Steps Mental Health Resource Centre

Report of the Trustees for the Year Ended 31 March 2016

The trustees, who are also the directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07570609 (England and Wales)

Registered Charity number

1149932

Registered office

7 Church Street

Norton

Malton

YO17 9HP

Trustees

A G Evans

D E Kcal

J Newman

V Nicholson

G M Payne

J Storrs-Fox

D Whitling

K T Axelby

S Miller

D Loveday-Foulds

V Worrall

D Brewster

- appointed 9.12.15

Co-opted Trustee

E Bunny from 17.12.14

Independent examiner

Hardcastle France

Chartered Accountants

30 Yorkersgate

Malton

North Yorkshire

YO17 7AW

Next Steps Mental Health Resource Centre

Report of the Trustees for the Year Ended 31 March 2016

REFERENCE AND ADMINISTRATIVE DETAILS

Advisers

BANKERS

CAFCASH Limited
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

Barclays Bank plc
23 Yorkersgate
Malton
North Yorkshire
YO17 7AE

Yorkshire Bank plc
11 Smiddy Hill
Pickering
North Yorkshire
YO18 7AN

EVENTS SINCE THE END OF THE YEAR

Information relating to events since the end of the year is given in the notes to the financial statements.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The company is governed by its Memorandum and Articles of Association. It is a limited company, limited by guarantee, as defined by the Companies Act 2006. The charity uses the working name of Next Steps.

Recruitment and appointment of new trustees

Trustees are selected from service users and local professionals. Nominated trustees are proposed and seconded by the members and trustees of the charity. Currently the committee has 7 trustees who are service users and it is the aim of the charity to maintain this level of service user representation on the committee.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

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.

Public benefit

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

Next Steps Mental Health Resource Centre

Report of the Trustees **for the Year Ended 31 March 2016**

OBJECTIVES AND ACTIVITIES

Chairman's Statement

These accounts for the financial year ended 31 March 2016 show strong progress in restoring the Organisation's balances to a position that meets its Reserves Policy whilst in a difficult financial climate. The results show a positive outturn resulting from 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. Under the guidance of its Service Manager, Leisa Burniston, the Organisation has developed additional services and facilities at its Norton base and successfully expanded the outreach services in Pickering where the number of service users has more than doubled. 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.

The development of Next Steps over the next five 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 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 from North Yorkshire County Council, the Clinical Commissioning Group for Scarborough and Ryedale, and numerous funding organisations and trusts listed later in these accounts. 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 five years, that funding does not include our core costs and these have to be annually met for us to continue as we are.

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 Chair of this Organisation, I can see at first hand the difference we make to peoples' lives and that is why all the Trustees and our large team of unpaid Volunteers give so readily of their time. To all of them I give my sincere thanks because without their efforts we could not provide the services we do and not be as successful as we are.

I look forward to the next financial year knowing that we have 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.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The day to day running of the charity was delegated to L Burniston, the administration officer.

During the year the charity ran a drop in centre, cafe and various activity groups for the benefit of its members. Volunteers assisted the charity in the provision of its services to its members.

FINANCIAL REVIEW

Reserves policy

The charity aims to hold in the unrestricted general fund approximately one quarter of the annual projected expenditure for the forthcoming year. The trustees recognise that, whilst the situation has improved, this has not been achieved in 2016.

Funds in deficit

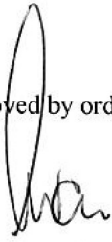
The Trustees are aware that the general fund is, at present, in deficit. This was caused in 2014 by the poor economic situation over the last few years causing the reduction of funding for charitable enterprises. They are actively seeking ways to address this situation and have reduced the deficit by £4,048 in 2016. They are confident that they will be able to realise a surplus on general funds in the future.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Next Steps Mental Health Resource Centre

Report of the Trustees
for the Year Ended 31 March 2016

Approved by order of the board of trustees on 9 November 2016 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'A G Evans', written over a large, faint, vertical oval shape.

A G Evans - Trustee

Next Steps Mental Health Resource Centre

Statement of Trustees Responsibilities **for the Year Ended 31 March 2016**

The trustees (who are also the directors of Next Steps Mental Health Resource Centre for the purposes of company law) are responsible for preparing the Report of the Trustees 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 which 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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and 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 business.

The trustees are responsible for keeping proper accounting records which 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 for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner's Report to the Trustees of
Next Steps Mental Health Resource Centre

I report on the accounts for the year ended 31 March 2016 set out on pages seven to fifteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 the 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 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 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 statements 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 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

Colin Payne FCA
Hardcastle France
Chartered Accountants
30 Yorkersgate
Malton
North Yorkshire
YO17 7AW

9 November 2016

Next Steps Mental Health Resource Centre

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2016**

	Notes	Unrestricted fund £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	5,332	-	5,332	8,151
Activities for generating funds	3	6,087	-	6,087	3,686
Investment income	4	4,901	-	4,901	3,469
Incoming resources from charitable activities					
Resource centre and cafe		51,431	28,880	80,311	61,889
Total incoming resources		67,751	28,880	96,631	77,195
RESOURCES EXPENDED					
Charitable activities					
Resource centre and cafe	5	63,703	31,688	95,391	82,579
NET INCOMING/(OUTGOING) RESOURCES					
		4,048	(2,808)	1,240	(5,384)
RECONCILIATION OF FUNDS					
Total funds brought forward		(4,796)	17,799	13,003	18,387
TOTAL FUNDS CARRIED FORWARD		(748)	14,991	14,243	13,003

The notes form part of these financial statements

Next Steps Mental Health Resource Centre

Balance Sheet
At 31 March 2016

	Notes	31.3.16 £	31.3.15 £
FIXED ASSETS			
Tangible assets	10	-	290
CURRENT ASSETS			
Debtors	11	294	1,695
Cash at bank and in hand		<u>31,848</u>	<u>18,922</u>
		32,142	20,617
CREDITORS			
Amounts falling due within one year	12	<u>(16,232)</u>	<u>(6,237)</u>
NET CURRENT ASSETS		<u>15,910</u>	<u>14,380</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		15,910	14,670
CREDITORS			
Amounts falling due after more than one year	13	<u>(1,667)</u>	<u>(1,667)</u>
NET ASSETS/(LIABILITIES)		<u><u>14,243</u></u>	<u><u>13,003</u></u>
FUNDS	16		
Unrestricted funds		(748)	(4,796)
Restricted funds		<u>14,991</u>	<u>17,799</u>
TOTAL FUNDS		<u><u>14,243</u></u>	<u><u>13,003</u></u>

The notes form part of these financial statements

Next Steps Mental Health Resource Centre

Balance Sheet - continued

At 31 March 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

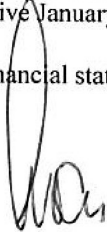
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit 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 charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 9 November 2016 and were signed on its behalf by:



A G Evans -Trustee

Notes to the Financial Statements
for the Year Ended 31 March 2016

Next Steps Mental Health Resource Centre

Notes to the Financial Statements - continued
for the Year Ended 31 March 2016

3. ACTIVITIES FOR GENERATING FUNDS

	31.3.16	31.3.15
	£	£
Fundraising events	<u>6,087</u>	<u>3,686</u>

4. INVESTMENT INCOME

	31.3.16	31.3.15
	£	£
Rents received	4,867	3,445
Deposit account interest	34	24
	<u>4,901</u>	<u>3,469</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 6)	Totals
	£	£	£
Resource centre and cafe	<u>94,371</u>	<u>1,020</u>	<u>95,391</u>

6. SUPPORT COSTS

	Management £
Resource centre and cafe	<u>1,020</u>

7. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.16	31.3.15
	£	£
Depreciation - owned assets	290	1,314
Other operating leases	10,000	10,000
Independent Examiner's fees	<u>1,020</u>	<u>910</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

During the year to 31 March 2016 there were no trustees (2015: 2) paid remuneration by the charity (2015: £28,131). These amounts are included within the wages and salaries costs in note 9 below.

Trustees' expenses

During the year to 31 March 2016 no trustees (2015: three) had expenses reimbursed (2015: £478).

Next Steps Mental Health Resource Centre

Notes to the Financial Statements - continued
for the Year Ended 31 March 2016

9. STAFF COSTS

	31.3.16	31.3.15
	£	£
Wages and salaries	44,185	50,657
Social security costs	8,553	663
	<u>52,738</u>	<u>51,320</u>

The average monthly number of employees during the year was as follows:

	31.3.16	31.3.15
	8	8
Resource centre and cafe	<u>8</u>	<u>8</u>

No employees received emoluments in excess of £60,000.

10. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
COST	
At 1 April 2015 and 31 March 2016	<u>2,628</u>
DEPRECIATION	
At 1 April 2015	2,338
Charge for year	290
At 31 March 2016	<u>2,628</u>
NET BOOK VALUE	
At 31 March 2016	<u>-</u>
At 31 March 2015	<u>290</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Other debtors	294	1,695
	<u>294</u>	<u>1,695</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Taxation and social security	1,055	759
Other creditors	15,177	5,478
	<u>16,232</u>	<u>6,237</u>

Next Steps Mental Health Resource Centre

Notes to the Financial Statements - continued
for the Year Ended 31 March 2016

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.3.16	31.3.15
	£	£
Other creditors	<u>1,667</u>	<u>1,667</u>

14. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	31.3.16	31.3.15
	£	£
Expiring:		
In more than five years	<u>10,000</u>	<u>10,000</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
Fixed assets	66	(66)	-	290
Current assets	17,084	15,058	32,142	20,617
Current liabilities	(16,231)	(1)	(16,232)	(6,237)
Long term liabilities	<u>(1,667)</u>	<u>-</u>	<u>(1,667)</u>	<u>(1,667)</u>
	<u>(748)</u>	<u>14,991</u>	<u>14,243</u>	<u>13,003</u>

16. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	At 31.3.16 £
Unrestricted funds			
General fund	(4,796)	4,048	(748)
Restricted funds			
Two Ridings Comic Relief	2,196	(2,196)	-
The Wilfred Jackson Charitable Trust	2,541	(2,541)	-
Wilderness Oaks	-	955	955
Allen Lane	2,446	(2,446)	-
Norton Town Council	-	1,201	1,201
Brelms Trust	1,597	(1,597)	-
Lloyds TSB Foundation	7,500	-	7,500
North Yorkshire County Council	-	2,906	2,906
Ryedale Lions	320	-	320
Malton and Norton Lions	850	-	850
Two Ridings Community Foundation	125	-	125
Ryedale District Council Technology Grants	<u>224</u>	<u>910</u>	<u>1,134</u>
	<u>17,799</u>	<u>(2,808)</u>	<u>14,991</u>
TOTAL FUNDS	<u>13,003</u>	<u>1,240</u>	<u>14,243</u>

Next Steps Mental Health Resource Centre

Notes to the Financial Statements - continued
for the Year Ended 31 March 2016

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	67,751	(63,703)	4,048
Restricted funds			
Two Ridings Comic Relief	-	(2,196)	(2,196)
The Wilfred Jackson Charitable Trust	-	(2,541)	(2,541)
Wilderness Oaks	5,660	(4,705)	955
Allen Lane	-	(2,446)	(2,446)
Kirkbymoorside Town Council	1,070	(1,070)	-
Norton Town Council	2,000	(799)	1,201
C & E Sykes Charitable Trust	5,000	(5,000)	-
Brelms Trust	-	(1,597)	(1,597)
Pickering Town Council	1,000	(1,000)	-
North Yorkshire County Council	11,450	(8,544)	2,906
Woodroffe Benton	750	(750)	-
Ryedale District Council Technology Grants	1,200	(290)	910
Marsh	250	(250)	-
Malton Town Council	500	(500)	-
	<hr/>	<hr/>	<hr/>
	28,880	(31,688)	(2,808)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	96,631	(95,391)	1,240
	<hr/>	<hr/>	<hr/>

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

Funder	Restricted Use
Two Ridings Comic Relief	Walking Group
The Wilfred Jackson Charitable Trust	Walking Group
Allen Lane	After hours group
Kirkbymoorside Town Council	Kirkbymoorside group
Norton Town Council	Cafe
C and E Sykes Trust	Cafe
Brelms Trust	Cafe
Lloyds TSB Foundation	Core funding
North Yorkshire County Council	Office equipment
Pickering Town Council	Drop in group
Woodroffe Benton	Core funding
Ryedale Lions	Technology
Malton and Norton Lions	Technology
Ryedale District Council	Technology
Wilderness Oaks	After hours group
Marsh Christian Trust	Cafe
Kirkbymoorside Town Council	Kirkby group
Malton Town Council	Cafe

Next Steps Mental Health Resource Centre

Notes to the Financial Statements - continued
for the Year Ended 31 March 2016

17. CONTINGENT LIABILITIES

In March 2016, the Trustees were advised of a legal claim in respect of an employment matter. The claim is being vigorously defended, and the Trustees do not expect to have any eventual liability in respect of this (2015: None).

18. RELATED PARTY DISCLOSURES

During the year £Nil (2015: £310) was paid to J W Burniston, the partner of L Burniston a director of the charity, for repairs to the property of the charity.

19. POST BALANCE SHEET EVENTS

Since the year end, the company has been successful in obtaining a grant from "The Reaching Communities Fund" for £345,235, which is to extend the current hours of opening in Norton, Pickering and Kirbymoorside and to take its services to the rural areas of Ryedale. The grant is spread over five years, commencing 1 November 2016.

20. ULTIMATE CONTROLLING PARTY

Due to the diverse nature of the membership of the company, no one member has control over the company.

21. STATUS

The company is limited by guarantee so has no share capital. The members have guaranteed to provide an amount not exceeding £1 each in the event of the winding up of the company.