

**Dundee Association for Mental Health**  
**a company limited by guarantee**

**Accounts**

**for the year ended**

**31 March 2017**



Scottish Charity Number SC003907

**Dundee Association for Mental Health**  
**a company limited by guarantee**  
**Company No SC135928**

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**Dundee Association for Mental Health**  
**a company limited by guarantee**  
**Company No SC135928**

**Report of the Executive Committee**  
**for the year ended 31 March 2017**

The Executive Committee presents the annual report and accounts for Dundee Association for Mental Health for the year ended 31 March 2017. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's Memorandum and Articles of Association, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland published on 16 July 2014.

### **OBJECTIVES AND ACTIVITIES**

As detailed in the Memorandum of Association, the organisation is established for public benefit. Our aim is to:

- raise mental well-being in Dundee through the members and staff working together to develop good support, advocacy and self-help among people affected by issues around mental ill-health so that they may pursue their personal goals in all aspects of life;
- work in a culture which creates respect for each other whilst promoting individual rights and combating exclusion.

The objectives of the Association are:

- a) To promote mental well-being.
- b) To promote the understanding of mental ill-health and of the facilities and services available within the community for those who have recovered or are suffering from a mental illness.
- c) To assist the statutory authorities in carrying out their statutory duties for the treatment, care, after-care and welfare of those who have recovered or are suffering from a mental illness and those affected by mental ill-health.
- d) To promote and encourage co-operation with and amongst other voluntary bodies and organisations involved, whether principally or partially, with questions of mental health, and between such bodies and statutory authorities.
- e) Where possible to provide and to assist and support the provision of facilities in the community for those who have recovered or are suffering from a mental illness, for their relatives and friends, and for those involved in their care and welfare in the community.
- f) To promote the understanding and improvement of the rights of those who have recovered or are suffering from a mental illness.

### **ACHIEVEMENTS AND PERFORMANCE**

Dundee Association for Mental Health has gone through a period of significant change over the past year. To reflect the requirements of the Health and Social Care Partnership as our commissioners, the Executive Committee requested the Executive Director to prepare an options appraisal detailing how the organisation could deliver the required service to the standard expected. The preferred course of action was to implement a service re-design and a staffing re-structure. This process resulted in 5 staff taking voluntary redundancy and the recruitment of 4 new staff.

The service re-design has streamlined projects and simplified reporting processes, as well as implementing outcome-focused activities and support plans for participants of the service.

**Dundee Association for Mental Health**  
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**Report of the Executive Committee (cont.)**  
**for the year ended 31 March 2017**

**ACHIEVEMENTS AND PERFORMANCE (cont.)**

Dundee Association for Mental Health has achieved Dundee Voluntary Action's "Healthy Organisation Award" and is now working towards the "Good Governance Award" which is being introduced for the sector. These awards reflect good practice in the areas of Organisational Management, Recruitment, Marketing and Communications, Managing Staff and Volunteers, Planning, Delivering and Monitoring Services, Managing Resources and Managing Finances.

The Executive Director now sits on the HSCP Mental Health Strategic Planning Group and the Suicide Prevention Strategic Planning Group, and is well placed to represent the organisation in strategic decisions regarding mental health developments for the City.

**Support Service**

Dundee Mutual Support Group and Two's Company Befriending Service have now merged into one "Support Service". Participants are all on a worker caseload and using a Recovery Star model; their goals, aspirations and support needs feed into their support plan. Volunteers still support group activities including the walking group and the badminton group and new "peer support" roles have developed whereby participants are encouraged to lead sessions in, for example, the jewellery making group and the music group.

**Greenbuds**

The Greenbuds project is now funded through Big Lottery for a 4 year period from April 2017. This project is well established in the City and continues to work collaboratively with a range of partners including the Countryside Rangers, Ninewells Community Garden, Middleton Woods, Trees for Life and various environmental and conservation projects.

**FINANCIAL REVIEW**

At the start of the period 2016-17 the organisation continued to face challenges internally, and in our relationship with our commissioners, as a result of the remedial action plan which was implemented to improve practice and service delivery. However, the new Executive Director took up appointment in August 2016 and as a result of the service re-design, staffing re-structure, and the introduction of outcome-focused support planning, relations with the commissioners have been normalised and a new confidence and optimism is developing in this relationship. The redundancy process incurred a cost of £38,000 which will be taken from the Company reserves in financial year 2017/18.

With regard to movement of funds, the overall deficit of income over expenditure was £929, with unrestricted funds at the end of the financial year of £81,496, of which £23,478 relates to the designated funds for assets and property maintenance.

**Risk Review**

Dundee Association for Mental Health is still funded primarily through Dundee Health and Social Care Partnership and Big Lottery funding, which is supplemented by charitable donations and trust funding. The organisation is now much more stable and is in a better position to attract new funding, which is a priority for the coming year.

**Reserves Policy**

In maintaining reserves, the Association seeks to retain sufficient funds to meet contingent liability for redundancies and, in the event of having to cease service provision through loss of funding, to be able to manage this in an orderly and planned manner.

In addition the directors have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the Association should be sufficient to cover the resources likely to be expended on normal operations in a 3 month period, with the balance being held to cover any unforeseen monetary needs in general funds. The directors do not envisage any significant changes in future years.

**Dundee Association for Mental Health**  
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**Report of the Executive Committee (cont.)**  
**for the year ended 31 March 2017**

**Investment Policy**

Aside from retaining a prudent amount in reserves each year, most of the Association's funds are to be spent in the short term. Having considered the options available, the Executive Committee has decided to place funds in accounts in order to secure optimum levels of interest, whilst ensuring that access to these funds is available as required.

In March 2001, the Association received shares in Barclays plc, which are retained in the prospect of their appreciating in value.

**PLANS FOR FUTURE PERIODS**

As noted in previous discussions with commissioners, the organisation is working towards registration with the Care Inspectorate for part of the Support Service.

The organisation is also currently exploring the possibility of asset transfer with the Local Authority which would result in the ownership of a building. This is at very early stages but would provide an opportunity for development and extension of our services, including the potential for a community garden and some social enterprise activity.

Dundee has alarmingly high suicide rates, particularly for young men. The Executive Director is in discussion with statutory and voluntary partners regarding the suicide prevention strategy and plans for some interventions for Dundee. Dundee Association for Mental Health is well placed to facilitate this and we are currently exploring possibilities for the location of such a service.

**Acknowledgement**

The Executive Committee is grateful to all bodies who, by way of service agreements, grants and donations have allowed services to be sustained and developed; and to staff and volunteers for their efforts in delivering those services.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Charitable Status**

The Association is a charitable company limited by guarantee, incorporated on 15 January 1992. The Association was established under a Memorandum of Association, which established the objects and powers of the charitable company, and is governed under its Articles of Association. The Association is registered as a charity in Scotland. However, an application to become a Scottish Charitable Incorporated Organisation (SCIO) has recently been submitted to the Office of the Scottish Charity Regulator (OSCR). This conversion will mean a change in legal status and in governance arrangements but will provide advantages for the organisation going forward.

**Executive Committee**

As set out in the Articles of Association, the Executive Committee consists of the office-bearers and up to eight other persons elected by rotation at the Annual General Meeting of the Company. The Executive Committee met on 8 occasions between April 2016 and March 2017, more frequently than usual as a result of there being a period of significant change. The organisation has now stabilised in terms of staffing and service design and we returned to the normal bi-monthly schedule of meetings in 2017.

**Induction and training of the Executive Committee**

The Committee conducted a skills audit towards the end of 2016 and identified the skills gaps in our membership. We have since recruited four new members who bring the skills we require to assist the good governance of the organisation, for example business management, finance and the care sector.

**Dundee Association for Mental Health**  
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**Report of the Executive Committee (cont.)**  
**for the year ended 31 March 2017**

**Organisation**

It is the responsibility of the Executive Committee to agree the strategic direction and corporate objectives of the organisation, and to monitor overall performance as well as ensuring that sufficient controls exist to safeguard assets. Senior staff attend the Executive Committee meetings and are responsible for implementing strategy, deploying resources in order to meet corporate objectives, and for reporting to the Committee regarding organisational performance.

**Dundee Association for Mental Health**  
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**Company Information**

<b>DIRECTORS:</b>	Peter Evans Pauline Meldrum Deborah Balshaw Flo Dargie Margaret Gee John Dow Geanina Telibasa Christina-Marie Robb Michael Jones	Chairperson     (Appointed 09.11.16) (Appointed 09.11.16) (Appointed 14.12.16) (Appointed 15.05.17)
<b>SECRETARY</b>	Tom Garnett Wendy Callander	(Resigned 12.04.16) (Appointed 29.08.16)
<b>EXECUTIVE DIRECTOR:</b>	Tom Garnett Wendy Callander	(Resigned 12.04.16) (Appointed 29.08.16)
<b>STAFF:</b>	David Cowan Natalya Insalaco Gillian Walker	Laura Campbell Kim Roger Shiona Watson
<b>ACCOUNTANCY SERVICES:</b>	Clarity Accountancy Services Limited 11 Shamrock Street Dundee DD4 7AH	
<b>REGISTERED OFFICE:</b>	4 Chambers Building Panmure Street Dundee DD1 1EP	
<b>REGISTERED NUMBER:</b>	SC135928	
<b>REGISTERED CHARITY:</b>	SC003907	
<b>AUDITOR:</b>	MMG Archbold CA Statutory Auditors Chapelshade House 78 – 84 Bell Street Dundee DD1 1RQ	
<b>BANKERS:</b>	Halifax Bank of Scotland 2 West Marketgait Dundee DD1 1QN	

**Dundee Association for Mental Health**  
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**Report of the Executive Committee**  
**for the year ended 31 March 2017**

**Statement of Executive Committee's responsibilities**

Company law requires the Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association as at the balance sheet date and of its incoming resources and application of resources for the financial year. In preparing those financial statements, the Executive Committee is 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 accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the organisation will continue on that basis.

The Executive Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and enable it to ensure that the financial statements comply with the Companies Act 2006. It is also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Statement as to disclosure of information to auditors**

So far as the Executive Committee is aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each Executive Committee member has taken all steps that he or she ought to have taken as an Executive Committee member in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

**Auditors**

The auditors, MMG Archbold CA will be proposed for re-election in accordance with Section 485 of the Companies Act 2006.

**By order of the Executive Committee**



**Peter Evans, Chairperson**

Date: 18 December 2017

**Dundee Association for Mental Health**  
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**Report of the Independent Auditors to the Executive Committee and Members of**  
**Dundee Association for Mental Health**

We have audited the financial statements of Dundee Association for Mental Health for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the statement of cashflows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made exclusively to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the members and to the charity's trustees 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 assume responsibility to anyone other than the charity, its members as a body and its trustees as a body, for our audit work, for this report or for the opinions we have formed.

**Respective responsibilities of Executive Committee and auditor**

As explained more fully in the Executive Committee's Responsibilities Statement (set out on page 5), 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.

We have been appointed as auditor under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Executive Committee to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

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 2017 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 Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

**Dundee Association for Mental Health**  
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**Report of the Independent Auditors to the Executive Committee and Members of**  
**Dundee Association for Mental Health (cont)**

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

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

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records 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 exemption in preparing the directors' report.



Derek Grant CA (Senior Statutory Auditor)  
For and on behalf of MMG Archbold CA  
Statutory Auditor  
Chapelshade House  
78 – 84 Bell Street  
Dundee  
DD1 1RQ

MMG Archbold CA is eligible to act as auditor in terms of Section 1212 of the Companies Act 2006.

Dated: 19 December 2017

**Dundee Association for Mental Health**  
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**Statement of Financial Activities**  
**(Incorporating Income and Expenditure account)**  
**for the year ended 31 March 2017**

	Note	2017		Total Funds £	2016 Total Funds £
		Unrestricted Funds £	Restricted Funds £		
<b>Income and Endowment from:</b>					
Donations and legacies	1	43,919	187,747	231,666	184,335
Other trading activities	2	-	249	249	1,571
Investment income	3	19	995	1,014	729
<b>Total Income</b>		<b>43,938</b>	<b>188,991</b>	<b>232,929</b>	<b>186,635</b>
<b>Expenditure on:</b>					
Raising funds	4	340	-	340	266
Charitable activities	5	16,754	217,070	233,824	224,796
<b>Total Expenditure</b>		<b>17,094</b>	<b>217,070</b>	<b>234,164</b>	<b>225,062</b>
Net gains/(losses) on investments	9	306	-	306	(378)
<b>Net income/(expenditure)</b>		<b>27,150</b>	<b>(28,079)</b>	<b>(929)</b>	<b>(38,805)</b>
Transfers between funds	14	(14,598)	14,598	-	-
<b>Net movement in funds – deficit for the year</b>		<b>12,552</b>	<b>(13,481)</b>	<b>(929)</b>	<b>(38,805)</b>
Total funds at 1 April 2016		68,944	30,050	98,994	137,799
<b>Total funds at 31 March 2017</b>		<b>81,496</b>	<b>16,569</b>	<b>98,065</b>	<b>98,994</b>

**CONTINUING OPERATIONS**

None of the company's activities were acquired or discontinued during the current and previous years.

**TOTAL RECOGNISED GAINS AND LOSSES**

The company has no recognised gains or losses other than the surplus for the current and previous years.

The notes on pages 12 to 20 form part of these accounts

**Dundee Association for Mental Health**  
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**Balance Sheet as at 31 March 2017**

		<u>2017</u>			<u>2016</u>
	<u>Note</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
		£	£	£	£
<b>Fixed Assets:</b>					
Tangible assets	8	502	-	502	423
Investments	9	<u>918</u>	<u>-</u>	<u>918</u>	<u>612</u>
		<u>1,420</u>	<u>-</u>	<u>1,420</u>	<u>1,035</u>
<b>Current Assets:</b>					
Debtors	10	400	10,515	10,915	23,203
Cash at bank and in hand	10	<u>80,526</u>	<u>16,250</u>	<u>96,776</u>	<u>84,696</u>
		<u>80,926</u>	<u>26,765</u>	<u>107,691</u>	<u>107,899</u>
<b>Creditors</b>					
Amounts falling due within one year	11	<u>(850)</u>	<u>(10,196)</u>	<u>(11,046)</u>	<u>(9,940)</u>
<b>Net Current Assets</b>		<u>80,076</u>	<u>16,569</u>	<u>96,645</u>	<u>97,959</u>
<b>Total funds at 31 March 2017</b>		<u>81,496</u>	<u>16,569</u>	<u>98,065</u>	<u>98,994</u>
 <b>CAPITAL AND RESERVES</b>					
<b>Restricted funds:</b>					
Day Activities [Core Service]	13			-	-
Two's Company Befriending	13			2,429	13,171
Two's Company AWARE	13			8,476	8,476
Womens/Mens Group	13			856	876
Cycle Project	13			-	549
Greenbuds Project	13			-	1,192
Dundee Mutual Support Group	13			<u>4,808</u>	<u>5,786</u>
				<u>16,569</u>	<u>30,050</u>
<b>Unrestricted funds:</b>					
General reserve	13			58,018	45,545
Designated funds - assets	13			502	423
Designated funds - premises	13			<u>22,976</u>	<u>22,976</u>
				<u>81,496</u>	<u>68,944</u>
<b>Total funds</b>				<u>98,065</u>	<u>98,994</u>

These financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

Approved by the Executive Committee on 18 December 2017 and signed on its behalf by



Peter Evans

 Chairperson

The notes on pages 12 to 20 form part of these accounts

**Dundee Association for Mental Health**  
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**Statement of Cash Flows**  
**For the year ended 31 March 2017**

	<u>Note</u>	<u>2017</u> <u>Total</u> <u>Funds</u> £	<u>2016</u> <u>Total</u> <u>Funds</u> £
Net cash used in operating activities	19	11,795	(47,819)
Cash flows from investing activities			
Dividends & Interest received		1,014	729
Purchase of assets		<u>(729)</u>	<u>-</u>
<b>Change in cash and cash equivalents in the year</b>		12,080	(47,090)
Cash and cash equivalents brought forward		<u>84,696</u>	<u>131,786</u>
<b>Cash and cash equivalents carried forward</b>		<u>96,776</u>	<u>84,696</u>

The notes on pages 12 to 20 form part of these accounts

**Dundee Association for Mental Health**  
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**Notes to the Financial Statements**  
**for the year ended 31 March 2017**

**ACCOUNTING POLICIES**

The following accounting policies have been applied consistently in the current and preceding year in dealing with items which are considered material in relation to the charity's accounts.

**Basis of preparation**

The accounts 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 Standards applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The financial statements have been prepared on the going concern basis. The directors consider that it is appropriate to prepare the financial statements on this basis as there are sufficient reserves carried forward and future income streams have been identified. If the company were unable to continue as a going concern, the accounts would have to be adjusted to write down assets to their recoverable amount, to provide for any additional losses or liabilities that might arise and to reclassify fixed assets as current assets.

**Fund accounting**

Funds are classified as either restricted, endowment or unrestricted funds, defined as follows:

*Restricted funds* are funds subject to specific declaration by the donor or expendable at the discretion of the Executive Committee in furtherance of a particular activity.

*Designated funds* are unrestricted funds earmarked by the Executive Committee for a particular purpose.

*Unrestricted funds* are expendable at the discretion of the Executive Committee in furtherance of the aims of the Dundee Association for Mental Health.

**Status of the company**

Dundee Association for Mental Health is a company limited by guarantee of its members and does not have a share capital. Each member has undertaken to contribute an amount not exceeding one pound towards any deficit arising in the event of the company being wound up.

**Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- i) Donated services and facilities are included at the charity's valuation, where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- ii) Investment income is included when receivable.
- iii) Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

- i) Costs of generating funds comprise the costs associated with attracting voluntary income.
- ii) Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both the costs that can be allocated directly to such activities as well as those of an indirect nature necessary to support them.
- iii) Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

**Dundee Association for Mental Health**  
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**Notes to the Financial Statements**  
**for the year ended 31 March 2017 (cont.)**

**ACCOUNTING POLICIES (cont)**

**Pensions**

The costs of providing pensions for employees are charged in the year in which the contributions are payable. One member of staff has an Executive Pension Plan, to which the Association makes a contribution of 5.96% of salary. The Association offers the opportunity to staff to participate in a Standard Life Stakeholder pension scheme but no member of staff, at present, has taken up this offer.

**Tangible fixed assets**

Expenditure on tangible fixed assets costing in excess of £200, having a value to the charity greater than one year, are capitalised. Depreciation is calculated to write off the cost of the fixed assets over the period of each asset's estimated useful life. The lives used are as follows:-

Furniture, fittings and equipment	-	4 years
Computer equipment	-	3 years

**Investments**

Investments are included at market value. Realised gains and losses, representing the difference between sale proceeds and cost are dealt with in the SOFA. Unrealised gains and losses, representing the movement in the market value of investments over the financial year, or from their date of purchase if acquired during the financial year, are shown in note 9. In the case of a permanent diminution in the value of investments, provision is made in the SOFA to reduce the carrying value of the recoverable amount.

**Dundee Association for Mental Health**  
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**Notes to the Financial Statements (cont.)**  
**for the year ended 31 March 2017**

**1. DONATIONS & LEGACIES**

	2017		Total Funds £	2016 Total Funds £
	<u>Unrestricted</u>	<u>Restricted</u>		
	Funds £	Funds £		
<b>Donations</b>				
Janet Thorburn Isles Denny Trust	5,000	-	5,000	5,000
St Katharine's Fund	800	-	800	1,200
Leng Charitable Trust	1,000	-	1,000	-
YPI Scotland	3,000	-	3,000	-
Alexander Moncur Trust	3,000	-	3,000	2,000
The Alexander Kydd Trust	-	-	-	3,000
D.C. Thomson Charitable Trust	10,000	-	10,000	10,000
J A Tombazis' Charitable Trust	-	-	-	1,750
Dundee Medical School	-	-	-	1,050
George McLean Trust	500	-	500	500
Tay Charitable Trust	500	-	500	-
Northern Soul	-	-	-	1,215
Other	<u>8,619</u>	<u>250</u>	<u>8,869</u>	<u>5,498</u>
	<u>32,419</u>	<u>250</u>	<u>32,669</u>	<u>31,213</u>
<b>Grants</b>				
DCC Social Work Department	1,500	116,378	117,878	86,338
Robertson Trust	10,000	-	10,000	10,000
NHS Tayside	-	31,973	31,973	26,431
DCC Social Work – Short Breaks	-	858	858	664
DCC Social Work Department – MHSG	<u>-</u>	<u>38,288</u>	<u>38,288</u>	<u>29,689</u>
	<u>11,500</u>	<u>187,497</u>	<u>198,997</u>	<u>153,122</u>
Total donations & legacies	<u>43,919</u>	<u>187,747</u>	<u>231,666</u>	<u>184,335</u>

Total donations and legacies in the prior year were £184,335 of which £40,291 was unrestricted and £144,044 was restricted.

**2. OTHER TRADING ACTIVITIES**

Fundraising	-	-	-	764
Room Hire	-	-	-	200
Vending income	<u>-</u>	<u>249</u>	<u>249</u>	<u>607</u>
	<u>-</u>	<u>249</u>	<u>249</u>	<u>1,571</u>

Income from other trading activities in the prior year was £1,571, all of which was restricted.

**3. INVESTMENT INCOME**

Interest on cash deposits	-	995	995	702
Dividends on UK equities	<u>19</u>	<u>-</u>	<u>19</u>	<u>27</u>
	<u>-</u>	<u>995</u>	<u>1,014</u>	<u>729</u>

Investment income in the prior year was £729 of which £670 was unrestricted and £59 was restricted.

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**Notes to the Financial Statements (cont.)**  
**for the year ended 31 March 2017**

4. **RAISING FUNDS**

	<u>2017</u>		<u>Total</u> <u>Funds</u> £	<u>2016</u> <u>Total</u> <u>Funds</u> £
	<u>Unrestricted</u>	<u>Restricted</u>		
	<u>Funds</u> £	<u>Funds</u> £		
Fundraising expenses	<u>340</u>	<u>-</u>	<u>340</u>	<u>266</u>

Raising funds in the prior year was £266, all of which was unrestricted.

5. **CHARITABLE ACTIVITIES**

Staff costs (note 6)	-	188,276	188,276	186,269
Recruitment costs	1,557	-	1,557	-
Rent, rates & insurance	441	14,759	15,200	14,700
Cleaning, heat & light	363	1,581	1,944	2,671
Postage & telephone	2,524	1,300	3,824	2,987
Printing & stationery	706	2,370	3,076	1,086
Travel & conference	1,468	688	2,156	924
Social/leisure activities	96	2,750	2,846	2,883
Sessional fees	322	744	1,066	923
Room Hire	-	-	-	216
Advertising, publications & publicity	-	391	391	528
Training	-	948	948	482
Repairs	459	56	515	141
Equipment & fittings	76	-	76	162
Sundry	482	347	829	408
Volunteer expenses	-	1,842	1,842	1,935
Accountancy	3,180	-	3,180	1,820
Book-keeping	500	700	1,200	1,200
Subscriptions	-	165	165	75
Professional fees	810	153	963	-
Depreciation	650	-	650	2,076
Loss on disposal of assets	-	-	-	390
Audit fee	<u>3,120</u>	<u>-</u>	<u>3,120</u>	<u>2,920</u>
	<u>16,754</u>	<u>217,070</u>	<u>233,824</u>	<u>224,796</u>

Resources expended in the prior year was £224,796, of which £21,996 was unrestricted and £202,800 was restricted.

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**Notes to the Financial Statements (cont.)**  
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6.	<b>STAFF COSTS</b>	<u>2017</u>	<u>2016</u>
		£	£
	Wages and salaries	175,284	172,489
	Social security costs	12,117	12,506
	Other pension costs	<u>875</u>	<u>1,274</u>
		<u>188,276</u>	<u>186,269</u>

The charity considers its key management personnel comprise the management committee and the Executive Director. The total employment benefits of the key management personnel were £22,216 (2016 - £21,588).

There were no employees (2016 – nil) whose emoluments for the year were greater than £60,000.

The average number of directors [Executive Committee] and employees during the year, calculated on the basis of full-time equivalents, was as follows:-

	<u>Number</u>	<u>Number</u>
Executive Committee	8	8
Staff	8	8

No members of the Executive Committee received any remuneration during the year. Travel and subsistence costs may be claimed by the committee members. Travel expenses of £451 were paid to one committee member for the year ended 31 March 2017 (2016 - £470).

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

7. **TAXATION**

No liability to UK corporation tax arises on ordinary activities for the current or previous year. The Association is recognised by the Inland Revenue as charitable and is not, therefore, liable to UK corporation tax.

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**Notes to the Financial Statements (cont.)**  
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**8. TANGIBLE FIXED ASSETS**

	<u>General</u>	<u>Day Activities</u>	<u>Two's</u>	<u>Women/</u>	<u>Total</u>
	<u>Account</u>	<u>(Core Service)</u>	<u>Company</u>	<u>Mens Groups</u>	
	£	£	£	£	£
Cost 1.04.16	70	10,725	100	433	11,328
Additions	-	729	-	-	729
Disposals	-	<u>(250)</u>	-	-	<u>(250)</u>
Cost 31.03.17	<u>70</u>	<u>11,204</u>	<u>100</u>	<u>433</u>	<u>11,807</u>
<b>Depreciation 1.04.16</b>	70	10,302	100	433	10,905
On disposals	-	(250)	-	-	(250)
Provision for year	-	<u>650</u>	-	-	<u>650</u>
Depreciation 31.03.17	<u>70</u>	<u>10,702</u>	<u>100</u>	<u>433</u>	<u>11,305</u>
<b>NBV at 31.03.17</b>	<u>-</u>	<u>502</u>	<u>-</u>	<u>-</u>	<u>502</u>
<b>NBV at 31.03.16</b>	<u>-</u>	<u>423</u>	<u>-</u>	<u>-</u>	<u>423</u>

Tangible fixed assets in the prior year were £423, all of which was unrestricted.

**9. INVESTMENTS**

	<u>2017</u>	<u>2016</u>
	£	£
Market value at 1.04.16	612	990
Unrealised gain/(loss) in year	<u>306</u>	<u>(378)</u>
Market value at 31.03.17	<u>918</u>	<u>612</u>

Investments in the prior year were £612, all of which was unrestricted.

**10. CURRENT ASSETS**

	<u>2017</u>	<u>2016</u>
	£	£
<b>Debtors</b>		
Grants due	7,698	19,122
Other debtors and prepayments	<u>3,217</u>	<u>4,081</u>
	<u>10,915</u>	<u>23,203</u>

Debtors in the prior year were £23,203 of which £1,085 was unrestricted and £22,118 was restricted.

**Cash at bank**

Cash at and hand in hand in the prior year was £84,696 of which £67,560 was unrestricted and £17,346 was restricted.

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**Notes to the Financial Statements (cont.)**  
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11. **CREDITORS**

(Amounts falling due within one year)

	<u>2017</u>	<u>2016</u>
	£	£
Trade creditors	819	37
Social security	4,408	3,884
Accruals and deferred income	<u>5,819</u>	<u>5,679</u>
	<u>11,046</u>	<u>9,940</u>

Current liabilities in the prior year were £9,940 of which £313 was unrestricted and £9,627 was restricted.

12. **OTHER FINANCIAL COMMITMENTS**

The amount payable in respect of the rental of land and buildings in the next financial year is £12,000 (2016 - £12,000).

13. **FUNDS**

	<u>Balance at</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Unrealised</u>	<u>Transfers</u>	<u>Balance at</u>
	<u>01.04.16</u>	<u>Resources</u>	<u>Resources</u>	<u>Gain/(loss)</u>	<u>£</u>	<u>31.03.17</u>
	£	£	£	£	£	£
<b>Restricted funds</b>						
Day Activities [Core Service]	-	118,231	(139,569)	-	21,338	-
Two's Company Befriending	13,171	38,288	(49,030)	-	-	2,429
Two's Company AWARE	8,476	-	-	-	-	8,476
Womens/Mens Groups	876	-	(20)	-	-	856
Cycle Project	549	-	(863)	-	314	-
Greenbuds Project	1,192	31,973	(26,111)	-	(7,054)	-
Dundee Mutual Support Group	<u>5,786</u>	<u>499</u>	<u>(1,477)</u>	-	-	<u>4,808</u>
<b>Total restricted funds</b>	<u>30,050</u>	<u>188,991</u>	<u>(217,070)</u>	-	<u>14,598</u>	<u>16,569</u>
<b>Unrestricted funds</b>						
Designated fund - premises	22,976	-	-	-	-	22,976
Designated fund – assets	423	-	(650)	-	729	502
General funds	<u>45,545</u>	<u>43,938</u>	<u>(16,444)</u>	<u>306</u>	<u>(15,327)</u>	<u>58,018</u>
<b>Total funds</b>	<u>98,994</u>	<u>232,929</u>	<u>(234,164)</u>	<u>306</u>	-	<u>98,065</u>

**Purposes of Restricted Funds**

**Day Activities [Core Service]:** provides and supports a range of day activities for people with experience of mental health problems.

**Two's Company Befriending:** recruits, trains and supports volunteers to provide one-to-one befriending to people with experience of mental health problems.

**Two's Company AWARE:** has ceased to operate as a discrete project. Balance of funds presently retained pending resolution of potential costs incurred for refurbishment costs for the project.

**Womens/Mens Groups:** meet on a weekly basis for social, leisure and recreational activities.

**Cycle Project:** to promote and enable cycling in the local area.

**Greenbuds Project:** a project that works co-productively with people with experience of mental health problems to deliver programmes of outdoor activities.

**Dundee Mutual Support Group:** Group members raise funds to expand and enhance the range of day activities available.

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**Notes to the Financial Statements (cont.)**  
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13. **FUNDS (cont.)**

**Purpose of Designated Funds**

**Designated fund - premises:** funds set aside by Executive Committee towards increased rental costs in future years in the new DAMH premises.

**Designated fund - assets:** this represents the balance of capital expenditure less depreciation to date of assets purchased using restricted funds and will cover depreciation on these assets over the remainder of their expected useful life.

14. **TRANSFERS BETWEEN FUNDS**

Unrestricted funds of £14,598 were transferred to Day activities to cover an overspend of funds during the year.

15. **ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<u>General</u> <u>Funds</u> £	<u>Designated</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>Funds</u> £
Tangible fixed assets	-	502	-	502
Investments	918	-	-	918
Current assets	57,950	22,976	26,765	107,691
Current liabilities	<u>(850)</u>	<u>-</u>	<u>(10,196)</u>	<u>(11,046)</u>
	<u>58,018</u>	<u>23,478</u>	<u>16,569</u>	<u>98,065</u>

16. **CONTINGENT LIABILITIES**

There is a contingent liability for redundancy in the amount of £38,000 (2016 - £24,461) which is currently covered by funds held by the Association.

17. **VOLUNTEERS**

The success of the charity relies on volunteers assisting at the centre. The charity would like to express our thanks to each and every one of them.

18. **RELATED PARTY TRANSACTIONS**

No trustee or person related to a trustee had any personal interest in any contract or transaction entered into by the charity during the year.

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19. **RECONCILIATION OF NET INCOME /(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2017	2016
	£	£
Net income/(expenditure) for the reporting period	(929)	(38,805)
Adjustments for:		
Depreciation charges	650	2,076
Unrealised (gains)/losses on investments	(306)	378
Interest shown in investing activities	(1,014)	(729)
Loss/(Profit) on the sale of fixed assets	-	389
Decrease/(Increase) in Debtors	12,288	(14,212)
Increase in Creditors	<u>1,106</u>	<u>3,084</u>
Net cash provided by (used in) operating activities	<u>11,795</u>	<u>(47,819)</u>