

REPORT OF THE TRUSTEES AND
AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2018
FOR
MENTAL HEALTH NETWORK (GREATER GLASGOW)

D M McNaught & Co Ltd
Chartered Accountants and
Statutory Auditors
166 Buchanan Street
Glasgow
Lanarkshire
G1 2LW

MENTAL HEALTH NETWORK (GREATER GLASGOW)

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FOR THE YEAR ENDED 31 MARCH 2018

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MENTAL HEALTH NETWORK (GREATER GLASGOW)

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2018**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The organisation aims to provide a voice for and from those who have mental health problems, at a strategic level in partnership with service providers in order to develop and maintain services that are appropriate and user focused across the Greater Glasgow area.

Significant activities

The organisation has developed its activities to meet strategic needs in relation to the patient experience of mental health services in NHS Greater Glasgow and Clyde, offering a number of activities such as patient conversations within hospital settings, area listening events and volunteering opportunities.

Volunteers

All management committee members are volunteers. In addition to this the organisation also utilises volunteers in a number of activities such as hospital settings, area listening events and office activities.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The organisation was initially set up in response to statutory requirements for strategic input to NHS Greater Glasgow and Clyde on the strategic planning and implementation of mental health services. The organisation has fulfilled this request and additional requests for a variety of organisations e.g. recovery training in universities and employment agencies.

Further Developments have included the involvement in the Scottish Patient Safety Programme and Commitment 11 for Dementia Services.

Internal and external factors

The organisation compiled its business plan through in depth analysis and planning days facilitated by independent consultants and the management. It was decided to focus on the following areas; Review all management systems such as financial management, staff training and development, introduction of a robust evaluation system, development of gathering patient experience and strengthening the management committee.

FINANCIAL REVIEW

Principal funding sources

The organisation's principal funding source continues to be NHS Greater Glasgow and Clyde.

Reserves policy

The intention is to retain sufficient funds to meet unexpected costs. This equates to £5,000 per quarter and we aim to hold this amount in unrestricted funds.

Referring to financial review of the period ended 31st March 2018, the management committee are pleased to continually report that the charity is still operating within budget and funds have regenerated. Again achieved by continually reviewing commitments and through monthly monitoring of all financial activities with prudent financial management.

FUTURE PLANS

The organisation plans to develop and enhance techniques for gathering patient and carer experiences of mental health services.

MENTAL HEALTH NETWORK (GREATER GLASGOW)

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2018**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a recognised charity as defined in charity laws and regulations.

Recruitment and appointment of new management committee members

Any individual who applies to become a new management committee member will complete an application form and then be interviewed by two existing committee members. The application form is completed which details the individual's relevant skills and attributes and how these benefit the charity's objectives and activities. A vote is then taken at the AGM to decide if the applicant is to become a management committee member.

Organisational structure

The charity's main office in Glasgow is principally used for administration purposes.

Induction and training of new management committee members

All new management committee members are given in-house training on the requirements of the role as a management committee member. In addition all new management committee members are allocated a mentor. Any external training is provided as and when required to aid development.

Wider network

The organisation works in partnership with other mental health service user and carer organisations, voluntary organisations and statutory organisations. This is designed to promote a user voice in the planning and delivery of mental health services across Greater Glasgow and Clyde.

Related parties

The organisation is closely linked with NHS Greater Glasgow and Clyde and PFPI (Patient Focus Public Involvement) and within that, the organisation operates with many organisations small and national for promotion of mental health strategy as decreed by the Scottish Executive Health Department.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

SC032115

Principal address

Templeton Business Centre
62 Templeton Street
Suite 11, Templeton House
Glasgow
G40 1DA

Trustees

Janette Whitelaw	
Janice Prentice	- resigned 13/10/2017
Lorne Berkley	
Joan McBride	
Ann Jones	- resigned 30/6/2017
William McDonald	
George Brown	
Frances Nisbitt	
Elizabeth Keenan	- appointed 1/11/2017

MENTAL HEALTH NETWORK (GREATER GLASGOW)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Auditors

D M McNaught & Co Ltd
Chartered Accountants and
Statutory Auditors
166 Buchanan Street
Glasgow
Lanarkshire
G1 2LW

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees 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).

The law applicable to charities in Scotland, the Charities and Trustee Investment (Scotland) Act 2005, Charities Accounts (Scotland) Regulations 2006 and the provisions of the charity's constitution 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charity 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 charity 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 charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 2 August 2018 and signed on its behalf by:

Lorne Berkley - Trustee

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
MENTAL HEALTH NETWORK (GREATER GLASGOW)**

Opinion

We have audited the financial statements of Mental Health Network (Greater Glasgow) (the 'charity') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. 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).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2018 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

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

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
MENTAL HEALTH NETWORK (GREATER GLASGOW)**

Responsibilities of trustees

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

Our responsibilities for the audit of the financial statements

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

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely 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 charity's trustees those matters we are required to state to them in an auditors' 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 and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

D M McNaught & Co Ltd
Chartered Accountants and
Statutory Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
166 Buchanan Street
Glasgow
Lanarkshire
G1 2LW

2 August 2018

MENTAL HEALTH NETWORK (GREATER GLASGOW)

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	Unrestricted fund £	Restricted fund £	2018 Total funds £	2017 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		2,860	-	2,860	150
Charitable activities					
Support Services		211,500	-	211,500	211,500
Total		214,360	-	214,360	211,650
EXPENDITURE ON					
Charitable activities					
Support Services		220,953	-	220,953	218,319
NET INCOME/(EXPENDITURE)		(6,593)	-	(6,593)	(6,669)
RECONCILIATION OF FUNDS					
Total funds brought forward		24,326	-	24,326	30,995
TOTAL FUNDS CARRIED FORWARD		17,733	-	17,733	24,326

The notes form part of these financial statements

MENTAL HEALTH NETWORK (GREATER GLASGOW)

**BALANCE SHEET
AT 31 MARCH 2018**

	Notes	Unrestricted fund £	Restricted fund £	2018 Total funds £	2017 Total funds £
FIXED ASSETS					
Tangible assets	7	563	-	563	751
CURRENT ASSETS					
Cash at bank and in hand		19,090	-	19,090	25,495
CREDITORS					
Amounts falling due within one year	8	(1,920)	-	(1,920)	(1,920)
NET CURRENT ASSETS		<u>17,170</u>	<u>-</u>	<u>17,170</u>	<u>23,575</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>17,733</u>	<u>-</u>	<u>17,733</u>	<u>24,326</u>
NET ASSETS		<u>17,733</u>	<u>-</u>	<u>17,733</u>	<u>24,326</u>
FUNDS	9				
Unrestricted funds				<u>17,733</u>	<u>24,326</u>
TOTAL FUNDS				<u>17,733</u>	<u>24,326</u>

The financial statements were approved by the Board of Trustees on 2 August 2018 and were signed on its behalf by:

Lorne Berkley -Trustee

The notes form part of these financial statements

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities and Trustee Investment (Scotland) Act 2005. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 25% on reducing balance

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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

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

2. SUPPORT COSTS

	Management	Governance	Totals
	£	costs	£
	£	£	£
Support Services	219,033	1,920	220,953

3. AUDITORS' REMUNERATION

	2018	2017
	£	£
Fees payable to the charity's auditors for the audit of the charity's financial statements	1,920	1,920

MENTAL HEALTH NETWORK (GREATER GLASGOW)

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018**

3. AUDITORS' REMUNERATION

2018	2017
£	£

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017 .

Trustees' expenses

Trustees are reimbursed for any out of pocket expenses, principally travelling expenses, on production of a valid receipt.

5. STAFF COSTS

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

	2018	2017
Staff	10	10
	<u>10</u>	<u>10</u>

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

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	150	-	150
Charitable activities			
Support Services	211,500	-	211,500
Total	211,650	-	211,650
EXPENDITURE ON			
Charitable activities			
Support Services	218,319	-	218,319
Total	218,319	-	218,319
NET INCOME/(EXPENDITURE)	(6,669)	-	(6,669)
RECONCILIATION OF FUNDS			
Total funds brought forward	30,995	-	30,995
TOTAL FUNDS CARRIED FORWARD	24,326	-	24,326

MENTAL HEALTH NETWORK (GREATER GLASGOW)

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018**

7. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1 April 2017 and 31 March 2018	6,883
DEPRECIATION	
At 1 April 2017	6,132
Charge for year	188
At 31 March 2018	6,320
NET BOOK VALUE	
At 31 March 2018	563
At 31 March 2017	751

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Other creditors	1,920	1,920

9. MOVEMENT IN FUNDS

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
Unrestricted funds			
General fund	24,326	(6,593)	17,733
TOTAL FUNDS	24,326	(6,593)	17,733

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	214,360	(220,953)	(6,593)
TOTAL FUNDS	214,360	(220,953)	(6,593)

MENTAL HEALTH NETWORK (GREATER GLASGOW)

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018**

9. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
Unrestricted Funds			
General fund	30,995	(6,669)	24,326
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>30,995</u>	<u>(6,669)</u>	<u>24,326</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	211,650	(218,319)	(6,669)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>211,650</u>	<u>(218,319)</u>	<u>(6,669)</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018.

MENTAL HEALTH NETWORK (GREATER GLASGOW)

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2018**

	2018 £	2017 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations and other income	2,860	150
Charitable activities		
Grants	211,500	211,500
Total incoming resources	214,360	211,650
EXPENDITURE		
Support costs		
Management		
Wages & staff costs	174,189	170,366
Staff & volunteer training	654	880
Rent, rates & insurance	30,532	28,310
Provisions & hospitality	12	562
Light and heat	2,454	753
Telephone	2,951	2,872
Post, stationery & advertising	2,594	4,621
Travelling	576	1,177
Sundries	4,883	6,577
Depreciation of computer equipment	188	251
	219,033	216,369
Finance		
Bank charges	-	30
Governance costs		
Auditors' remuneration	1,920	1,920
Total resources expended	220,953	218,319
Net expenditure	(6,593)	(6,669)

This page does not form part of the statutory financial statements