

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 2020

*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 2020

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 2020.

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 2020 which again shows a significant operational surplus for the period and allowed the Trustees to transfer £60,000 into the New Building Reserve and which now stands at £80,000. With the growing number of members and activities, Next Steps existing leased premises is bursting at the seams and therefore the Trustees wish to find more suitable accommodation, and provide more permanency of the Charity. The financial success was matched again operationally, with Next Steps expanding its services into the rural areas of Ryedale whilst improving its existing services in Norton, Pickering and Kirkbymoorside.

Next Steps continues to grow and raise its standards in providing support to its ever increasing number of members, 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 members and the local community. In mid March Next Steps had to close its Norton Base and all the rural venues because of Covid 19, however the staff have continued working from home and kept in contact with all the members either by telephone, social media and personal visits outside their homes whilst observing social distancing. It has been very difficult for some members in this lockdown and some have had deteriorating mental health so regular contact with them was essential. Unfortunately one member has died of the virus. To Leisa and her dedicated small number of staff I would like to express my sincere appreciation for their dedication to work in sometimes difficult circumstances, and especially in the current lockdown.

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 18 months, that funding does not include for our significant core costs and for any additional projects. These have to be annually sourced for Next Steps to continue as we do.

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.

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 members but to new ones in the vast rural area of Ryedale, and to support our community partners in any way we can. We may have had to change the way we provide these services during the current pandemic but we will do so in the best interests of all our members until it is safe to do otherwise.

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 open every day except two per month, with various activity groups including; art, crafts and Men in Sheds sessions, for the benefit of its members. We are also open 2 evenings per week.

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

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

The new Cornfield Flower Project and its Officer who is bringing nearly extinct flowers back into our rural Ryedale has already found 12 new sites for the seeds to harvest and grow. This is achieved through our groups and volunteers working with local communities to bring these rare flowers back into sight. The project also supports our 6 pre-existing allotments which provide wholesome fruit and vegetables for our community cafes and hubs with its hard working dedicated volunteers.

We provide benefit support for those who are disabled in partnership with DAG/MIND.

During the year, at the Norton Café, we were awarded 5 stars in the National Food Hygiene Rating Scheme, the highest possible. This was awarded from Ryedale Council in recognition of the hard work and dedication of our kitchen Coordinator and her team of hardworking Volunteers.

Financial Review

The results for the year ending 31st March 2020 show an overall surplus in year of £56,473; comprising a surplus of £50,780 on unrestricted funds and £5,693 on restricted funds. The unrestricted surplus in year reflects a higher level of income achieved across all income headings; donations, charitable activities and other trading, which comprises fundraising and room rental income. Also, whilst the overall expenditure has remained the same, the general unrestricted reserves have benefitted from sharing more of the general overhead costs with the new restricted projects.

The surplus shown on restricted funds mainly reflects the timing difference in the spending of grants between years. 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.

After transfers, the level of free reserves, that is those unrestricted funds not tied up in tangible fixed assets, nor held in designated funds, stands at £6,971 at 31st March 2020. The charity aims to hold in the unrestricted general fund approximately one quarter of the annual projected expenditure for the forthcoming year. In addition to the £30,000 wind down and redundancy provision, the trustees continue to build reserves in the designated fund created last year for a new building, transferring a further £60,000 this year to bring the New Building reserve to £80,000 and cumulative designated reserves to £110,000.

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

The development of Next Steps continues with its Big Lottery funding to expand into the rural areas of Ryedale and its periphery and which funding ceases in October 2021. A continuation bid is being prepared and will be submitted towards the end of the year. In March 2020 the Trustees agreed a Business Plan for Next Steps for the next five years and which includes the proposed acquisition of a new building in January 2021.

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
 Orchard House Accounting
 Orchard House
 72 Low Moorgate
 Rillington, Malton
 YO17 8JW

Bankers:	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling, Kent ME19 4JQ	Barclays Bank plc 23 Yorkersgate Malton North Yorkshire YO17 7AE
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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		
A Duncan	Vice-Chair		
V Worrall	Treasurer		
D E Keal			
G M Payne			
D Whitting			
S Miller			
D Brewster			
J Storrs-Fox			
K T Axelby		Resigned 20/07/2019	
J Castleton		Resigned 28/06/2019	
D Evans		Appointed 25/09/19	
J Vukelic		Appointed 25/09/19	

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

Independent Examiner's Report

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

for the year ended **31st March 2020** 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:

Tracy Bramley ACMA CGMA
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 2020

	Note	Unrestricted funds	Designated funds	Restricted funds	Total 2020	Total 2019
		£	£	£	£	£
Income and endowments from:						
Donations and legacies	3.1	19,668		-	19,668	16,120
Charitable activities	3.2	66,472		141,357	207,829	176,754
Other trading activities	3.3	11,298		-	11,298	8,417
Investments	3.4	145		-	145	107
Total income	3	97,583	-	141,357	238,940	201,398
Expenditure on:						
Raising funds	4.1	-		-	-	1,706
Charitable activities	4.2	46,803		135,664	182,467	182,876
Total expenditure	4	46,803	-	135,664	182,467	184,582
Net income/(expenditure)		50,780	-	5,693	56,473	16,816
Transfers between funds		(60,000)	60,000	-	-	-
Net movement in funds		(9,220)	60,000	5,693	56,473	16,816
Total funds brought forward		16,191	50,000	4,053	70,244	53,428
Total funds carried forward		6,971	110,000	9,746	126,717	70,244

Next Steps Mental Health Resource Centre

(Charity Registration Number 1149932)

Balance Sheet as at: 31st March 2020

	Note	2020	2019
		£	£
Fixed Assets			
Tangible assets	8	-	-
		<u>-</u>	<u>-</u>
Total Fixed Assets		<u>-</u>	<u>-</u>
Current Assets			
Debtors	9	1,469	1,949
Cash at bank and in hand	10	164,783	113,168
		<u>166,252</u>	<u>115,117</u>
Total Current Assets		<u>166,252</u>	<u>115,117</u>
Current Liabilities: Amounts falling due within one year			
Creditors and accruals	11	(39,535)	(44,873)
		<u>126,717</u>	<u>70,244</u>
Net Current Assets/(Liabilities)		<u>126,717</u>	<u>70,244</u>
Current Liabilities: Amounts falling due after more than one year			
Creditors and accruals	11	-	-
		<u>126,717</u>	<u>70,244</u>
Net Assets/(Liabilities)		<u>126,717</u>	<u>70,244</u>
Funds of the Charity	13		
Unrestricted Funds - General		6,971	16,191
Unrestricted Funds - Designated		110,000	50,000
Restricted Funds		9,746	4,053
		<u>126,717</u>	<u>70,244</u>
Total Funds Carried Forward	13	<u>126,717</u>	<u>70,244</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

and signed on their behalf by:

.....
A G Evans
Chair
Date

.....
V Worrall
Treasurer
Date

Notes to the accounts for the year ended:

31st March 2020

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

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Notes to the accounts for the year ended:

31st March 2020

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

One exception to this is the purchase of the new cooker for which the full cost is shown in year to match the restricted grant received.

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
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Notes to the accounts for the year ended: 31st March 2020

3 Income and endowments

	Unrestricted funds	Restricted funds	Total 2020	Unrestricted funds	Restricted funds	Total 2019
	£	£	£	£	£	£
3.1 Donations and legacies						
<u>Voluntary Income - grants</u>						
Holbeck Charitable Trust			-	1,500		1,500
General grants			-	700		700
<u>Voluntary Income - donations</u>						
Donations	16,244		16,244	10,433		10,433
Gift Aid reclaim	237		237	1,519		1,519
Members' contributions	3,187		3,187	1,968		1,968
	19,668	-	19,668	16,120	-	16,120
3.2 Charitable activities						
<u>Resource Centres and Cafés</u>						
NYCC - Resource Centre*	17,487		17,487	18,350		18,350
NHS Scarborough & Ryedale CCG*	14,009		14,009	7,009		7,009
The Kirkbymoorside Foundation			-		1,532	1,532
East Riding of Yorkshire Council*		3,333	3,333		834	834
Malton Town Council*			-		175	175
Big Lottery Fund - Resource Centre grant		69,506	69,506		67,992	67,992
Big Lottery Fund - Support Worker grant			-		6,516	6,516
Ryedale District Council*		750	750		750	750
Ryedale District Council - Satellite Hubs*		1,250	1,250			
Norton Town Council*		1,000	1,000		1,000	1,000
Pickering Town Council*		750	750		1,000	1,000
Kirkby Town Council*		910	910		1,560	1,560
Lloyds Bank		24,429	24,429		23,556	23,556
Barclays Bank	1,000		1,000	997		997
Sir George Martin		1,560	1,560		780	780
Allen Lane Foundation		5,678	5,678		1,893	1,893
Brelms Trust		2,500	2,500		625	625
Heritage Lottery Fund		11,133	11,133		2,783	2,783
Persimmon Charitable Foundation	750		750			
Garfield Weston Foundation		10,000	10,000			
Charles & Elsie Sykes Trust		1,875	1,875			
Magic Little Grants		417	417			
Moss Family Fund		250	250			
NYCC Stronger Communities*		529	529			
Prince of Wales Charitable Foundation		1,320	1,320			
Lottery Community Fund		4,167	4,167			
Beneficiary holidays & trips			-	334		334
Sundry income	5		5	77		77
Café sales - Norton	25,471		25,471	30,957		30,957
Café sales - Pickering	5,984		5,984	5,912		5,912
Café sales - Kirkby	798		798	1,070		1,070
Café sales - Rural	968		968	1,052		1,052
	66,472	141,357	207,829	65,758	110,996	176,754
3.3 Other trading activities						
Fundraising events	4,353		4,353	3,551		3,551
Room rental	6,945		6,945	4,866		4,866
	11,298	-	11,298	8,417	-	8,417
3.4 Investments						
Bank interest received	145		145	107		107
	145	-	145	107	-	107
Total income	97,583	141,357	238,940	90,402	110,996	201,398

* denotes government grants received this year, totalling £40,018 (2019: £30,678)

Next Steps Mental Health Resource Centre
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Notes to the accounts for the year ended:

31st March 2020

4 Expenditure

	Unrestricted funds £	Restricted funds £	Total 2020 £	Unrestricted funds	Restricted funds	Total 2019 £
4.1 Raising funds						
Fundraiser fees			-	1,650		1,650
Fundraiser costs			-	56		56
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,706</u>	<u>-</u>	<u>1,706</u>
4.2 Charitable activities						
<u>Resource Centres and Cafés</u>						
Salaries	28,308	96,310	124,618	33,557	84,561	118,118
Recruitment			-		11	11
Training & CRB checks - staff & volunteers		2,041	2,041		2,159	2,159
Staff expenses/car allowance	90	3,153	3,243	329	2,367	2,696
Café equipment	559	5	564	1,767	1,532	3,299
Café consumables - Norton	7,295		7,295	13,503		13,503
Café consumables - Pickering	2,559		2,559	1,636		1,636
Café consumables - Kirkby	427		427	253		253
Café consumables - Rural cafes	63	67	130	26		26
Direct project costs (transport/mileage)		4,264	4,264		4,278	4,278
Member activities & Christmas party	540	5,430	5,970	1,727	4,192	5,919
Beneficiary holidays & trips			-	630		630
Office costs	1,486	2,786	4,272	2,052	2,550	4,602
Repairs & refurbishment	1,215	130	1,345	1,955		1,955
Rents	1,004	15,928	16,932	4,207	12,758	16,965
Utilities	1,235	3,138	4,373	1,925	2,257	4,182
Insurance	1,218		1,218	1,092		1,092
Room hire		2,160	2,160		405	405
Professional fees		212	212	100	165	265
Independent examination	650		650	650		650
Sundry	154	40	194	196	36	232
	<u>46,803</u>	<u>135,664</u>	<u>182,467</u>	<u>65,605</u>	<u>117,271</u>	<u>182,876</u>
Total expenditure	<u>46,803</u>	<u>135,664</u>	<u>182,467</u>	<u>67,311</u>	<u>117,271</u>	<u>184,582</u>

Next Steps Mental Health Resource Centre
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Notes to the accounts for the year ended:

31st March 2020

5 Fees for examination of the accounts	2020	2019
	£	£
Independent Examiner's fees for reporting on the accounts	650	650

6 Staff costs and emoluments	2020	2019
	£	£
Gross salaries	117,395	112,816
Employers National Insurance	2,638	2,719
Pension costs (defined contribution scheme)	4,585	2,583
	124,618	118,118
Average number of employees (head count)	10	10

No employee received remuneration in excess of £60,000 (2019: Nil)

The total employee benefits of the key management personnel of the charity were £31,134 (2019: £31,181).

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 £4,585 (2019: £2,583). 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

Tangible fixed assets	Plant & machinery etc	Total
	£	£
Cost or valuation		
At 1st April 2019	2,628	2,628
Additions in year	-	-
Disposals in year	-	-
At 31st March 2020	2,628	2,628
Depreciation	£	£
At 1st April 2019	2,628	2,628
Charge for the year	-	-
At 31st March 2020	2,628	2,628
Net Book Value	£	£
At 31st March 2020	-	-
At 31st March 2019	-	-

9 Debtors and prepayments

Debtors and prepayments	2020	2019
	£	£
Trade debtors	840	140
Prepayments and accrued income	629	1,809
	1,469	1,949

Next Steps Mental Health Resource Centre

(Charity Registration Number 1149932)

Notes to the accounts for the year ended:

31st March 2020

10 Cash at bank and in hand	Total 2020 £	Total 2019 £
CAF Bank	89,979	65,472
Barclays Bank	74,804	47,696
Cash in hand	-	-
	164,783	113,168

11 Creditors and accruals	2020 £	2019 £
Analysis of creditors falling due within one year		
Trade creditors	1,244	1,078
Payments received on account for contracts or performance-related grants	37,106	43,145
Accruals	1,185	650
	39,535	44,873
Analysis of creditors falling due after more than one year		
Other creditors	-	-

12 Operating lease commitments

The total lease charge recognised as an expense during the year was £10,000 (2019: £10,000). The charity is committed to the lease agreement until 17th October 2026, however there are break clauses every 3 years. Neither party wishes to activate the next break clause in October 2020 so the total future minimum lease payments are expected to be £30,000 to the following break clause in October 2023.

13 Movement of funds

13.1 Movement of major funds

2020 Fund name	Balance b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance c/fwd £
Unrestricted funds (General)	16,191	97,583	46,803	(60,000)	6,971
	16,191	97,583	46,803	(60,000)	6,971
Designated funds	50,000	-	-	60,000	110,000
	50,000	-	-	60,000	110,000
Restricted Funds					
Big Lottery Fund - Resource Centre	151	69,506	69,017		640
Ryedale District Council	750	750	1,500		-
Pickering Town Council	409	750	811		348
Kirkby Town Council	706	910	773		843
Lloyds Bank	237	24,429	24,434		232
Allen Lane Foundation	-	5,678	5,678		-
Brelms Trust	190	2,500	2,200		490
Cornfield Flowers Project	94	14,466	13,450		1,110
Malton Town Council	173		173		-
Norton Town Council	949	1,000	1,949		-
Sir George Martin	394	1,560	1,954		-
The Charles & Else Sykes Foundation	-	1,875	221		1,654
Garfield Weston Foundation	-	10,000	8,365		1,635
Lottery Community Fund	-	4,167	3,608		559
Magic Little Grants	-	417	86		331
Moss Family Fund	-	250			250
NYCC Stronger Communities	-	529	300		229
Prince of Wales Charitable Trust	-	1,320	412		908
RDC Satellite Hubs	-	1,250	733		517
	4,053	141,357	135,664	-	9,746
Total Funds	70,244	238,940	182,467	-	126,717

Next Steps Mental Health Resource Centre

(Charity Registration Number 1149932)

Notes to the accounts for the year ended:

31st March 2020

Transfers between funds

From	To	Reason	£ Amount
Unrestricted General	Designated	To increase the New Building Reserve	60,000

2019 Fund Name	Balance b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance c/fwd £
Unrestricted Funds (General)					
General Unrestricted funds	13,100	90,402	67,311	(20,000)	16,191
	13,100	90,402	67,311	(20,000)	16,191
Designated funds					
	30,000	-	-	20,000	50,000
	30,000	-	-	20,000	50,000
Restricted Funds					
Big Lottery Fund - Resource Centre	2,856	67,992	70,697		151
Big Lottery Fund - Support Worker grant	1,027	6,516	7,543		-
Ryedale District Council	-	750	-		750
Morrisons Foundation	54	-	54		-
Pickering Town Council	23	1,000	614		409
Kirkby Town Council	433	1,560	1,287		706
George Martin - Handbags & Hammers	1,285	-	1,285		-
NY Police - Handbags & Hammers	240	-	240		-
Wilfred Jackson	4,170	-	4,170		-
Lloyds Bank	240	23,556	23,559		237
Allen Lane Foundation	-	1,893	1,893		-
Brelms Trust	-	625	435		190
Cornfield Flowers Project	-	3,617	3,523		94
Malton Town Council	-	175	2		173
Norton Town Council	-	1,000	51		949
Sir George Martin	-	780	386		394
The Kirkbymoorside Foundation	-	1,532	1,532		-
	10,328	110,996	117,271	-	4,053
Total Funds	53,428	201,398	184,582	-	70,244

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 the following;

- a wind down provision including redundancies £30,000
- a New Building reserve £80,000

Restricted Funds

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

Funder	Restricted Use
Big Lottery Fund grant	Increase current service delivery hours and expand services to rural and remote areas of Ryedale
Ryedale District Council	Pickering Outreach
Pickering Town Council	Pickering hub
Kirkby Town Council	Kirkbymoorside hub

Next Steps Mental Health Resource Centre

(Charity Registration Number 1149932)

Notes to the accounts for the year ended:

31st March 2020

13.2 Details of Funds Held continued....

Funder	Restricted Use
Lloyds Bank	Increased
Allen Lane Foundation	Support
Brelms Trust	Support
Heritage Lottery Fund	Cornfield Flowers Project
East Riding of Yorkshire Council	Cornfield Flowers Project
Malton Town Council	Craft materials
Norton Town Council	Out of Hours group
Sir George Martin	Craft Worker
The Charles & Else Sykes Foundation	Outreach work
Garfield Weston Foundation	Out of Hours provision and help with utilities
Lottery Community Fund	Out of Hours funding
Magic Little Grants	Walking Group funding
Moss Family Fund	Support Worker funding
NYCC Stronger Communities	Music Therapy
Prince of Wales Charitable Trust	Men in Sheds funding
RDC Satellite Hubs	Rural Rents

14 Contingent Liabilities

The charity has no contingent liabilities at 31 March 2020 (2019: None).

15 Net assets between funds

	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£	£
Balances at 31st March 2020					
Fixed assets	-		-	-	-
Current assets	23,457	110,000	32,795	166,252	115,117
Current liabilities	(16,486)	-	(23,049)	(39,535)	(44,873)
Long term liabilities	-	-	-	-	-
	6,971	110,000	9,746	126,717	70,244

16 Transactions with trustees and related parties

There were no trustee expenses in the year (2019: one for £225.00).

There have been no related party transactions in the year.

17 Control

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