

**Company Registration no. 05349202**  
**Registered Charity No. 1108999**

**The Mulberry Centre**

**Report and Accounts**

**For the Year ended 31 March 2017**

**[www.themulberrycentre.co.uk](http://www.themulberrycentre.co.uk)**

# Report and Accounts for the Year ended 31 March 2017

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# **The Mulberry Centre**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

### **Founder Patron**

Ms Jane Kelly

### **Patrons**

Mrs Mohinder Dosanjh  
Mr Greg Dyke  
Dr Vincent Cable  
Mr Alun Armstrong

### **Board of Trustees**

Ms Judi Stewart	(resigned as trustee and Chair 9 May 2016)
Mrs Sarah Thewlis	(appointed trustee and Chair 9 May 2016)
Ms Amanda Bradley	(resigned as trustee 31 July 2016)
Mr Christopher Bradley	(appointed trustee 17 October 2016)
Mrs Phoebe Daws	
Ms Grace Gibbs	
Mrs Jasminder Grewal OBE	
Ms Anne Hooper	(appointed trustee 24 April 2017)
Ms Vivien Karam	(resigned as trustee and Secretary 31 May 2016)
Ms Jane Kelly	
Mr David Meggitt	(Treasurer)
Mrs Joy Pearce	(appointed Secretary 1 June 2016)
Ms Kerry Rock	(resigned as trustee 31 July 2017)
Mr Christopher Taylor	(appointed trustee 17 October 2016)
Dr Rodney Taylor	(resigned as trustee 20 September 2016)
Mr Mathias Winkler-Wulff	

## LEGAL AND ADMINISTRATIVE INFORMATION (continued)

### Independent Examiner

Hartley Fowler LLP  
Tuition House  
27-37 St George's Road  
Wimbledon  
London  
SW19 4EU

### Principal Bankers

Charities Aid Foundation (CAF Bank)  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

### Reference information

Charity name:	The Mulberry Centre
Charity registration number:	1108999
Company registration number:	05349202
Registered office and operational address:	The Mulberry Centre West Middlesex University Hospital Twickenham Road Isleworth Middlesex TW7 6AF 020 8321 6300  talk@themulberrycentre.co.uk

# **The Mulberry Centre**

## **Chairman's Report**

This is my first report as the Chair of the Mulberry Centre, and I would like to record my appreciative thanks to my predecessor Judi Stewart for all her excellent work.

I have been impressed by the depth and breadth of our activities, from the person-centred counselling, the complementary therapies, the information and advice, and the continuous supply of new jigsaws to complete. During the year ending March 2017 the number of people registered with us increased 7% to 2,487 and the total number of people who came into the Centre without registering for specific activities was up 13%. We are more needed than ever.

The Centre has always been clear that everything we offer is to support the clinical care that our clients are receiving. In addition, we are increasingly recognising the truth of the figures that show that cancer survival in the UK has doubled in the last 40 years. So for some people, we are supporting them through survivorship and all the challenges that it brings, whilst for others we continue to provide support to them and to their families wherever they find themselves.

One of the reasons for better survival rates has been earlier diagnoses. Our outreach team plays a key part in supporting this. Last year there were over 100 events that included information road shows, talks and workshops made available to a wide range of participants. Our team talks about raising awareness and signposting the support available from health professionals. Building relationships with health professionals is an important part of their work. The outreach team has also taken the lead in our user engagement work. Ensuring that the user voice is heard is a key part of the way we operate all our services.

Fundraising is constant challenge. The bulk of it comes from donations and activities. We are deeply grateful for the support that we have had during the last year, and a personal thanks from me goes to all those organisations listed in our annual report and many more individuals besides who have donated to The Mulberry Centre. I recognise that organisations and individuals have a choice about whom they fund, and I am so pleased that they have chosen us. We have been pleased to be able to work with the Chelsea and Westminster Hospital Trust to start to get a more coordinated approach to fundraising and to share expertise.

The Mulberry Centre is very fortunate indeed that it manages to deliver as much as it does through the dedication and professionalism of its volunteers. There are some 200 volunteers that support all aspects of our work. I am both very impressed and very grateful for the time and commitment that they give.

As with any organisation, the backbone is our permanent staff who are always willing to go the extra mile to ensure that the Centre runs well for the benefit of our users. A significant number of them volunteer within the Centre. It is not always easy dealing with people who are feeling vulnerable and unhappy and I thank them all for their empathy and professionalism, whatever the circumstances.

## **The Mulberry Centre**

### **Chairman's Report**

The Trustee Board has changed with some people leaving us after a number of years of dedicated service. Special mention should be made of Rodney Taylor, who died in May of this year. Rodney was a past Chairman who was involved in the Mulberry Centre from its very early days, so we were delighted in November last year to make him a Life Patron after he retired from the Board. My thanks also to Amanda Bradley, Vivien Karam and Kerry Rock. We welcomed three new people to the Board, Chris Bradley, Anne Hooper and Chris Taylor. All of them bring an expertise and enthusiasm that complements the talents of the rest of a hardworking Board. I thank all my fellow Trustees past and present for making my first year so rewarding.

S A Thewlis

## **The Mulberry Centre**

### **Trustees' Report for the year ended 31 March 2017**

The Trustees present their report and the financial statements of The Mulberry Centre for the Accounting Year ended 31 March 2017.

## **MISSION AND PUBLIC BENEFIT STATEMENT**

The core mission of The Mulberry Centre is to offer information, complementary therapies and emotional support for anyone affected by cancer. We aim to achieve this through support and information services, counselling and a range of complementary therapies to cancer patients of all ages, their families, carers and friends, in a welcoming and non-clinical environment.

In setting out the mission of The Mulberry Centre and in developing its activities, the trustees have had regard to the Charity Commission's guidance on public benefit. The activities described in the following paragraphs fulfill charitable purposes that fall within the following headings defined by The Charities Act 2011:

- The advancement of education
- The advancement of health or the saving of lives
- The advancement of citizenship or community development
- The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

## **THE WORK OF THE MULBERRY CENTRE**

### **The service range**

The services offered by The Mulberry Centre during the year are briefly described below: (Further details can be found on The Mulberry Centre website [www.themulberrycentre.co.uk](http://www.themulberrycentre.co.uk))

- Information Service and Library
- Counselling and Support Groups
- Complementary and Relaxation Therapies
- Welfare and Benefit information
- Informative Workshops and creative and social groups
- Outreach in the community

### **Information Service and Library**

The staff and volunteers take the time to listen to whatever issues visitors may want to explore and to discuss, and inform on, the support available, both within The Mulberry

## **The Mulberry Centre**

### **Trustees' Report for the year ended 31 March 2017**

Centre and elsewhere.

At the heart of The Mulberry Centre is the Information Library, which contains a wide variety of information for those affected by cancer - everything from managing the side effects of treatment to managing work and cancer. There is also a range of information for carers and a wealth of information on other local community-based services that can provide support. We have a small lending section in the library with books covering many useful topics.

The material in the library is regularly updated (for example, expanding our selection of resources for young people) and we believe this resource to be among the best of its kind - i.e. walk-in information centres dealing with cancer - to be found anywhere in the UK. We help visitors to the library to find appropriate written material, either within The Mulberry Centre or via the Internet.

The Information Service is available to anybody seeking information on cancer-related topics - not just to cancer patients, their carers, and the bereaved - and receives visits from a wide variety of people, including clinical staff, teachers, employers and the 'worried well'. Assistance is also provided via e-mail and telephone.

### **Counselling**

The Mulberry Centre's volunteer counsellors follow a "Person-Centred" approach to counselling. This approach believes that the "client knows best" and that ultimately the individual is the expert on his or her own experiences. As such, this expertise will enable them to explore immediate issues and move forward from them as and when appropriate. The counselling is therefore led by the individual, who brings to the session the issues and concerns that are most important to him or her at that time.

The Mulberry Centre's standard service is to offer an initial counselling assessment session followed by 6 sessions of counselling.

With the aid of funding from the London Borough of Hounslow we are also able to offer an End of Life and Bereavement service. In line with the Department of Health strategy for End of Life, these services exist for anyone who is believed to have a life expectancy of less than one year, whether or not cancer is a factor, and anyone who has been bereaved for any reason. The End of Life service includes extended counselling for up to one year for the patient.

The counselling team has continued to grow and we now have 22 volunteer counsellors and coaches. All our counsellors have completed or are in their final year of professional training in counselling and our service adheres to the standards laid down by the British Association for Counselling and Psychotherapy (BACP). Our counsellors give their time free of charge. The Mulberry Centre either offers in-house, or pays towards, external professional supervision of its volunteer counsellors.

## **The Mulberry Centre**

### **Trustees' Report for the year ended 31 March 2017**

A recent initiative is to encourage volunteer counsellors who have a private practice to see clients in their private rooms. Volunteer counsellors have started place of care visits (hospice and hospital) to some End of Life clients.

We have introduced a Coaching Service which we describe as 'the next phase' after counselling and are currently addressing how to integrate the two services for clients.

#### **Facilitated Support Groups**

Our support groups consist of a number of people coming together on a regular basis to talk freely about any concerns they might have. Confidentiality is emphasised so that all aspects of life and death can be talked about in a safe and supported way. A specialist facilitator or pair of facilitators helps participants to share their experiences and leads each group. The groups have three (termly) intake points through the year. A group member initially commits to try and achieve regular attendance from one intake point to the next. At the next intake point they can decide whether they wish to remain in the group or leave. Group numbers are limited, the largest having a maximum of eight attendees. If they leave then they may re-join in the future at another intake point.

Our practice at The Mulberry Centre is to operate four facilitated groups, of which two are for cancer patients only and meet weekly, one is for those who have been bereaved and meets twice a month (also part of our End of Life service for Hounslow) and one is for carers and also meets twice a month.

We ran two successful workshops to complement our Counselling and Support Group services. These were a Mindfulness Course and a Resilience Course. Both were well attended and received excellent feedback and we will be repeating these in the future.

#### **Complementary and Group Therapies**

The Mulberry Centre offers a range of therapies aimed at helping people affected by cancer to improve the quality of their lives. Our normal policy is to make available a course of six sessions of a one-to-one complementary therapy and at least six sessions of each of our group therapies. As with all of our services, these are offered free of charge to cancer patients, their immediate carer/family member and anyone bereaved through cancer. The therapies we offer are designed to work safely alongside and to complement any conventional cancer treatment; they are not designed to treat cancer and are not intended as an alternative to medical treatment.

Treatments and classes are carried out by highly qualified practitioners who have gone through a rigorous selection, induction and training process. As in the case of Counselling, all our therapists provide their services to The Mulberry Centre free of charge. All our therapists are fully insured and adhere to a professional code of conduct. At 31 March 2017 we had 27 regular volunteer therapists.

The range of therapies currently offered by The Mulberry Centre is described briefly in the following paragraphs.

## **The Mulberry Centre**

### **Trustees' Report for the year ended 31 March 2017**

#### **ONE-TO-ONE THERAPIES**

##### ***Aromatherapy and Massage***

Massage is both mentally and physically relaxing, helping to reduce stress and tension, to promote deeper sleep and to ease aches and pains. Aromatherapy has all the benefits of massage with the added application of pure, essential oils that have been extracted from flowers, herbs, fruits, roots and other parts of plants, each with their own therapeutic properties.

##### ***Reflexology***

Reflexology, based on the principle that the anatomy of the body is reflected in miniature in reflex zones on the feet and hands, is a helpful and relaxing complementary therapy that can be a useful adjunct in the treatment of many health problems.

##### ***Shiatsu***

Shiatsu is a non-invasive massage therapy, which treats the body and mind together. It involves rebalancing the body's energy through a system of pathways known as meridians by using gentle stretching and pressure techniques applied to acupuncture points.

##### ***Acupuncture***

Acupuncture works to help maintain the body's equilibrium. It involves the insertion of very fine needles into specific points on the body to regulate the flow of 'qi', the body's vital energy; in *Auricular acupuncture*, a series of small fine needles are inserted into the ear to maintain equilibrium and bring about relaxation.

#### **GROUP THERAPIES**

##### ***Relaxation / Meditation***

These sessions include simple stretching, visualisation and breathing exercises designed to teach you to refocus your mind away from troublesome thoughts and encourage physical relaxation through the body.

##### ***T'ai Chi***

While T'ai Chi originated as a martial art, at The Mulberry Centre we use it as a gentle exercise that promotes body fitness and builds internal energy and awareness.

## **The Mulberry Centre**

### **Trustees' Report for the year ended 31 March 2017**

#### ***Yoga***

The yoga classes at The Mulberry Centre encompass very gentle stretching, breathing and relaxation techniques to increase energy, improve functioning of the body and calm the mind.

#### ***Nia***

Nia is a non-impact physical conditioning programme that incorporates martial and dance arts.

#### ***Medau***

Medau is a gentle movement class; it works with the breath as a healing tool and can have a beneficial effect on both mind and body.

### **Welfare Rights and Benefit Service**

Cancer often has an impact on the financial aspects of people's lives. We can provide information and support with regard to what welfare and benefits may be available to our clients and once a month we offer bookable one-to-one sessions with a Welfare and Benefits adviser. For those who find it difficult to get to the Centre we can also arrange home visits by a Department of Work and Pensions advisers who can help to fill out application forms. This work is greatly valued, as it has allowed many people to claim benefits to which they are entitled at a time of greatest need.

### **Informative Workshops and Social/Creative Activities**

The Mulberry Centre has established a wide-ranging informative workshop and activities programme addressing physical, psychological and practical needs. During the year, we held 203 workshops/events attended by 1,465 participants. They are accessible to anybody affected by cancer.

The informative workshops can inform our clients on a wide range of topics which can really help them to feel proactive and a little more in control of their situation, while the Social and Creative activities play an important part in helping our clients feel less isolated during their difficult time, whether they are a patient going through treatment, a carer helping their loved one or someone coming to terms with the loss of someone close.

### **Outreach in the Community**

Our Outreach programme has continued to develop as we raise further awareness of the

## **The Mulberry Centre**

### **Trustees' Report for the year ended 31 March 2017**

Centre in our local communities. A key priority for us in the past year has been strengthening referral pathways with local health services, to ensure that people hear about us at the earliest opportunity in their cancer journey.

As in previous years, we have also sought to raise public awareness of the signs and symptoms of different types of cancer, and ways in which people can reduce their risk of developing cancer. This includes information on early intervention, prevention, cancer screening, and support available from health professionals. In the last year, we held 21 Information Roadshows, 43 Outreach Desks and delivered 42 presentations and workshops to raise awareness amongst some of the hardest to reach members of our local community. The impact of this Outreach is two-fold – people learn that The Mulberry Centre is there as a source of support, and people are educated and encouraged to prioritise their health and wellbeing.

Our core Outreach programme has been delivered extensively throughout the boroughs of Hounslow and Richmond upon Thames, and with support from our growing team of Community Outreach Volunteers we now have a greater presence within the neighbouring boroughs of Spelthorne and Ealing.

We have continued to work closely with other local charities and service providers, and now sit on two local Steering Groups for Cancer and Last Phase of Life services, co-facilitated by Macmillan and Hounslow Clinical Commissioning Group.

A key development in our Outreach programme this year has been the foundation of greater user engagement within The Mulberry Centre, to improve our services and ensure that our users' voices are heard by local commissioners. This will continue to be a priority for the Outreach team in the coming year.

## **The Mulberry Centre**

### **Trustees' Report for the year ended 31 March 2017**

#### **OUR CLIENTS**

Our client base has continued to grow rapidly. The number of people who registered for services provided by The Mulberry Centre increased from 2,317 to 2,487 during the year (an increase of 7% in the year). In addition, an increasing number of people drop into The Mulberry Centre without registering for particular services, for example to use the library or discuss their concerns with a member of staff. Overall footfall in the year was 6,357, 13% up on the previous year.

Through our Outreach programmes we set up information desks at events, and delivered roadshows, presentations and workshops, across the boroughs of Hounslow, Richmond, Ealing and Spelthorne, promulgating awareness of cancer-related issues and of the services available at The Mulberry Centre.

Many of our clients attended The Mulberry Centre on several occasions during the year, for example, to undergo a course of therapy or counselling sessions. Total client attendances during the 12 months at sessions of various kinds were as follows:

Welcome sessions and emotional/financial support	677
One-to-one Counselling Sessions	1,310
Support Group attendances	476
One-to-one Complementary Therapy Sessions	993
Group Therapy	1,193
Workshops	568
Social and Creative Groups attendances	759
Health Matters talks/events	138
Total	<u>6,114</u>

This represents an increase of 8% over the previous year.

#### **Where do The Mulberry Centre's clients come from?**

Analysis of The Mulberry Centre's current clients gives the following picture:

London Borough of Hounslow	56%
London Borough of Richmond upon Thames	24%
London Borough of Ealing	8%
Other Boroughs	12%
	<u>100%</u>

It is not surprising to find the largest proportion originating from the London Borough of Hounslow, in which The Mulberry Centre is situated. However, our aim is to provide a facility to serve the broad area of West and South-West London and we do not impose geographical restrictions on eligibility for The Mulberry Centre's services.

## **The Mulberry Centre**

### **Trustees' Report for the year ended 31 March 2017**

#### **MAKING IT POSSIBLE**

The Mulberry Centre could not reach and help so many people affected by cancer without the commitment of its staff, consultants, volunteers, donors and other supporters. We are hugely grateful to all those who have helped us to deliver our services, to raise funds and generally maintain the operation of The Mulberry Centre.

#### **Staff and consultants**

In order to deliver The Mulberry Centre's services and to manage fundraising and support activities, the staff structure during the year was as follows:

- Chief Executive - responsible for overall management of The Mulberry Centre and leadership of the team of staff and volunteers; key roles are developing and implementing service enhancements, fundraising and promotional strategy, staff recruitment and development and building relationships with stakeholders;
- Mulberry Macmillan Cancer Information and Support Manager (MMCISM) - responsible for supervision of day-to-day operations, The Mulberry Centre's information resources and client services;
- Mulberry Macmillan Cancer Information and Support Assistant (part-time) - responsible for supporting the MMCISM with client services.
- Mulberry Macmillan Outreach Manager ('MMOM') - responsible for developing and managing The Mulberry Centre's outreach activities, with particular reference to the London Borough of Hounslow;
- Mulberry Outreach Officer (part-time) - responsible for developing the programme of outreach activities in the London Borough of Richmond upon Thames;
- Senior Counsellor (part-time consultant) – responsible for development, supervision and support of the team of volunteer counsellors
- Senior Therapist (part-time consultant) – responsible for development, supervision and support of the team of volunteer therapists
- Mulberry Macmillan Volunteer Coordinator ('MMVC') (part-time) - organisation of the activities and deployment of volunteers;

## **The Mulberry Centre**

### **Trustees' Report for the year ended 31 March 2017**

- Community Fundraiser (part-time) - responsible for initiating and organising events, developing a network of community fundraising volunteers and building relationships with local organisations and key individuals;
- Services Administrator (2 part-time posts)
- Operations Coordinator (Part-time consultant)
- Finance Administrator (part-time consultant)

## **Volunteers**

Beyond the team of post-holders described in the previous paragraph, The Mulberry Centre depends on volunteers. The range of counselling and therapies offered by The Mulberry Centre, described in an earlier section of this report, is made possible by skilled professionals who are prepared to donate their time and energy to The Mulberry Centre. We also depend on volunteers to welcome visitors, to organise fundraising events and to assist with the day-to-day activities involved in managing and maintaining the Centre.

At the end of March 2017, our core volunteer team was as follows:

Complementary and Group Therapists	31
Counsellors	25
Workshops	19
Welcomers	22
Fundraising and Administration	8
Mulberry Mates	44
Trinjan	39
Trustees	<u>11</u>
Total	<u>199</u>

The majority of our volunteers have direct involvement with the clients of The Mulberry Centre and it is therefore particularly important that we apply rigorous selection procedures and provide appropriate induction and, subsequently, training/professional development for each volunteer.

We are most fortunate that the aims and work of The Mulberry Centre have continued to attract dedicated and high calibre volunteers. The Trustees and management team would like to record their appreciation of those who have given generously of their time; their enthusiasm and professionalism are at the heart of The Mulberry Centre's values.

## The Mulberry Centre

### Trustees' Report for the year ended 31 March 2017

#### Financial support

The Mulberry Centre's purpose-built facility on the West Middlesex University Hospital ('WMUH') campus has been secured by means of a lease agreement with WMUH at a nominal annual rental.

The costs of running The Mulberry Centre have to be met by the income that we manage to raise. Only a small proportion arises through contracts and we need to find the bulk of our funding from donations and fundraising activities.

A broad breakdown of income during the 12 months to 31 March 2017 by source is as follows:

	£000
London Borough of Hounslow contracts	47
Other Council and Community Healthcare	7
Macmillan Cancer Support	40
Charitable Trusts and Foundations	87
Community support	39
Sponsorship and events	58
Individual donations	26
Corporate donations	11
Sales of merchandise	3
Room hire	6
Other	3
Total	<u>327</u>

The **London Borough of Hounslow** contracts cover bereavement support and end-of-life care services, Community Grant, Public Health, Carers and Therapies.

The grants from **Macmillan** are in respect of agreed funding of two Mulberry Centre posts.

Support from **Charitable Trusts and Foundations** is particularly important to The Mulberry Centre. We received grants from **HFAC** and **RPLC** amounting to £24,000 and £22,458 respectively to support the development of our Outreach service and user engagement project, and £25,000 from two trusts, one of which is **The Screwfix Foundation**, towards the cost of the forthcoming refurbishment of the Centre.

Of particular note in **Community support** is the £16,582 received from the **Mayor of Richmond-upon-Thames** from being one of the 2015/16 Charities of the Year and, again, the Church of **St Michael and All Angels**, Bedford Park, whose activities raised some £9,000 for The Mulberry Centre during the year.

**Sponsorships and events** attracted a large number of individual donations, either through participation in events organised by or for The Mulberry Centre or through sponsorship of individuals taking part in public events. To those who have put themselves forward to raise

## **The Mulberry Centre**

### **Trustees' Report for the year ended 31 March 2017**

money for the Centre and to our staff, volunteers and supporters in the community, we are extremely grateful.

We would like to thank all the organisations that have supported The Mulberry Centre in this financial year, among whom are the following:

Advocacy For Nepalese Organisation (AFNO)	Radnor House School
Christian Community Church	Relate London South West
Curves Hampton	Rotary Club of Teddington & The Hamptons
Fuller, Smith and Turner	Rotary Club of Twickenham/ District 1140
Goldy Goldy Asian Womens' Group	RPLC
HFAC	Sainsbury's Hampton
Hounslow Borough Council - Grants	Shell International Ltd
Hounslow Highways	South Street Knitters
IDSL Supplies	Spelthorne Borough Council
Inner Wheel Club of Hounslow Benevolent Fund	St Francis de Sales Church
Integrated Neurological Services	St Francis of Assisi Church
Isleworth & Hounslow Charity Ltd	St Mark's Catholic School (Academy)
Kew Fete Committee	St Michael & All Angels Church
London (Acton) Lions Club	Tesco Express - Isleworth
London Borough of Richmond Upon Thames	The Economist Group
Macmillan Cancer Support - TMC posts funding	The Edgar E Lawley Foundation
Marks and Spencer Kew	The Gerald Micklem Charitable Trust
Middlesex Province Relief Fund Ltd	The Rati & Kanta Shah Charitable Trust
Morrisons Foundation	The Screwfix Foundation
National Grid	Trinjan Group
Pink Ribbon Foundation	TSB (Hounslow)

## **The Mulberry Centre**

### **Trustees' Report for the year ended 31 March 2017**

## **HOW WE MANAGE OUR AFFAIRS**

### **Form of organisation and governing documents**

The Mulberry Centre is a charitable company limited by guarantee, incorporated on 1 February 2005 and registered as a charity on 12 April 2005. The company was established under a Memorandum of Association establishing its objects and powers and is governed by its Articles of Association. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

### **Recruitment and appointment of Directors/Trustees**

The business of The Mulberry Centre is governed by the Board of Directors, each of whom is also a member of the company and a Trustee of the Charity. At the first general meeting of the company all the Directors must retire from office, to be re-elected by the members at that meeting. At subsequent general meetings, one-third of the Directors shall retire by rotation. Our Articles provide for a maximum of 15 Directors and there must be at least three Directors. The Board of Directors may delegate their functions to a committee of at least two Directors.

The Board of Directors seeks to ensure that the diversity of the Trustee body reflects the range of needs of the charity, including skills and knowledge in providing services in the voluntary sector, fundraising, clinical experience as a health professional caring for cancer patients and operational management.

Appointments of trustees are decided by the Board, based on consideration of candidates by a panel consisting of three existing Board members (one of whom must be the Chairman) and The Mulberry Centre Chief Executive.

### **Governance and organisation**

The Board of Directors meets at least four times a year and is responsible for determining the policies and strategic direction of The Mulberry Centre. The Board is supported by a comprehensive range of committees that report and make recommendations to the Board.

The Chief Executive, whose appointment is by means of a decision of the Board, is responsible, within the agreed framework, for the overall management of The Mulberry Centre and leadership of the team of staff and volunteers. Key roles include developing and implementing service enhancements, fundraising and promotional strategy, staff recruitment and development and building relationships with stakeholders.

## **The Mulberry Centre**

### **Trustees' Report for the year ended 31 March 2017**

#### **Risk management**

The Mulberry Centre's Risk Management Policy is to identify, evaluate and monitor risks, in order to eliminate them or manage them to acceptable levels. A committee of the Board of Directors has specific responsibility for overseeing risk management, including the maintenance of a Risk Register.

In particular, The Mulberry Centre maintains and applies rigorous procedures governing the conduct of all contacts with clients. Although The Mulberry Centre does not engage in clinical medical activities, the Board is aware of the issues that may arise from face-to-face contact with a large number of individuals, which may involve a combination of information provision, signposting, counselling and therapy. We have agreed specific policies to cover Child and Adult Safeguarding. Volunteers are required to make enhanced DBS disclosures (in addition to the normal reference process), must hold relevant qualifications and insurance and must undertake induction training.

## **The Mulberry Centre**

### **Trustees' Report for the year ended 31 March 2017**

#### **FINANCIAL REVIEW**

##### **Financial performance**

(Comparative data for 2016 are given in parentheses.)

Total **incoming resources** were £327,244 (£319,292), a 2% increase on last year.

Total **costs of resources expended** were £340,914 (£322,186), an increase of 6% on last year.

Overall, the year yielded a decrease in **net funds** of £4,308, after taking into account an unrealised gain on investments of £9,362.

##### **Reserves and Reserves policy**

Total funds of The Mulberry Centre decreased from £132,022 at the start of the year to £127,714 at 31 March 2017, of which £45,888 was held in restricted funds, with £81,826 unrestricted.

Reserves enable us to commit to projects or future programmes and to insulate The Mulberry Centre's work from the effects of short-term fluctuations in income level or cash requirements. The level of reserves at 31 March 2017 was equivalent to approximately four and a half months of budgeted expenditure.

Our Reserves Policy seeks to set a target level of reserves that represents a prudent balance between protection against fluctuation and not holding back funds that should be used in developing The Mulberry Centre's services. The Trustees have set a policy objective to build reserves to a level of between six and eight months.

## **The Mulberry Centre**

### **Trustees' Report for the year ended 31 March 2017**

#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of The Mulberry Centre for the purposes of company law) are responsible for preparing the Trustees' 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 trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the directors are required to:

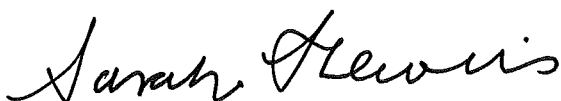
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

#### **Independent Examiner**

The Board has determined that the charity will exercise its right under Company and Charity legislation to an audit exemption report for the Accounting Year ended 31 March 2017 and has appointed Hartley Fowler LLP as Independent Examiner.

**Approved by the Trustees on 25 November 2017 and signed on their behalf by**



**Sarah Thewlis**  
**Chairman**

## **The Mulberry Centre**

### **Trustees' Report for the year ended 31 March 2017**

## **INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF THE MULBERRY CENTRE**

I report on the accounts for the year ended 31 March 2017 set out on pages 24 to 34.

### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility:

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

### **Basis of the independent examiner's report**

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

### **Independent examiner's statement**

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

- 1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and


## **The Mulberry Centre**

### **Trustees' Report for the year ended 31 March 2017**

- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the 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)

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.



Jonathan Askew FCA  
Institute of Chartered Accountants in England and Wales  
Hartley Fowler LLP  
Chartered Accountants  
4th Floor Tuition House  
27/37 St George's Road  
Wimbledon  
London  
SW19 4EU

Date: 25 November 2017

# The Mulberry Centre

## Financial Statements for the year ended 31 March 2017

### Statement of Financial Activities for the year ended 31 March 2017 Incorporating an Income and Expenditure Account

Comparative data for the year ended 31  
March 2016

	Restricted funds £	Unrestricted funds £	Total £	Restricted funds £	Unrestricted funds £	Total £	
<b>Income from</b>							
Donations and Legacies	59,458	149,453	208,911	58,460	132,420	190,880	Note 2
Charitable Activities	90,689	3,613	94,302	88,641	0	88,641	Note 2
Other trading activities	0	21,363	21,363	0	37,210	37,210	Note 2
Investments	0	2,464	2,464	0	2,498	2,498	Note 2
Other	0	204	204	0	63	63	Note 2
<b>Total</b>	<b>150,147</b>	<b>177,097</b>	<b>327,244</b>	<b>147,101</b>	<b>172,191</b>	<b>319,292</b>	
<b>Expenditure on</b>							
Raising funds	1,972	49,782	51,754	582	48,420	49,002	Note 3
Charitable Activities	120,295	168,865	289,160	138,077	135,107	273,184	Note 3
<b>Total</b>	<b>122,267</b>	<b>218,647</b>	<b>340,914</b>	<b>138,659</b>	<b>183,527</b>	<b>322,186</b>	
Net gains/(losses) on investments	0	9,362	9,362	0	(2,465)	(2,465)	Note 9
Net income/ (expenditure)	27,880	(32,188)	(4,308)	8,442	(13,801)	(5,359)	
Transfers between funds	0	0	0	0	0	0	Note 14
Other recognised gains/(losses)	0	0	0	0	0	0	
Net movement in funds	27,880	(32,188)	(4,308)	8,442	(13,801)	(5,359)	
<b>Reconciliation of funds:</b>							
Total funds brought forward	18,008	114,014	132,022	9,566	127,815	137,381	Note 14
Total funds carried forward	45,888	81,826	127,714	18,008	114,014	132,022	

# The Mulberry Centre

## Financial Statements for the year ended 31 March 2017

### Balance Sheet as at 31 March 2017

	Total Funds £	Prior year funds £		2015 restated for FRS102
<b>Fixed Assets</b>				
Tangible assets	6,069	10,760	Note 8	4,482
Investments	66,736	57,374	Note 9	59,839
<b>Total fixed Assets</b>	<b>72,805</b>	<b>68,134</b>		<b>64,321</b>
<b>Current Assets</b>				
Stocks	5,867	6,334	Note 10	0
Debtors	28,259	21,791	Note 11	11,201
Investments	28,142	52,965	Note 12	52,709
Cash at bank and in hand	48,997	50,818		48,236
<b>Total current assets</b>	<b>111,265</b>	<b>131,908</b>		<b>112,146</b>
<b>Liabilities</b>				
Creditors: amounts falling due within one year	56,356	68,020	Note 13	39,086
<b>Net current assets</b>	<b>54,909</b>	<b>63,888</b>		<b>73,060</b>
Provisions for liabilities and charges	0	0		0
<b>Net assets</b>	<b>127,714</b>	<b>132,022</b>		<b>137,381</b>
<b>Funds of the Charity</b>				
Restricted funds	45,888	18,008	Note 14	9,566
Unrestricted income funds	81,826	114,014	Note 14	127,815
<b>Total funds</b>	<b>127,714</b>	<b>132,022</b>		<b>137,381</b>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the accounting year ended 31 March 2017.

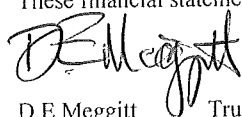
The members have not required the company to obtain an audit of its financial statements for the accounting year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

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

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with Charities SORP (FRS102) '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 January 2015)

These financial statements were approved by the Board of Trustees on 25 November 2017 and signed on its behalf by:



D E Meggitt Trustee and Treasurer

# The Mulberry Centre

## Financial Statements for the year ended 31 March 2017

### Statement of cash flows

	Year ended 31st March:	
	2017	2016
	£	£
Cash flows from operating activities:		
Net cash provided by (used in) operating activities	<u>(28,580)</u>	<u>11,067</u>
Cash flows from investing activities:		
Dividends and interest from investments	2,287 *	2,305 *
Purchase of property, plant and equipment	(528)	(10,790)
Proceeds from liquidation of investments	25,000	0
Purchase of investments	0	0
Net cash provided by (used in) investing activities	<u>26,759</u>	<u>(8,485)</u>
Net cash provided by (used in) financing activities	0	0
Change in cash and cash equivalents in the reporting period	(1,821)	2,582
Cash and cash equivalents at the beginning of the reporting period	50,818	48,236
Cash and cash equivalents at the end of the reporting period	<u>48,997</u>	<u>50,818</u>

\* excluding interest retained in investment accounts

### Reconciliation of net income/(expenditure) to net cash flow from operating activities

	Year ended 31st March:	
	2,017	2,016
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(4,308)	(5,359)
Adjustments for:		
Depreciation	5,219	4,512
(Gains)/losses on investments	(9,362)	2,465
Dividends, interest and rents from investments	(2,464)	(2,561)
(Increase)/decrease in stocks	467	(6,334)
(Increase)/decrease in debtors	(6,468)	(10,590)
Increase/(decrease) in creditors	(11,664)	28,934
Net cash provided by (used in) operating activities	<u>(28,580)</u>	<u>11,067</u>

## **The Mulberry Centre**

### **Notes forming part of financial statements for the year ended 31 March 2017**

#### **1. Accounting policies**

##### **General information**

The charitable company is incorporated and domiciled in the United Kingdom. The address of its registered office is The Mulberry Centre, Twickenham Road, Isleworth, Middlesex, TW7 6AF. The registered number of the company is 05349202. The registered number of the charity is 1108999.

The financial information presented is for the year ended 31 March 2017 and 31 March 2016. The financial information is presented in sterling.

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, 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 Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **a) Preparation of the accounts on a going concern basis**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. In future years, the key risks to the charity are a fall in contractual and grant income. The trustees have a series of measures to control, mitigate and minimise the effects of a fall in income, including the development and maintaining of a diverse range of activities and income in order to reduce the risk of over reliance on a single source, and a prudent reserves policy.

##### **b) Significant judgements and estimates**

Preparation of the financial statements requires management to make significant judgements and estimates. The items in the financial statements where these judgements and estimates have been made include:

- (i) Tangible fixed assets. Fixtures and fittings and computer equipment are depreciated over their useful lives taking into account residual values, where appropriate.

## **The Mulberry Centre**

### **Notes forming part of financial statements for the year ended 31 March 2017**

- (ii) Impairments. Management makes judgement on whether there are any indications of impairments to the carrying amounts of the charity's assets.
- (iii) Allocation of costs. The allocation of support and governance costs between charitable and expenditure categories.

#### **(i) Income recognition**

Items of income are recognised and included in the accounts when all of the following criteria have been met:

- performance conditions attached to the item(s) of income have been met or are fully within the control of the charity;
- the charity has entitlement to the funds;
- reasonable certainty exists that the income will be received; and
- the amount can be measured reliably.

Income in respect of services provided is recognised when, and to the extent that, performance occurs and is measured at the fair value of the consideration receivable.

Donations, are recognised when the charity has been notified in writing of both the amount and settlement date.

Legacies are recognised on a case-by-case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### **(ii) Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings, according to the definition in the above-mentioned Charities SORP:

- Raising funds
- Charitable Activities

‘Charitable Activities’ is further classified into the following key activity categories:

- Information/assessment

## **The Mulberry Centre**

### **Notes forming part of financial statements for the year ended 31 March 2017**

- Counselling
- Therapies
- Welfare and Money
- Outreach
- Workshops

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Where an item of expenditure can be identified as wholly relating to an activity, the cost is charged directly to that activity. Support costs are all the costs incurred by the charity that are not attributable in this way and are apportioned across the above activities. The basis of cost apportionment is explained in Note 3.

#### **(iii) Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, namely:

IT equipment	3 years
Other fixture and fittings and equipment	5 years

Items of equipment are capitalised where the asset purchase price exceeds £500.

#### **(iv) Investments**

Investments are measured at their market value determined as at the Balance Sheet date. The change in market value since the previous Balance Sheet date is included in the Statement of Financial Activities under 'Other recognized gains and losses' and thereby forms part of the net movement in funds.

Fixed Asset Investments are held primarily to provide an investment return.

#### **(v) Stock**

Stock is included at the lower of cost or net realisable value, after making due allowance for obsolete and slow moving items.

#### **(vi) Debtors**

Debtors are recognised at the agreed settlement amount.

#### **(vii) Cash at bank and in hand**

## **The Mulberry Centre**

### **Notes forming part of financial statements for the year ended 31 March 2017**

Cash at bank and in hand includes currency notes and coins, undeposited cheques, current accounts and deposit accounts, from which withdrawals are available within 7 days.

#### **(viii) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### **(ix) Financial instruments**

The trust has only financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

#### **(x) Fund accounting**

*Unrestricted funds* are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

*Restricted funds* are those which are to be used for purposes specified under the terms of an agreement with the provider of the particular fund. Income arising through a restricted fund is applied against expenditure, which meets the specified criteria, including a fair allocation of management and support costs. Any unapplied balance at the end of the financial year is reported as part of Restricted Funds.

# The Mulberry Centre

## Notes forming part of financial statements for the year ended 31 March 2017

### 2. Analysis of income

Restricted funds £	Unrestricted funds £	Total 2017 £	2016 £
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#### Donations and Legacies

Donations	59,458	140,601	200,059	179,526
Legacies	0	1,000	1,000	0
Gift Aid on donations	0	7,852	7,852	11,354
<i>Sub-total</i>	59,458	149,453	208,911	190,880

#### Charitable Activities

Contract Funding - govt & health bodies	90,689	3,613	94,302	88,641
<i>Sub-total</i>	90,689	3,613	94,302	88,641

#### Other trading activities

Sales of donated products	0	1,913	1,913	5,103
Sales of purchased products	0	1,155	1,155	1,555
Event income	0	12,285	12,285	22,071
Occasional rental of premises	0	6,010	6,010	8,481
<i>Sub-total</i>	0	21,363	21,363	37,210

#### Investments

Investment interest	0	177	177	256
Investment dividends	0	2,287	2,287	2,242
<i>Sub-total</i>	0	2,464	2,464	2,498

#### Other

Other interest		60	60	63
Miscellaneous		144	144	
<i>Sub-total</i>	0	204	204	63

#### Total income

150,147	177,097	327,244	319,292
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# The Mulberry Centre

## Notes forming part of financial statements for the year ended 31 March 2017

### 3. Analysis of resources expended

	Charitable activities £	Raising funds £	Total 2017 £	2016 £
<b>Direct costs</b>				
Fundraising trading costs	-	1,048	1,048	869
generating income	-	2,268	2,268	7,028
Staff and contractor remuneration and expenses	81,703	27,408	109,111	109,804
Volunteer expenses and supervision	7,969	-	7,969	10,610
Service resources	3,187	106	3,293	1,196
<b>Total Direct</b>	<b>92,859</b>	<b>30,830</b>	<b>123,689</b>	<b>129,507</b>
<b>Allocated costs</b>				
Staff and contractor remuneration and expenses	159,668	16,058	175,726	155,348
General Office, IT and Administration costs	13,339	2,687	16,026	13,645
Facilities costs	17,300	1,104	18,404	17,555
Accounting, legal and finance fees	1,569	281	1,850	1,619
Depreciation	4,425	794	5,219	4,512
<b>Total Allocated</b>	<b>196,301</b>	<b>20,924</b>	<b>217,225</b>	<b>192,679</b>
<b>Total resources expended</b>	<b>289,160</b>	<b>51,754</b>	<b>340,914</b>	<b>322,186</b>
<i>of which using:</i>				
<i>Restricted funding</i>	<i>120,295</i>	<i>1,972</i>	<i>122,267</i>	<i>138,659</i>
<i>Unrestricted funding</i>	<i>168,865</i>	<i>49,782</i>	<i>218,647</i>	<i>183,527</i>

### Breakdown of Charitable Activities

	Info / assessment £	Counselling £	Therapies £	Welfare and money £	Outreach £	Workshops £	Total £
<b>Direct costs</b>							
Fundraising trading costs	-	-	-	-	-	-	-
Costs of	-	-	-	-	-	-	-
Staff and contractor remuneration and expenses	-	13,253	14,267	-	52,314	1,869	81,703
Volunteer expenses and supervision	-	6,010	1,959	-	-	-	7,969
Service resources	0	321	551	0	475	1,840	3,187
<b>Total Direct</b>	<b>0</b>	<b>19,584</b>	<b>16,777</b>	<b>0</b>	<b>52,789</b>	<b>3,709</b>	<b>92,859</b>
<b>Allocated costs</b>							
Staff and contractor remuneration and expenses	52,445	25,780	25,782	8,957	25,127	21,577	159,668
General Office, IT and Administration costs	3,190	2,103	2,155	484	4,142	1,265	13,339
Facilities costs	5,153	3,865	4,049	552	1,104	2,577	17,300
Accounting, legal and finance fees	342	254	261	58	501	153	1,569
Depreciation	966	717	734	165	1,412	431	4,425
<b>Total Allocated</b>	<b>62,096</b>	<b>32,719</b>	<b>32,981</b>	<b>10,216</b>	<b>32,286</b>	<b>26,003</b>	<b>196,301</b>
<b>Total resources expended</b>	<b>62,096</b>	<b>52,303</b>	<b>49,758</b>	<b>10,216</b>	<b>85,075</b>	<b>29,712</b>	<b>289,160</b>
<i>of which using:</i>							
<i>Restricted funding</i>	<i>24,605</i>	<i>21,102</i>	<i>23,458</i>	<i>3,133</i>	<i>37,975</i>	<i>10,022</i>	<i>120,295</i>
<i>Unrestricted funding</i>	<i>37,491</i>	<i>31,201</i>	<i>26,300</i>	<i>7,083</i>	<i>47,100</i>	<i>19,690</i>	<i>168,865</i>

### Allocation of support costs

Staff costs are allocated on the basis of estimated proportions of time spent by each staff member on each activity.  
 Building Costs are allocated on the basis of estimated usage of each physical area of the Centre.  
 All other support costs are allocated in proportion to the aggregate of direct costs and allocated staff costs.

# The Mulberry Centre

## Notes forming part of financial statements for the year ended 31 March 2017

### 4. Net Incoming Resources for the Year

This is stated after charging depreciation of £5,219 and Reporting Accountants' remuneration of £1,790

### 5. Staff costs and numbers

	2017		2016	
	£		£	
<b>Salary costs</b>				
Gross salary costs	189,468		171,794	
Employer's NI contributions	17,250		15,642	
Employer's pension costs	10,854		12,777	
<b>Total</b>	<u>217,572</u>		<u>200,213</u>	
<b>Average number of employees</b>	<b>Headcount</b>	<b>FTE*</b>	<b>Headcount</b>	<b>FTE*</b>
Chief Executive	1.0	1.0	1.0	1.0
Mulberry Macmillan Cancer Information and Support Manager	1.0	1.0	1.0	1.0
Mulberry Macmillan Cancer Information and Support Assistant	0.6	0.5		
Mulberry Macmillan Senior Services and Volunteer Coordinator	0.8	0.5	0.1	0.1
Mulberry Macmillan Outreach Manager	1.0	1.0	1.0	1.0
Outreach Officer	0.5	0.4	1.0	0.8
Fundraiser	1.4	0.8	1.0	0.6
Services Administrator	1.0	0.6	1.0	0.6
<b>Total</b>	<u>7.3</u>	<u>5.8</u>	<u>6.1</u>	<u>5.1</u>

\* Full-time equivalent numbers

Staff salaries were administered as part of the West Middlesex University Hospital payroll and the gross costs are invoiced to The Mulberry Centre each month.

Pension costs and other post-retirement benefits:

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

No employee received emoluments exceeding £60,000.

### 6. Trustee remuneration and expenses

No member of the Board of Trustees received any remuneration or reimbursement for expenses during the year.

### 7. Taxation

The charity is exempt from corporation tax on its charitable activities.

## The Mulberry Centre

### Notes forming part of financial statements for the year ended 31 March 2017

#### 8. Tangible Fixed Assets: Analysis of opening and closing carrying amounts

##### Fixtures, fittings and computer equipment

	£
<b>Cost</b>	
At beginning of year	32,877
Additions	528
At end of year	<u>33,405</u>
<b>Depreciation</b>	
At beginning of year	22,117
Depreciation	5,219
At end of year	<u>27,336</u>
Net book value at beginning of the year	10,760
Net book value at end of the year	6,069

#### 9. Investments

All of these monies are invested in COIF Charities Investment Fund managed by CCLA.  
The investment is listed and in the UK.

	2,017 £	2,016 £
Market value at beginning of the year	57,374	59,839
Additions to investments at cost	0	0
Disposals at realised value	0	0
Net gain/(loss) on revaluation	9,362	(2,465)
Market value at end of the year	<u>66,736</u>	<u>57,374</u>

#### 10. Stocks

	£
Value at beginning of the year	6,334
Additions at cost	0
Cost of sales and write-downs	(467)
Value at end of the year	<u>5,867</u>

#### 11. Debtors

	2,017 £	2,016 £
Trade debtors	0	0
Other debtors and prepayments	27,877	20,650
Prepaid expenses	382	1,141
Total	<u>28,259</u>	<u>21,791</u>

## The Mulberry Centre

### Notes forming part of financial statements for the year ended 31 March 2017

#### 12. Current Asset Investments

Comprising monies held in Santander Reward savings Account and COIF Charities Deposit Fund

	2,017	2,016
	£	£
Funds held at beginning of year	52,965	52,709
Interest retained	177	256
Released to cash	(25,000)	0
Funds held at end of year	<u>28,142</u>	<u>52,965</u>

#### 13. Creditors: amounts falling due within one year

	2,017	2,016
	£	£
Taxation and social security	0	0
Other creditors	39,251	51,139
Accrued costs	17,105	16,881
Total	<u>56,356</u>	<u>68,020</u>

# The Mulberry Centre

## Notes forming part of financial statements for the year ended 31 March 2017

### 14. Movements of Funds

	Funds balances at 1 April 2016 £	Incoming resources £	Outgoing resources £	Transfers £	Other recognised gains or (losses)	Funds balances at 31 March 2017 £
<b>Restricted funds</b>						
Hounslow: Social Care	0	39,952	(39,952)	0	0	0
LB Hounslow: Therapies	0	7,500	(7,500)	0	0	0
Richmond Community Learning	5,500	0	(5,500)	0	0	0
HFAC: Richmond Outreach	1,191	24,000	(25,191)	0	0	0
RPLC: Richmond Outreach	622	0	(622)	0	0	0
RPLC: Engagement & Evaluation	0	10,458	(2,145)	0	0	8,313
LB Spelthorne: Outreach	0	3,000	(3,000)	0	0	0
Macmillan post: CISA	0	23,826	(15,941)	0	0	7,885
Macmillan post: SVC	0	16,411	(14,672)	0	0	1,739
The February Foundation	4,000	0	(4,000)	0	0	0
Moto: Complementary Therapies	85	0	(85)	0	0	0
Pink Ribbon Foundation	950	0	(950)	0	0	0
Greggs: Yoga equipment	1,122	0	(1,122)	0	0	0
Kew Fete Committee	1,120	0	(1,120)	0	0	0
Building reconfiguration	0	25,000	0	0	0	25,000
Mulberry canvas bags	3,418	0	(467)	0	0	2,951
<b>Total</b>	<b>18,008</b>	<b>150,147</b>	<b>(122,267)</b>	<b>0</b>	<b>0</b>	<b>45,888</b>
<b>Unrestricted funds</b>						
Unrestricted income funds	114,014	186,459	(218,647)	0	0	81,826
<b>Total funds</b>	<b>132,022</b>	<b>336,606</b>	<b>(340,914)</b>	<b>0</b>	<b>0</b>	<b>127,714</b>

#### Restricted Funds:

- Hounslow Social Care: Funding provided under contract to support Hounslow end of life care joint commissioning strategy for Adults 2011-2016
- London Borough of Hounslow: Therapies - funding towards the Centre's therapy services
- Richmond Community Learning: Funding for weekly crochet workshops
- HFAC and RPLC: Richmond Outreach - to fund outreach project in the London Borough of Richmond
- RPLC: Engagement and Evaluation - funding of project to improve services through user engagement
- London Borough of Spelthorne: Outreach - funding towards outreach activities in Spelthorne
- Macmillan posts: funding for Centre Information and Services Assistant (CISA) and Services and Volunteer Coordinator (SVC)
- The February Foundation: To support Counselling services
- Moto: funding to support complementary therapies
- Pink Ribbon Foundation: grant to support services provided to those affected by breast cancer
- Greggs: funding for the purchase of yoga equipment and supplies
- Kew Fete Committee: grant towards the costs of complementary therapy supplies
- Building reconfiguration: funding by The Screwfix Foundation and one other donor towards building reconfiguration work to be undertaken during 2017/18
- Mulberry canvas bags: individual donation to support purchase of merchandise

## **The Mulberry Centre**

### **Notes forming part of financial statements for the year ended 31 March 2017**

#### **15. Effect on prior year of FRS102 adoption**

##### **Reconciliation of Total funds**

	<u>31 March 2016</u>	<u>1 April 2015</u>
Total funds as previously stated	134,407	140,252
Holiday pay accrual	(2,385)	(2,871)
Total funds as restated	<u>132,022</u>	<u>137,381</u>

##### **Reconciliation of Net Income**

	<u>Year ended 31 March 2016</u>
Net income (as previously stated)	(5,845)
Holiday pay accrual (Movement)	486
Net income as restated	<u>(5,359)</u>

#### **16. Legal status of charity and guarantee**

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

#### **17. Related Party transactions**

There are no related party transactions in the reporting period that require disclosure.

Total remuneration and benefits for key management personnel amounted to £52,912.