

Mind Your Head
Trustees' Annual Report and Accounts
for the year ended 31 March 2010

**Mind Your Head
Trustees' Annual Report for the year ended 31 March 2010**

Scottish Charity Number SC038381

Current Trustees (all appointed on 26 February 2007)

Shona Manson, Julie Halcrow, Nicola Halcrow, Jolene Garriock, Dawn Manson, Michelle Manzie, Alan Murdoch, Kellie Naulls, Phyliss Stickle, Karen Smith, Alex Cluness.

Current Management Committee members

Shona Manson (Chairperson), Julie Halcrow (Secretary), Nicola Halcrow (Treasurer), Margaret Birrell, Wendy Hatrick, Louise Mouat, Alan Murdoch, Kellie Naulls (joint Vice Chair from 13 July 2009), Eleanor Robertson (joint Vice Chair from 13 July 2009), Karen Smith, Ann E Thomson (were all reappointed at our AGM on 20 May 2009) and Diane Leyland and Patrick Robertson who were appointed at our AGM on 20 May 2009 and Helen Robertson who was appointed at a Management Committee meeting on 5 November 2009.

Other Management Committee members during the year

None.

Contact address

Mind Your Head can be contacted at the following address: Market House, 14 Market Street, Lerwick, Shetland ZE1 OJP.

Background

Mind Your Head was born as a result of monies raised at Gary Manson's funeral in 2004, Gary suffered from mental health problems for many years and was unable to find the kind of sustained therapeutic support that he could have benefited from in Shetland.

Since Gary's death and the creation of Mind Your Head we have also received donations from a variety of sources. There is no doubt that Mind Your Head has struck a chord with many people in the community and we feel strongly that Mind Your Head should be a sustainable group that can aim to reduce the stigma of mental ill health that continues to exist in Shetland and to help fill some of the gaps that exist in current service provision.

Structure governance and management

Mind Your Head formally adopted its Constitution on 23 January 2007 at its inaugural meeting and elected its first Management Committee. The Management Committee holds regular meetings and generally controls and supervises the activities of the association. In particular the Management Committee is responsible for monitoring the financial position of the association. Mind Your Head obtained charitable status on 21 June 2007 when it was registered with the Office of the Scottish Charity Regulator (OSCR).

Mind Your Head Trustees' Annual Report for the year ended 31 March 2010

Recruitment and appointment of Trustees

Mind Your Head's Trustees were nominated for appointment by our members at our inaugural general meeting on 23 January 2007. Charity Trustee declaration forms for each Trustee were submitted to OSCR on 26 February 2007 with our application for charitable status.

Recruitment and appointment of Management Committee members

Mind Your Head's Management Committee members were appointed or reappointed by our members at our annual general meeting which was held on 20 May 2009. Mind Your Head's office bearers were appointed or reappointed by our Management Committee on 13 July 2009.

Governing document

Mind Your Head is a charitable unincorporated association and the purposes and administration arrangements are set out in our constitution.

Charitable purposes

Our objects, as recorded in our constitution, are:

- a) to raise mental health awareness in Shetland;
- b) to reduce the stigma of mental health;
- c) to promote counselling and other forms of mental health support services;
- d) to promote mental health awareness specifically in relation to suicide prevention;
- e) to work in partnership with existing mental health agencies to further the objects of the association.

Principal sources of funding

Mind Your Head's principle source of funding is donations from members of the public, local and national businesses and funding generated from our annual Fun Run held in Shetland. These funds are held within Mind Your Head's Unrestricted General Fund.

Mind Your Head was awarded a Capacity Building grant of £4,924 in August 2009 from the Lloyds TSB Foundation for Scotland. This funding has been used to engage an external consultant to carry out an Organisational Review, provide Development Support and prepare a Development Plan. This funding was spent in full during the year and has been recorded as restricted funds within our Accounts.

Activities and achievements

Mind Your Head has continued to grow and develop in a way that is above and beyond any expectation held when we first thought about setting up the charity back in 2005.

The organisation has continued to be represented locally through the Shetland Mental Health Partnership (SMHP), Children and Young Persons Forum and and nationally through close contact with See Me and Choose Life.

Mind Your Head

Trustees' Annual Report for the year ended 31 March 2010

Activities and achievements (continued)

Sincere thanks to the continued support and generosity of the Shetland community who once again demonstrated not only their generosity in terms of donations but support through the increasing interest in reducing the stigma of mental health.

Thank you to committee members who have given time and energy to our cause, and most importantly a passion for the subject.

4th Annual Fun Run

August 9th 2009 saw our 4th Annual Fun Run which attracted a staggering 560 people taking part ranging in age, level of fitness and mental health experience. Mark Donaldson from the Sumburgh Hotel kindly contributed to the purchase of the T-shirts given to all participants. Once again Sunday teas and activities for children were organised for after the Fun Run and this year saw queues out the front door of the Dunrossness Public Hall. The event has now become well recognised as a permanent fixture on the calendars' of people in Shetland and serves to provide a sporting event, a family day out but most importantly and opportunity for people to think about what mental health and wellbeing means to them.

Talks and other promotional activities

Mental health was the theme for the AHS health week held in September 2009. Staff and Pupils opted to organise a mini 'fun run/walk' and Mind Your Head were asked to speak about the event and mental health to pupils in S1 and S2 who took part. The Young person's mental health awareness raising card was distributed to them all and Shona Manson opened the event.

A talk was also given to pupils at the SJH during their health week using the young person cards.

Shona Manson and Margaret Birrell designed and delivered three workshops to participants at the local annual youth workers conference. The main theme was thinking about our attitudes to mental health and encouraging participants to challenge the stigma that exists. The workshops were well attended and received very positive feedback.

In partnership with staff from NHS Shetland, specifically members of the Community Mental health team and health improvement department, Mind Your Head had a presence at 4 of the 5 annual agricultural shows held in Shetland.

The largest of these shows in Voe saw the organisation of a mental health treasure hunt where participants were invited to look for 'treasure' which encouraged them to think about the benefits of certain foods types in relation to promoting mental well being, along with exercise and relaxation.

It was agreed that practitioners having the opportunity to speak to people in this informal and relaxed way was a great way of breaking down barriers, with MYH merchandise being given.

September saw an article appearing in the New Shetlander and in February Shona and Karen Smith gave a presentation on Mind Your Head at the Annual Choose Life Summit.

Mind Your Head
Trustees' Annual Report for the year ended 31 March 2010

Activities and achievements (continued)

A mental health awareness-raising card for young people was produced. The aim is to help normalise some of the feeling and emotions that young people may feel and suggest ways that they can promote their own and their peer's emotional well-being.

Mind Your Head played an integral part in promoting and sponsoring the See Me Photography competition in partnership with the Shetland Islands Council thus providing another way of getting people to think about mental health and what it means for them using the medium of photography.

Capacity Building and Funding

We were fortunate to receive funding from Lloyds TSB to undertake a capacity building exercise this year. With the help of an external consultant John McManus, a Development Plan was produced. It was agreed that to take Mind Your Head to the next level the employment of a Coordinator is required.

Meanwhile we were offered £15,000 by the Shetland Islands Council via the Fairer Scotland Fund to assist with funding this role. Work has continued over the year to secure sufficient funding to employ a full time person to this post. To date a total of almost £30,000 has been secured, including the Fairer Scotland Fund monies, with the outcome of an application to The Robertson Trust still pending. The funding noted above, will be received after 31 March 2010 and will form part of Mind Your Head's Income for the financial year ended 31 March 2011.

Self Help Facilitator Post

A major achievement this year was the successful recruitment to the Self Help Facilitator post. Jill Hood took up the post in December 2009 and has worked hard over the last 6 months to research local and national self help approaches and materials and is now in the process of working with our web designer to create a portal where people can access information on mental health and wellbeing. The post is funded in partnership with NHS Education Scotland, NHS Shetland and Mind Your Head and it is hoped that this may continue for 3 years.

Grants and donations relating directly to charitable activities

In March 2010 the Association donated the sum of £4,000 to a local Shetland charity – Moving On Employment Project Limited. The donation will be used to part fund a part-time Mental Health Support Worker during the period 1 April 2010 to 31 March 2011. The Support Worker will provide specialised one to one support to people with mental health problems in order to assist them overcome barriers to employment, training and education. No other grants and donations relating directly to charitable activities were issued during this year.

**Mind Your Head
Trustees' Annual Report for the year ended 31 March 2010**

Financial review

The generosity of the local community has contributed greatly to the healthy bank balance currently held by Mind Your Head.

The Management Committee is pleased to report a surplus of £6,624 on our Unrestricted General Fund for year ended 31 March 2010 resulting in an overall bank balance held at 31 March 2010 of £69,040. During the year ended 31 March 2010 a total of £8,800 was raised through community donations, with a further £1,586 donated by local businesses.

The Management Committee is pleased to report that spending on payments for charitable activities has increased by over £3,000 to £5,836 for the year as Mind Your Head continues to raise mental health awareness in Shetland through the use promotional materials and awareness campaigns.

The net worth of the 2009 Fun Run (£3,310) has provided a fantastic source for fundraising and we would hope to sustain this level of income in future years. The sponsorship provided by the Sumburgh Hotel contributed greatly to the event.

Future plans

With a Development Plan for the coming three years in place and funding secured the year ahead feels exciting as we hope to take the organisation to the next level. The work to date has been carried out by a voluntary committee and sustaining this level of input is challenging. The employment of a Coordinator should enable us to undertake more partnership work, focussed campaigns, increase input to schools and training and workshops.

Trustees and Management Committee members' remuneration and expenses

None of the Trustees or Management Committee members received any remuneration during the year.

Details of the Trustees or Management Committee member's expenses paid during the year are disclosed within Note 4 of our Accounts.

**Mind Your Head
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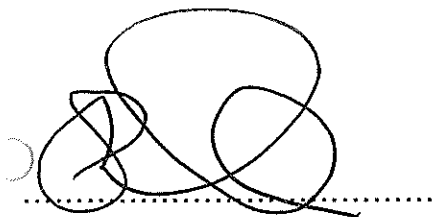
Reserves

Mind Your Head has built up a healthy bank balance thanks to the generosity of the many donors and sponsors since our inception in 2004. The Management Committee considers that the Unrestricted General Fund of £53,040 is an adequate reserve to fund our planned activities for the next financial year.

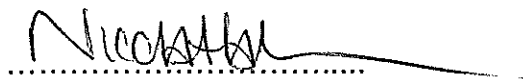
In April 2009 Mind Your Head formally confirmed our financial commitment to NHS Shetland to part fund the Mind Your Head Self Help Facilitator post. Mind Your Head will make available total funding of £16,000 over a period of two years using funds from our Unrestricted General Fund.

As these funds have been earmarked for a particular purpose, the Management Committee have followed recommend accounting practice and transferred this amount to a Designated Fund within our Unrestricted Funds as noted on the Statement of Balances. It is expected that these funds will be released to NHS Shetland over a 2 year period commencing from December 2009 (the date when the post of Mind Your Head Self Help Facilitator was filled).

Approved by the Trustees and signed on their behalf by:



Shona Manson, Chairperson



Nicola Halcrow, Treasurer

31 May 2010

Mind Your Head

Independent Examiner's Report to Trustees of Mind Your Head

I report on the accounts of the charity for the year ended 31 March 2010, which are set out on pages 8 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

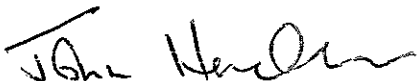
Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave 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.



John Henderson FCCA Honorary Reporting Accountant
Daalamist
South Strand
Tingwall
Shetland ZE2 9SF

31 May 2010

Mind Your Head

Receipts and Payments Account

for the year ended 31 March 2010

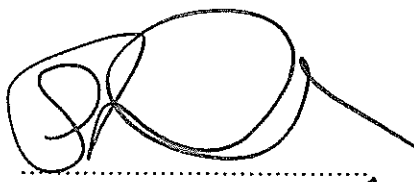
		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	Note	2010 £	2010 £	2010 £	2009 £
Receipts					
Donations	1	10,386	-	10,386	11,693
Legacies and donations in memoriam		1,885	-	1,885	884
Grants: Lloyds TSB Foundation for Scotland - Capacity Building grant		-	4,924	4,924	-
Fund raising activities	2	6,881	-	6,881	7,103
Bank interest		582	-	582	1,266
Total receipts		<u>19,734</u>	<u>4,924</u>	<u>24,658</u>	<u>20,946</u>
Payments					
Expenses for fund raising activities:					
Fun Run	3	3,214	-	3,214	1,213
Christmas Bazaar		20	-	20	-
Yoga Fundraiser		-	-	-	475
Cost of merchandise		-	-	-	1,360
Total expenses for fund raising activities		<u>3,234</u>	<u>-</u>	<u>3,234</u>	<u>3,048</u>
Payments for charitable activities:					
Room hire for meetings		75	-	75	69
Stationery and postage		145	-	145	249
Subscriptions and memberships		25	-	25	25
Website administration, hosting and email		1,096	-	1,096	236
Management Committee members' expenses	4	96	-	96	60
ASIST training and expenses		150	-	150	150
Advertising		334	-	334	483
Mind Your Head promotional materials		1,681	-	1,681	-
Young person's mental health awareness raising card		1,680	-	1,680	-
AHS health week - Mind Your Head promotional water bottles		554	-	554	-
SRT Project		-	-	-	1,277
Total payments for charitable activities		<u>5,836</u>	<u>-</u>	<u>5,836</u>	<u>2,549</u>
Grants and donations relating directly to charitable activities					
Moving On Employment Project Limited		4,000	-	4,000	-
Total grants and donations relating directly to charitable activities		<u>4,000</u>	<u>-</u>	<u>4,000</u>	<u>-</u>
Governance costs: Other					
Professional fees - Organisational Review/Development Support & Plan		-	4,924	4,924	-
Advertising - AGM		31	-	31	32
Room hire for AGM		9	-	9	24
Total governance costs		<u>40</u>	<u>4,924</u>	<u>4,964</u>	<u>56</u>
Total payments		<u>13,110</u>	<u>4,924</u>	<u>18,034</u>	<u>5,653</u>
Surplus for year		<u>6,624</u>	<u>-</u>	<u>6,624</u>	<u>15,293</u>

Mind Your Head

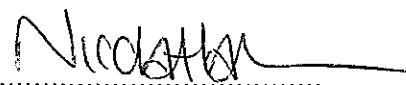
Statement of Balances as at 31 March 2010

	2010 £	2009 £
Bank and cash in hand		
Opening balances	62,416	47,123
Surplus for year	6,624	15,293
Closing balances	<u>69,040</u>	<u>62,416</u>
Reserves:		
Unrestricted General Fund		
Opening balance	62,416	47,123
Surplus for year	6,624	15,293
Transfer of Funds to Designated Fund - Mind Your Head Self Help Facilitator Post	<u>(16,000)</u>	<u>-</u>
Closing balance	<u>53,040</u>	<u>62,416</u>
Designated Fund - Mind Your Head Self Help Facilitator Post		
Opening balance	-	-
Transfer of Funds from Unrestricted General Fund	<u>16,000</u>	<u>-</u>
Closing balance	<u>16,000</u>	<u>-</u>
Total Unrestricted Funds	<u>69,040</u>	<u>62,416</u>
Restricted Funds		
Lloyds TSB Foundation for Scotland - Capacity Building grant		
Opening balance	-	-
Surplus for year	-	-
Closing balance	-	-
Total Restricted Funds	-	-
Total Funds	<u>69,040</u>	<u>62,416</u>
Creditors due :		
Payments for charitable activities:		
Advertising - Ways to Maintain Good Mental Health	-	255
Room hire for Meeting	-	9
	<u>-</u>	<u>264</u>

Approved by the Trustees and signed on their behalf by:



Shona Manson, Chairperson



Nicola Halcrow, Treasurer

~~Shona Manson~~ 31 MAY 2010

Mind Your Head

Notes to Receipts and Payments Account

for the year ended 31 March 2010

	2010 £	2009 £
1. Receipts - donations		
Community donations	8,800	10,693
Corporate donations	1,586	1,000
	10,386	11,693
2. Receipts from fund raising activities		
Fun Run :		
Registration fees	3,957	3,517
Sponsorship money	1,465	1,443
Proceeds from Sunday teas	898	779
Proceeds from bairns activities	79	103
Total Receipts from Fun Run	6,399	5,842
Sales of Merchandise	125	284
Yoga Fundraiser	-	977
Christmas Bazaar	357	-
Total Receipts from fund raising activities	6,881	7,103
3. Expenses for fund raising activities		
Fun Run :		
T-Shirts	1,449	255
Advertising	742	599
Road safety signs	207	-
Miscellaneous	49	-
Bibs	329	-
Bairns Activities	116	-
Postage	132	55
Stationery	-	13
Sunday Teas	190	291
	3,214	1,213
4. Management Committee members' expenses		
Chairperson's expenses	67	60
Treasurer's expenses	22	-
Other Management Committee members expenses	7	-
	96	60

The number of Management Committee members paid expenses during the year was 3 (2009: 1).

