

Report of the Trustees and
Unaudited Financial Statements For The Year Ended 31 March 2011

for
Mind Your Head

Mind Your Head

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for the Year Ended 31 March 2011

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Mind Your Head

Chairman's Report for the Year Ended 31 March 2011

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.

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.

5th Annual Fun Run

August 8th 2010 saw our 5th Annual Fun Run which attracted around 500 participants of all ages and ability, who took part in the 5k and 10k route around Spiggie Loch in the South Mainland of Shetland. The weather was fantastic and added to the atmosphere throughout the afternoon.

The Fun Run has now become a popular event in the summer calendar, most probably because it is a great day out for families and provides a challenging route for new and seasoned runners and walkers.

The MYH committee would like to thank Shetland Transport and Tay-CAD Ltd who sponsored the event. Thanks also to JA & GD Nicolson, Dunrossness Hall, Boddam Sports Pavilion, Shetland Farm Dairies, Ian Williamson and Arlene Bristow for their continued support of the event. Special thanks also to the Ness United Works League football team who undertook all the marshalling on the day. Local sports photographer Kevin Jones has also kindly supplied us with all his photos from the day.

Along with the fun run itself, another important element of the day is the Sunday teas and children's activities which takes place in the Hall. The Committee would like to thank all those who volunteered to work in the kitchen and all the bakers and for those who organised and volunteered to entertain the bairns.

Finally we would like to thank all the runners and walkers who took part. Your ongoing support in the event enables us to develop the charities aims and objectives.

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

We are continually overwhelmed with the support shown for the charity and are dedicated to raise awareness off mental health in Shetland through dialogue with schools, youth groups and businesses. We have achieved this through talks to school pupils as demanded.

The Coordinators are in the process, along with NHS Health Improvement Practitioners, of developing a schools pack for different ages groups so that in the future we can encourage teaching staff to use Mind Your head materials and the subject become integral to the curriculum.

The Mind Your Head website was redesigned and its content updated. A significant amount of research went into this project from Jill Hood, Self Help Practioner and Nicola Halcrow, committee member to enable NB Communications to produce what aspires to be a valuable self help tool.

MYH sponsor's the Ness United works league by way of helping them purchase football strips in return for the MYH name and logo. We also support the Racing Club Skelladale who participate in the Prostar League in shetland. It is felt both these sponsorships are an extremely important way of targeting young males in an attempt to raise the issue of mental health.

Mind Your Head

Chairman's Report for the Year Ended 31 March 2011

We were successful in being awarded the RBS Community Fund Award. It has a significance in that we were voted for by the public. The panel was made up of staff, local people and community leaders who decide on a shortlist for each area. We were delighted to receive £3000.

In partnership with staff from NHS Shetland, Mind Your Head had a presence at 4 of the annual agricultural shows held around Shetland. As in previous years it was agreed that this was an ideal opportunity to speak to people in this informal and relaxed way in an attempt to reduce the stigma which surrounds mental ill health.

Funding

Mind Your Head continues to be overwhelmed with the generosity of the local community, both from individuals and company donations. MYH has also benefited from a special fundraising event - in July 2010 local man Terry Williamson began a charity walk around the coastline of Shetland and all its inhabited islands, in total almost 900 miles. Mr Williamson has first hand experience of mental ill health and not only wanted to do something in aid of MYH but to benefit his own health. The walk is still ongoing and so far Mr Williamson has raised £1,761 for MYH.

Thanks to funding from the Shetland Islands Council via the Fairer Scotland Fund, See Me, Robina Goodlad Memorial Trust and the Bletty Memorial Fund we are in a position to employ 2 Coordinators for a total of 25 hours until the end of March 2012.

The results of the Community Survey will help to inform future funding bids where Mind Your Head want to ensure that resources are targeted where the most impact can be achieved.

Mind Your Head Self Help Facilitator Post

Agreement was reached with NHS Shetland that they would fully fund this post up until 31 November 2011. This post is due for review prior to expiry of contract but meanwhile Jill Hood, the post holder has done a lot of work with Mind Your head on promoting the self help approach. She was responsible for the new website and keeps it updated with new material. Jill also takes responsibility for responding to people who ask Mind Your Head for help in terms of signposting them to other services and suggesting self help materials they may find useful.

We hope to secure ongoing funding for this post in order to further develop the self help approach which can complement existing services while helping to empower people (where appropriate) to take ownership and control of their mental health issues.

Co-ordinators Post

Jenny Teale and Jacqui Clark were appointed on a job share basis to the post of Co-ordinator. They both took up post on 1 November 2011 and in the first five months their work has been focussed on researching and planning programmes of work.

As well as meeting with partner agencies to further achieve the aims of Mind Your Head, the Co-ordinators spent a substantial amount of time revising and updating the organisation's Action Plan in order to formulate plans for the duration of 2011.

In addition the co-ordinators delivered education workshops which aimed to raise awareness of mental health amongst young people as well as developed further educational initiatives for the future. Planning for large scale events in the summer including the annual fun run, which will help Mind Your Head reduce stigma surrounding mental health, was well underway as well as a new partnership with Co: Lab who are a local design company. Co: Lab and Mind Your Head launched a new awareness raising design exhibition in April 2011.

At the end of March, Mind Your Head launched their community survey, which aims to pull together the views of the community on services as well as what priorities Mind Your Head should follow in the future.

The co-ordinators are looking forward to a busy 2011.

Mind Your Head

Chairman's Report
for the Year Ended 31 March 2011

Future Plans

Our plans for the future will be predominantly based on the results of our community survey. These results will play an integral part of where the charity will find itself over the coming years. It will be a challenging time but with the continued commitment and dedication of its committee members the co-ordinator it will in return be an exciting time and provide opportunities for the charity to develop further and continue to work in partnership with other agencies to provide the best possible service to the Shetland community.

Mind Your Head

Report of the Trustees for the Year Ended 31 March 2011

The trustees present their report with the financial statements of the charity for the year ended 31 March 2011. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

Mind Your Head was born as a result of funds 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 gaps that exist in the current service provision.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

SC038381

Principal address

Market House
14 Market Street
Lerwick
Shetland
ZE1 0JP

Trustees

Miss S Manson
Miss J Halcrow
Miss N Halcrow
A Murdoch
Mrs K Naulls

Independent Examiner

Bon Accord Accountancy Limited
R & A House
Blackburn Business Park
Woodburn Road
Blackburn
Aberdeenshire
AB21 0PS

Management Committee

Miss S Manson (Chair)
Mrs E Robertson (Vice Chair)
Miss J Halcrow (Secretary)
Mrs AE Thomson (Vice-Secretary)
Miss N Halcrow (Treasurer)
Mrs H Robertson (Vice-Treasurer)
Miss L Mouat
Mr A Murdoch
Mrs K Naulls
Mrs W Hatrick
Mrs A Burke

Mind Your Head

Report of the Trustees
for the Year Ended 31 March 2011

REFERENCE AND ADMINISTRATIVE DETAILS

Advisers to the Management Committee

Mrs M Birrell

Miss K Smith

Mrs D Leyland

Mr P Robertson

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Mind Your Head formally adopted its Constitution on 23 January 2007 at its inaugural meeting and elected its first Management Committee.

Mind Your Head obtained charitable status on 21 June 2007 when it was registered with the Office of the Scottish Charities Regulator (OSCR).

Organisational structure

The Management Committee holds regular meetings and generally controls and supervises the activities of the charity. In particular, the Management Committee is responsible for monitoring the financial position of the charity.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

ON BEHALF OF THE BOARD:



Miss J Halcrow - Trustee

8 June 2011

Independent Examiner's Report to the Trustees of
Mind Your Head

I report on the accounts for the year ended 31 March 2011 set out on pages seven to eleven.

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's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the 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 the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 I do not express an audit opinion on the view given by the accounts.

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 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 to comply with Regulation 8 of the 2006 Accounts Regulations

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.



Martin R Watt FCCA
Bon Accord Accountancy Limited
R & A House
Blackburn Business Park
Woodburn Road
Blackburn
Aberdeenshire
AB21 0PS

8 June 2011

Mind Your Head

Statement of Financial Activities
for the Year Ended 31 March 2011

	Notes	Unrestricted funds £	Restricted funds £	31.3.11 Total funds £	31.3.10 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		14,518	32,555	47,073	17,195
Activities for generating funds	2	10,679	-	10,679	6,881
Investment income	3	612	-	612	582
Total incoming resources		25,809	32,555	58,364	24,658
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs		1,904	-	1,904	3,234
Charitable activities					
Mind Your Head		5,900	9,435	15,335	9,836
Governance costs		36	-	36	4,964
Total resources expended		7,840	9,435	17,275	18,034
NET INCOMING RESOURCES		17,969	23,120	41,089	6,624
RECONCILIATION OF FUNDS					
Total funds brought forward		69,040	-	69,040	62,416
TOTAL FUNDS CARRIED FORWARD		87,009	23,120	110,129	69,040

The notes form part of these financial statements

Mind Your Head

Balance Sheet
At 31 March 2011

	Notes	Unrestricted funds £	Restricted funds £	31.3.11 Total funds £	31.3.10 Total funds £
FIXED ASSETS					
Tangible assets	6	-	1,651	1,651	-
CURRENT ASSETS					
Debtors	7	66	-	66	-
Cash at bank		86,943	23,302	110,245	69,040
		<u>87,009</u>	<u>23,302</u>	<u>110,311</u>	<u>69,040</u>
CREDITORS					
Amounts falling due within one year	8	-	(1,833)	(1,833)	-
		<u>87,009</u>	<u>21,469</u>	<u>108,478</u>	<u>69,040</u>
NET CURRENT ASSETS					
		<u>87,009</u>	<u>21,469</u>	<u>108,478</u>	<u>69,040</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>87,009</u>	<u>23,120</u>	<u>110,129</u>	<u>69,040</u>
NET ASSETS		<u>87,009</u>	<u>23,120</u>	<u>110,129</u>	<u>69,040</u>
FUNDS	9				
Unrestricted funds				87,009	69,040
Restricted funds				23,120	-
TOTAL FUNDS				<u>110,129</u>	<u>69,040</u>

The financial statements were approved by the Board of Trustees on 8 June 2011 and were signed on its behalf by:



Miss S Manson -Trustee



Miss N Halcrow -Trustee

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities and Trustee Investment (Scotland) Act 2005 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

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

Fixtures and fittings - 25% on cost

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

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

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

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

2. ACTIVITIES FOR GENERATING FUNDS

	31.3.11	31.3.10
	£	£
Fun Run - Registration Fees	3,961	3,957
Fun Run - Sponsorship	1,805	1,465
Fun Run - Teas	835	898
Fun Run - Bairns Activities	106	79
Terry Williamson Coastal Walk	1,761	-
Allan Stronach Bike Ride	2,187	-
Merchandise sold at events	24	125
Christmas Bazaar	-	357
	<u>10,679</u>	<u>6,881</u>

3. INVESTMENT INCOME

	31.3.11	31.3.10
	£	£
Deposit account interest	<u>612</u>	<u>582</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2011

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2011 nor for the year ended 31 March 2010.

Trustees' Expenses

	31.3.11	31.3.10
	£	£
Trustees' expenses	104	-
	<u> </u>	<u> </u>

5. STAFF COSTS

	31.3.11	31.3.10
	£	£
Wages and salaries	7,088	-
Social security costs	168	-
	<u> </u>	<u> </u>
	7,256	-
	<u> </u>	<u> </u>

6. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
Additions	350	1,834	2,184
	<u> </u>	<u> </u>	<u> </u>
DEPRECIATION			
Charge for year	75	458	533
	<u> </u>	<u> </u>	<u> </u>
NET BOOK VALUE			
At 31 March 2011	275	1,376	1,651
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2010	-	-	-
	<u> </u>	<u> </u>	<u> </u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.11	31.3.10
	£	£
Other debtors	66	-
	<u> </u>	<u> </u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.11	31.3.10
	£	£
Trade creditors	1,833	-
	<u> </u>	<u> </u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2011

9. MOVEMENT IN FUNDS

	At 1.4.10 £	Net movement in funds £	At 31.3.11 £
Unrestricted funds			
General fund	53,040	17,969	71,009
MYH Self Help Facilitator Post	16,000	-	16,000
	<u>69,040</u>	<u>17,969</u>	<u>87,009</u>
Restricted funds			
Robina Goodland Memorial Trust	-	1,651	1,651
Goodnews Scotland	-	1,500	1,500
See Me - Mind Your Head Project 2010/11	-	5,000	5,000
Bletty Memorial Fund	-	5,000	5,000
Fairer Scotland Fund	-	9,969	9,969
	<u>-</u>	<u>23,120</u>	<u>23,120</u>
TOTAL FUNDS	<u>69,040</u>	<u>41,089</u>	<u>110,129</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	25,809	(7,840)	17,969
Restricted funds			
Robina Goodland Memorial Trust	3,830	(2,179)	1,651
Goodnews Scotland	1,500	-	1,500
See Me - Mind Your Head Project 2010/11	5,000	-	5,000
Bletty Memorial Fund	5,000	-	5,000
Fairer Scotland Fund	17,225	(7,256)	9,969
	<u>32,555</u>	<u>(9,435)</u>	<u>23,120</u>
TOTAL FUNDS	<u>58,364</u>	<u>(17,275)</u>	<u>41,089</u>

Mind Your Head

Detailed Statement of Financial Activities
for the Year Ended 31 March 2011

	31.3.11	31.3.10
	£	£
INCOMING RESOURCES		
Voluntary income		
Donations	17,817	10,386
Legacies	8,201	1,885
Grants	21,055	4,924
	<hr/>	<hr/>
	47,073	17,195
Activities for generating funds		
Fun Run - Registration Fees	3,961	3,957
Fun Run - Sponsorship	1,805	1,465
Fun Run - Teas	835	898
Fun Run - Bairns Activities	106	79
Terry Williamson Coastal Walk	1,761	-
Allan Stronach Bike Ride	2,187	-
Merchandise sold at events	24	125
Christmas Bazaar	-	357
	<hr/>	<hr/>
	10,679	6,881
Investment income		
Deposit account interest	612	582
	<hr/>	<hr/>
Total incoming resources	58,364	24,658
RESOURCES EXPENDED		
Fundraising trading: cost of goods sold and other costs		
Christmas Bazaar	-	20
Fun Run - T Shirts	-	1,449
Fun Run - Bibs	965	329
Fun Run - Advertising	488	742
Fun Run - Postage	45	132
Fun Run - Sunday Teas	185	190
Fun Run - Bairns activities	44	116
Fun Run - Misc	-	49
Fun Run - Road safety Signs	-	207
Just giving fees	177	-
	<hr/>	<hr/>
	1,904	3,234
Charitable activities		
Trustees' expenses	104	-
Wages	7,088	-
Social security	168	-
Rent Of Offices	748	-
Postage and stationery	288	145
Carried forward	8,396	145

This page does not form part of the statutory financial statements

Mind Your Head

Detailed Statement of Financial Activities
for the Year Ended 31 March 2011

	31.3.11	31.3.10
	£	£
Charitable activities		
Brought forward	8,396	145
Advertising	362	334
Sundries	234	271
Room Hire	84	75
Promotional Material	1,009	2,235
Website	3,309	1,096
M H Awareness Card	-	1,680
Sponsorship	683	-
Catering	333	-
Committee Expenses	110	-
Payroll Costs	250	-
Employee Expenses	32	-
Fixtures and fittings	75	-
Computer equipment	458	-
Grants to institutions	-	4,000
	<hr/>	<hr/>
	15,335	9,836
Governance costs		
Professional Fees	-	4,924
AGM	36	40
	<hr/>	<hr/>
	36	4,964
Total resources expended	<hr/>	<hr/>
	17,275	18,034
Net income	<hr/>	<hr/>
	41,089	6,624
	<hr/>	<hr/>

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