

Mind Your Head
Trustees' Annual Report and Accounts
for the year ended 31 October 2007

**Mind Your Head
Trustees' Annual Report for the year ended 31 October 2007**

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, Kelly Naulls, Phylliss Stickle, Karen Smith, Alex Cluness.

Current Management Committee members (all appointed on 23 January 2007)

Shona Manson (Chairperson), Julie Halcrow (Secretary), Nicola Halcrow (Treasurer), Wendy Hatrick, Jolene Garriock, Dawn Manson, Michelle Manzie, Alan Murdoch, Kelly Naulls, Phylliss Stickle, Karen Smith.

Other Management Committee members during the year

Alex Cluness (resigned in August 2007)

Contact address

Mind Your Head can be contacted at the following address: 64e Burgh Road, Lerwick, Shetland ZE1 OHJ.

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).

Recruitment and appointment of Trustees

All of the Association'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.

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Recruitment and appointment of Management Committee members

All the Association's Management Committee members are appointed or reappointed by our members at our annual general meeting.

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

The Association'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.

Activities and achievements

This first year for Mind Your Head has been fantastic and we would just like to express sincere thanks to all those who have donated money and/or time to ensuring that Mind Your Head continues to make an impact in the Shetland Community. Not least the committee who have come with enthusiasm, passion and new ideas.

In the last twelve months the management committee has been working to an agreed action plan which is regularly monitored and updated. To date we have:

- Gained charitable status
- Developed a website providing mental health information and emergency contacts. The website also has an online facility to register participants for our annual fundraiser – Round Spiggie Fun Run and Walk. Many thanks to nb communications for creating and maintaining the website as sponsorship from the company.
- Held our second annual Fun Run which attracted over 350 people ranging in age, level of fitness and mental health experience. Of equal importance to the funds raised is the statement that the event makes about mental health, where people are becoming more open about their personal situation and others less frightened by the taboo of mental

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Activities and achievements (continued)

- health. This now annual event has meant that MYH has struck a chord within the community that is helping to break down the stigma that exists and raise awareness of mental health issues in general. In order to attract families to this event we also organised childrens activities and 'Sunday teas'.
- Worked hard to establish and maintain close links with other mental health professionals to ensure that Mind Your Head works alongside other services in a complimentary way. Mind Your Head is keen to work in partnership with other agencies and look at ways that we can build on existing services and awareness raising actions within Shetland. To this end Mind Your Head is represented on the Mental Health Partnership and has been fully involved in the development of the new mental health strategy for Shetland.
- Worked along with the press to ensure good press coverage within Shetland. Press releases in relation to the creation of our website and the Fun Run were also sent to the Choose life and See me website.
- Formed relationships with the national organisation for reducing the stigma of mental ill health - See Me and with the national organsiation for suicide prevention - Choose Life.
- Identified that a gap exists in local service provion for people suffering from mild to moderate mental health problems. It was recognised that there are many people in Shetland presenting themselves for help at their GP health centre due to stress, anxiety, mild depression and other emotional difficulties for whom counselling, antidepressants nor referral to the Community Mental Health Team are appropriate but in the absense of other resources this is often the result. The Primary Care Counselling Service established in all General Practices across Shetland currently have long waiting lists for counselling where potential clients may wait for up to 10 weeks.

MYH steering group for this project agreed that there are people being referred to both these already overstretched services who's needs would be better met by a worker who could guide them in self help materials and signpost them to other appropriate services. A funding application is currently with NES (the educational body of the NHS) whom we hope will allocate 2 years funding towards a MYH Support Worker post. If successful, the post will be managed initially by Alan Murdoch, Manager Community Mental Health Team. There will be an educational component to this role where the worker will offer sessional training to other professionals on self help materials.

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Financial review

The generosity of the local community has contributed greatly to the healthy bank balance currently held by the Association. A total of £11,704.12 was raised through community donations, with a further £4,367.00 donated by local businesses.

Although our outgoings have been fairly minimal we have still managed to fulfill the various tasks from our action plan.

The net worth of the 2007 Fun Run (£4,044.14) has provided a fantastic source for fundraising and we would hope to sustain this level of income in future years. The sponsorship provided by Garriock Bros contributed greatly to the event.

A surplus of £20,414.07 is recorded for the year resulting in an overall balance held at 31 October 2007 of £38,367.70.

Future plans

In the next year we hope to move Mind Your Head to the next level. This first year has been spent largely consolidating our foundations and we now want to build on that with projects like the Mind Your Head Support Worker and awareness raising actions in schools in partnership with See Me and the local health improvement team.

We also plan to make a financial contribution to the ongoing work of Choose Life in terms of suicide prevention in Shetland.

Grants and donations relating directly to charitable activities

The Association donated the sum of £250 to a local Shetland charity – Women of Worth. The donation was used to assist Women of Worth with funding its service to women experiencing emotional difficulties and problems with mental health and well-being.

Trustees and Management Committee members' remuneration and expenses

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

Ms Shona Manson received expenses amounting to £37.50 during this year in respect of her role as Chairperson. None of the other Trustees or Management Committee members received any expenses during the year.

The Association also provided refreshments and lunch which cost £19.94 for a Mind Your Head Management Committee Away Day in May 2007.

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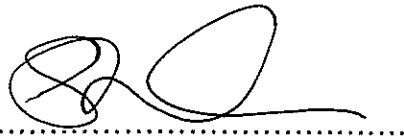
Transactions between the Association and Management Committee Members

The Chairperson Ms Shona Manson provided training services in association with Choose Life by way of holding two 2-days Workshops on Applied Suicide Intervention Skills Training (ASIST). The Association paid Ms Manson £150 per 2-day workshop being 50% of the total cost of the ASIST workshop. The total amount paid to Ms Manson in this year amounted to £342 including expenses of £42. There were no outstanding balances at the year-end in respect of these payments.

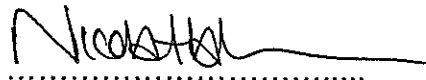
Reserves

The Association has built up a healthy bank balance thanks to the generosity of the many donors and sponsors since our inception in 2004. The current level of funds is considered an adequate reserve to fund our planned activities for the next financial year.

Approved by the Trustees and signed on their behalf by:



Shona Manson, Chairperson



Nicola Halcrow, Treasurer

20 March 2008

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Independent Examiner's Report to Trustees of Mind Your Head

I report on the accounts of the charity for the year ended 31 October 2007 which are set out on pages 7 to 9.

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 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.

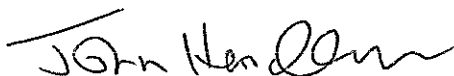
Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 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 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
Bonhoga
Veensgarth
Tingwall
Shetland ZE2 9SE

20 March 2008

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Receipts and Payments Account for the year ended 31 October 2007

	Note	2007 £	2006 £
Receipts			
Donations	1	16,071.12	6,340.77
Legacies and donations in memoriam		2,494.78	-
Fund raising activities	2	8,159.32	6,082.38
Bank interest		717.47	328.73
Total receipts		<u>27,442.69</u>	<u>12,751.88</u>
Payments			
Expenses for fund raising activities:			
Fun Run	3	5,031.94	3,151.43
Cost of merchandise		643.68	-
Total expenses for fund raising activities		<u>5,675.62</u>	<u>3,151.43</u>
Payments for charitable activities:			
Room hire for meetings		98.00	15.00
Stationery and postage		277.46	12.30
Subscriptions and memberships		30.00	-
Advertising		84.30	-
Website hosting and email		141.00	-
Management Committee members' expenses	4	57.44	-
Promotional material		-	129.25
ASIST training and expenses		342.00	-
Total payments for charitable activities		<u>1,030.20</u>	<u>156.55</u>
Grants and donations relating directly to charitable activities			
Women of Worth		250.00	-
Total grants and donations relating directly to charitable activities		<u>250.00</u>	<u>-</u>
Governance costs:			
Room hire for AGM and meetings		10.00	-
Total governance costs		<u>10.00</u>	<u>-</u>
Taxation payments:			
Tax deducted from interest received		62.80	2.32
Total taxation payments		<u>62.80</u>	<u>2.32</u>
Total payments		<u>7,028.62</u>	<u>3,310.30</u>
Surplus for year		<u>20,414.07</u>	<u>9,441.58</u>

All funds are unrestricted.

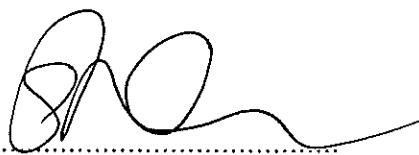
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Statement of Balances as at 31 October 2007

	2007 £	2006 £
Bank and cash in hand		
Opening balances	17,953.63	8,512.05
Surplus for year	<u>20,414.07</u>	<u>9,441.58</u>
Closing balances	<u><u>38,367.70</u></u>	<u><u>17,953.63</u></u>
Reserves		
General funds	<u>38,367.70</u>	<u>17,953.63</u>
Closing balances	<u><u>38,367.70</u></u>	<u><u>17,953.63</u></u>
Debtors :		
Receipts due from fund raising activities		
Registration fees	342.94	-
Sponsorship money	<u>3,587.44</u>	<u>1,909.16</u>
	<u>3,930.38</u>	<u>1,909.16</u>
Creditors :		
Expenses unpaid at year end		
Room hire for meetings	9.00	-
Fun Run - T shirt delivery costs	<u>80.00</u>	<u>-</u>
	<u>89.00</u>	<u>-</u>

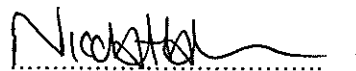
All funds are unrestricted.

Approved by the Trustees and signed on their behalf by:



Shona Manson, Chairperson

Thursday, March 20, 2008



Nicola Halcrow, Treasurer

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Notes to Receipts and Payments Account for the year ended 31 October 2007

	2007 £	2006 £
1. Receipts - donations		
Community donations	11704.12	4,590.77
Corporate donations	4367.00	1,750.00
	<u>16071.12</u>	<u>6,340.77</u>
2. Receipts from fund raising activities		
Fun Run :		
Registration fees	1,680.00	
Sponsorship money	4,351.86	
Proceeds from sunday teas	923.00	
Proceeds from bairns activities	180.00	
Total Receipts from Fun Run	<u>7,134.86</u>	<u>6,082.38</u>
Whalsay Fun Run :		
Registration fees	650.00	-
Total Receipts from Whalsay Fun Run	<u>650.00</u>	<u>-</u>
Sales of Merchandise	374.46	-
Total Receipts from fund raising activities	<u>8,159.32</u>	<u>6,082.38</u>

The receipts for Sponsorship for the year ended 31 October 2007 includes £1,909.16 in respect of the 2006 Fun Run.

The receipts for Fund Raising Activities for the year ended 31 October 2007 excludes receipts received in November 2007 in respect of the 2007 Fun Run amounting to £ 3,930.38 as noted below :

	£
Registration fees	342.94
Sponsorship money	<u>3,587.44</u>
	<u>3,930.38</u>

The amounts have been recorded as Debtors as at 31 October 2006/2007 of £1,909.16 and £3,930.38 respectively and have been disclosed in the Statement of Balances.

	2007 £	2006 £
3. Expenses for fund raising activities		
Fun Run :		
T-Shirts	3,383.45	2,311.34
Advertising	630.47	265.30
Miscellaneous	151.29	129.44
Bibs	286.69	-
Bairns Activities	289.56	174.07
Postage	48.00	52.32
Stationery	27.43	-
Sunday Teas	215.05	218.96
	<u>5,031.94</u>	<u>3,151.43</u>
4. Management Committee members' expenses		
Chairperson's expenses	37.50	-
Cost of Lunch provided for Management Committee Away Day in May 2007	19.94	-
	<u>57.44</u>	<u>-</u>