

REGISTERED CHARITY NUMBER: SC047357

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 July 2018
for
Mind Your Head

Mind Your Head

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for the Year Ended 31 July 2018

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Mind Your Head

Report of the Trustees
for the Year Ended 31 July 2018

The trustees present their report with the financial statements of the charity for the year ended 31 July 2018. The trustees have adopted the provisions of 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).

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.

Mind Your Head

Report of the Trustees for the Year Ended 31 July 2018

OBJECTIVES AND ACTIVITIES

Objectives and aims

We want Shetland to be a place where mental health is supported positively within the community and people do not feel isolated because of mental illness.

Outcomes

- o People do not feel isolated
- o People are more aware and understanding
- o People know where to access help
- o People are able to access support services
- o People are more able to offer support to one and other
- o Mind Your Head is a thriving organisation delivering to the Shetland community
- o Mind Your Head is supported by the local community

Objectives

- o Deliver an informed annual programme of awareness raising activities throughout Shetland which explore and improve understanding of mental health and wellbeing in the community
- o Improve access to support and information relating to mental health and wellbeing and in doing so successfully launch support services targeted at young people and adults
- o Ensure our organisation's programmes, activities and services are monitored, evaluated and planned efficiently with effective governance and appropriate management of finance, administration and staffing

Purposes

The organisation's purposes are:

- o to relieve those in need by reason of mental ill-health by
 - a) facilitating support for young people and adults experiencing mental ill-health
 - b) supporting people who care for others affected by mental ill-health
- o to promote equality & diversity by
 - a) reducing the stigma of mental health
 - b) improving awareness of mental health and wellbeing

Principles

1. To be realistic
2. To be sustainable

Powers

The organisation has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so.

No part of the income or property of the organisation may be paid or transferred (directly or indirectly) to the members - either in the course of the organisation's existence or on dissolution - except where this is done in direct furtherance of the organisation's charitable purposes.

Mind Your Head

Report of the Trustees for the Year Ended 31 July 2018

OBJECTIVES AND ACTIVITIES

Review of Activity

Wellness Programme and Wellness Together Programme

On the 27th August 2017 Mind Your Head launched it's one to one support service for local people and carers. Five members of staff have been recruited namely the Service Manager (0.75FTE, three support workers (2.5 FTE) and an administrative assistant (0.5 FTE). The service provides low level intervention for individuals aged 18 and over, and their carers, to improve their wellbeing through practical help over a period of six to eight weeks. There has been significant demand for the services with 180 referrals over the 11 month period. The Wellness Programme and Wellness Together Programme are almost entirely funded by the Big Lottery Fund and Leader Programme 2014-20.

A planned activities programme has also been introduced which has included activities such as Shetland Sow your Own, Wellbeing Caf  s, and Creativity and Wellbeing Workshops.

Mind Your Head continues to loan out SAD lamps to the public, which remain popular with positive feedback. In addition we have purchased several self-help books and resources for children and families that help normalise everyday feelings and thoughts and help explain why a parent might be sad. These publications have helped immensely and more will be purchased in the future.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Mind Your Head retains 0.25 FTE to deliver the core awareness raising activities of the charity which is covered by the Service Manager. These have included delivery of 'Grubby Huts' to male dominated workplaces, and is about talking and listening to people in the workplace. The 'Act of Kindness' advent calendar was also operational over December where local businesses donated gifts for people to nominate people in need to receive them.

Fundraising activities

Mind Your Head has raised  39,950 this year which was a combination of funds raised by the annual fun run, and charitable donations.

This year has been an exceptional year for fundraising, with significant donations received from many individuals and groups. The most notable of these was from Anita Georgeson who held many fundraising events, including climbing Mount Kilimanjaro, to raise a significant amount of money for the charity.

Education

A youth programme has been delivered in schools where a worker has been employed one day a week to deliver a mental health youth programme in schools across Shetland. In July following a positive meeting with Shetland Islands Council Children's Services, financial support was secured to fund a further school year with delivery across six schools in Shetland.

FINANCIAL REVIEW

Investment policy and objectives

Given that all funds are likely to be required in the short term, the Trustees consider the most appropriate investment policy is to hold the Trust's funds with the bank.

Reserves policy

The Charity's reserves policy is to maintain a sufficient level of reserves to enable operating activities to be maintained, taking account of potential risks and contingencies that may arise from time to time. The Committee have reviewed possible financial risks which may arise during the next three financial years to assist with its business and financial planning process and have identified the projected level of reserves which is required to manage these risks.

The balance held as unrestricted funds at 31 July 2018 was  67,236 of which  64,539 are regarded as free reserves, after allowing for funds tied up in tangible fixed assets and investments. Actual 3 month cash payments totalled  28,154 The current level of reserves is therefore higher than is needed and the charity will make additional grant award as appropriate in the next financial year to reflect this.

Mind Your Head

Report of the Trustees for the Year Ended 31 July 2018

FINANCIAL REVIEW

Risk Review

The Trustees have conducted their own review of the major risks to which the charity is exposed and policies and systems have been established to mitigate those risks. As funding for the support service is only for three years the Trustees have a policy to consider next steps 18 months prior to the final claim dates for these funds to establish continuation or otherwise of the service.

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).

At a meeting of Mind Your Head, held on 24th March 2014, a new organisational structure and constitution was agreed. It was agreed to apply to OSCR to transfer the unincorporated charity to that of a Scottish Charitable Incorporated Organisation (SCIO). This transfer had been planned for 2016 but has been delayed to mid 2017.

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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

SC047357

Principal address

Market House
14 Market Street
Lerwick
Shetland
ZE1 0JP

Trustees

K Wiseman

G Gover

Ms E Perring

Miss N Halcrow

S Thomas

P Nadin

G Howell

K Nicolson

J Polson

S Chapman

G Downing

C Ward

R Maclean

Secretary

- resigned 4.9.17

- resigned 4.9.17

- resigned 21.1.18

- appointed 13.11.17

- appointed 13.11.17

- appointed 13.11.17

- appointed 13.11.17

- appointed 2.7.18

Mind Your Head

Report of the Trustees
for the Year Ended 31 July 2018

REFERENCE AND ADMINISTRATIVE DETAILS


Independent examiner

Wilma A Sim ACCA (Non-practicing)
Bon Accord Accountancy Limited
2 North Ness Business Park
Lerwick
Shetland
ZE1 0LZ

Management Committee

Mrs Katrina Wiseman (Chair)
Mrs Gillian Gover (Vice Chair)
Miss Kirsten Nicolson (Treasurer)
Mr Graeme Howell (Secretary)

Approved by order of the board of trustees on 26 November 2018 and signed on its behalf by:



Trustee **KATRINA WISEMAN**

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

I report on the accounts for the year ended 31 July 2018 set out on pages seven to thirteen.

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 (as amended). 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 (as amended). 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 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 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.

w sim

Wilma A Sim ACCA (Non-practicing)
Bon Accord Accountancy Limited
2 North Ness Business Park
Lerwick
Shetland
ZE1 0LZ

26 November 2018

Mind Your Head

Statement of Financial Activities
for the Year Ended 31 July 2018

			Year Ended	Period
	Notes	Unrestricted funds	31.7.18	1.4.17
		£	Total funds	to
			£	31.7.17
				Total funds
				£
INCOME AND ENDOWMENTS FROM				
Donations and legacies		38,700	38,950	36,248
Charitable activities				
Mind Your Head		95,914	98,914	-
Other trading activities	2	10,269	10,269	-
Investment income	3	-	-	4
Total		<u>144,883</u>	<u>148,133</u>	<u>36,252</u>
EXPENDITURE ON				
Raising funds		1,705	1,705	3,031
Charitable activities				
Mind Your Head		107,292	110,914	14,945
Other		223	246	60
Total		<u>109,220</u>	<u>112,865</u>	<u>18,036</u>
NET INCOME/(EXPENDITURE)		<u>35,663</u>	<u>35,268</u>	<u>18,216</u>
RECONCILIATION OF FUNDS				
Total funds brought forward		<u>43,493</u>	<u>51,005</u>	<u>32,789</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>79,156</u></u>	<u><u>86,273</u></u>	<u><u>51,005</u></u>


The notes form part of these financial statements


Mind Your Head

Balance Sheet
At 31 July 2018

	Notes	Unrestricted funds £	Restricted funds £	31.7.18 Total funds £	31.7.17 Total funds £
FIXED ASSETS					
Tangible assets	7	2,368	329	2,697	664
CURRENT ASSETS					
Debtors	8	11,920	-	11,920	18,000
Cash at bank and in hand		65,287	6,789	72,076	32,397
		<u>77,207</u>	<u>6,789</u>	<u>83,996</u>	<u>50,397</u>
CREDITORS					
Amounts falling due within one year	9	(419)	(1)	(420)	(56)
NET CURRENT ASSETS		<u>76,788</u>	<u>6,788</u>	<u>83,576</u>	<u>50,341</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>79,156</u>	<u>7,117</u>	<u>86,273</u>	<u>51,005</u>
NET ASSETS		<u><u>79,156</u></u>	<u><u>7,117</u></u>	<u><u>86,273</u></u>	<u><u>51,005</u></u>
FUNDS	10				
Unrestricted funds				79,156	43,493
Restricted funds				7,117	7,512
TOTAL FUNDS				<u><u>86,273</u></u>	<u><u>51,005</u></u>

The financial statements were approved by the Board of Trustees on 26 November 2018 and were signed on its behalf by:

Trustee 
KATZINA WISEMAN

Trustee 
KIRSTEN NIELSON

The notes form part of these financial statements