**THE BRAVEHEART ASSOCIATION (SCIO)**

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**TRUSTEE’S ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2015**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Charity no: SC034617**

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# **TRUSTEES’ ANNUAL REPORT**

**FOR THE PERIOD ENDED 31 MARCH 2015**

The Trustees submit their report together with the financial statements for the period ended 31 March 2015 for the first year as a Scottish Charitable Incorporated Organisation (SCIO).

**Reference and Administrative Information**

Charity name: The Braveheart Association (SCIO)

Charity number: SC034617

Operational address: Falkirk Community Hospital

 Majors Loan

 Falkirk

FK1 5QE

Trustees  Gordon Thomson - Chairman

David Bremner – Treasurer

Fiona Wray -

Clare Tucker - secretary-

Maggie Cunningham resigned January 2015

Independent Examiner Elisha Kimani

 35 Garry Place

 Grangemouth

 FK3 0HU

Solicitors Katherine Irvine

 Assistant Solicitor

 Harper MacLeod LLP

 The Ca’d’oro

 45 Gordon Street

 Glasgow

 G1 3PE

BankersThe Royal Bank of Scotland

 Falkirk Newmarket Street Branch

 2 Newmarket Centre

 Falkirk

 FK1 1JX

**Structure, Governance and Management**

Governing document

The charity is a Scottish Charitable Incorporated Organisation (SCIO) governed by its constitution and controlled by its Trustees. The charity gained its incorporated status as a SCIO on 15th April 2014.

Our trustees

The constitution states a maximum number of 14 trustees.

Trustees receive induction and information on the activities, policies and procedures of the Braveheart Association.

Risk management

A comprehensive risk assessment has been carried out and examined the major risks that the charity faces and a risk management strategy has been developed comprising:

* an annual review of the risks
* the establishment of systems and procedures to mitigate those risks identified in the plan, and
* the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.

**Objectives and activities**

The Objects of the Association shall be to provide a framework of active support and encouragement for adults with a long term health condition and those at risk of developing chronic health conditions and, to promote their current and future wellbeing.

Our main objectives and activities continue to focus upon providing support for adults living with or are at risk of developing a long term condition. Currently this is delivered in two main areas;

* Self-management groups, where people come together to learn and support one another,
* Encouraging people to take gentle exercise by offering a variety of supported walking groups across Forth Valley

Braveheart promotes healthy lifestyles with a focus on preventing the development of long term conditions and have developed our Optimise community based self management programmes and an extensive network of weekly and monthly walks. We can also offer longer term support through our Braveheart Plus groups.

All our services are friendly, welcoming and run with the help of community volunteers, who we train as Health Mentors and Walk Leaders. We rely on our volunteer to deliver much of what we do and we aim to train and support our volunteers to the highest of standards. Our health mentoring training programme has recently been accredited by the Royal Society of Public Health. Our walking Development Officer has also recently completed Paths for All Cascade Trainer, Walk Leader Training Course.

**Achievements and performance**

Braveheart is working hard to lessen the risk of heart disease, diabetes and other long term conditions. During the year self-management options for local people were expanded with flexible Optimise sessions introduced for local community groups designed to meet their particular needs. The number of older people living in Scotland continues to rise with a further 50% increase in people aged 60 years or over expected between 2010 and 2033. This will inevitably lead to an increase in the number of people at risk of developing one or more long term condition.

**1. Funding**

* Funding was secured from Falkirk Partnership Innovation Fund in September to continue the Optimise health mentoring programme.
* Secured support from Supporting Communities to develop a consultation process with stakeholders
* New funding was secured from The Robertson Trust to support the Walk with Braveheart Programme over a three year period
* New funding was secured from Voluntary Action Fund to redevelop and accredit our core health mentor training programme.
* Sons of the Rock funding was received to buy a new photocopier.
* In January, The Saturday Hospital Fund presented Braveheart with a donation for £3 000
* A sponsored walk held in July raised over £300 for Braveheart funds

**2. Service Effectiveness**

* Our Walk With Braveheart programme enabled local people to become more active and participate in new nature themed walks across Forth Valley.
* Walk With Braveheart achieved 344 walks with 4210 attendances, an increase of over 10% on the previous year.
* 326 local people participated in the Optimise health mentoring programme
* Braveheart Plus groups for people with long term health conditions such as diabetes and heart problems continued to flourish in Camelon and Stenhousemuir.
* Evaluation of Braveheart’s health mentoring model indicated that participants became more confident about making positive lifestyle changes.
* Accreditation from the Royal Society of Public Health was achieved for our core Health Mentor Training Programme.
* A consultation process was carried out during the last quarter of the year with volunteers, service users, key partners, NHS staff and community members.

**3. Volunteers**

* An Investing In Volunteers Development Group was set up which updated the Volunteer Handbook and prepared for the Assessment process
* A barge trip from the Falkirk Wheel was held in June to thank Braveheart volunteers.
* Our Walking Development Officer achieved Paths For All Cascade trainer status enabling her to train new Walk Leader volunteers
* Core health mentor training materials were developed with volunteers to RSPH standard
* Volunteers were involved in the consultation process, the IIV assessment process, the development of the weekly and monthly walking programme, the redevelopment of the health mentor training programme, the RSPH Assessment process and in many other aspects of the organisation.

**4. Marketing**

* A new Braveheart website was developed with support from Voluntary Health Scotland Digital Inclusion programme
* Regular publicity mailings for programmes were sent out to community centres, health centres etc.
* New publicity materials were developed for the Walking Programme including weekly and monthly walk cards

**Financial review**

There was a surplus of £6,962 in the year 2014/15.

Most income received by Braveheart is restricted to be expended on activities and projects specified by the donor. In the period to 31st March 2015, all income received for the year 2014/15 amounted to £116,334. The balance of funds for carry forward to next year is £9,091 and the Association is working on fundraising projects to build the organisation’s unrestricted reserves.

Unrestricted income is mainly derived from fund raising activities, donations and bank interest. During 2014/15 the unrestricted income was £4,295.

Principal funding sources

The charity’s principal sources of funds are received from NHS Forth Valley, Partnership Innovation Fund, Scottish National Heritage, Voluntary Action Fund and The Robertson Trust. Further support was provided through:

* Voluntary Health Scotland Digital Inclusion programme, who helped us develop and host our new website
* Supporting Communities Programme delivered by the Scottish Community Development Centre who provided resource to help us deliver on our consultation project

It is hoped over the next few years to build partnerships with various bodies with the aim of securing longer term funding which, when added to the fundraising resources, will provide the Charity with the means to maintain existing initiatives in addition to introducing new projects.

Investment policy

The Trustees have considered the most appropriate policy for investing funds and has found that short to medium funds should be held in a mixture of current and term bank accounts to optimise interest earned.

Reserves policy

The charity aims to build upon the reserves policy and contingency fund, covering the costs of general expenditure for all programmes for up to 6 months.

The Treasurer, Chairman and Manager, on behalf of the Management Committee, conduct an annual review of the level of unrestricted reserves in the general fund by considering risks associated with the various income streams, expenditure strategies and balance sheet items. This enables an estimate to be made of the level of reserves that are sufficient:

■ to allow time for reorganisation in the event of a downturn in income;

■ to protect ongoing work programmes; and

■ to allow the Charity to meet its objectives.

Risks and issues considered by the Treasurer, Chairman and Manager in making this judgement on the level of unrestricted reserves consist of:

■ over-dependence on any single source of income;

■ possibility of a downturn in income streams;

■ period of time required to re-establish income streams;

■ period of time required to downsize the Charity operations;

■ whether there is adequate control over budgets;

■ potential decrease in the value of the investment portfolio; and

■ requirements for a reasonable level of working capital.

 **Plans for Future Periods**

In the light of the pressures facing the third sector in the current economic climate, there is clearly less money available to organisations such as Braveheart. However government policy is leaning towards a larger role for charities to deliver public services and there are real and valuable opportunities for Braveheart to shape local priorities and contribute to address local needs. This is a crucial time for the NHS as they work through the integration of health and social care services. In this regard, Braveheart was invited by NHS Forth Valley to contribute to their Clinical Services Review and it was no coincidence that we were also invited to present to the Board of NHS Forth Valley as part of an initiative to raise the awareness of the benefits of working with the charity sector. We will build on the opportunities that both of those events have created during the following 12 months.

During the last quarter of the financial year, much time was spent on consulting with staff, volunteers, service users and other key stakeholders. This exercise was hugely positive, confirming what we do well and highlighting projects that we might take forward in the future. The outputs from the consultation exercise will also help support future funding applications.

Two new funding streams have been secured to support our activities in the year ahead. The Robertson Trust has provided some match funding (along with SNH) to help us deliver on our walking programme. Lloyds TSB Foundation has also provided some resource to help us support Braveheart Plus.

The Big Lottery has some funding available that supports communities and people most in need. Those needs align with what Braveheart is able to deliver. If we are successful, this will secure longer term funding, beyond the next financial year, to support new and innovative health mentoring programmes.

**Braveheart’s Board Strategy:**

The Braveheart strategy is being developed for the next three years has been informed by three major factors:

* An internal evaluation of what we have done well in the past
* An extensive review of the local and national environment affecting health and wellbeing.
* The consultation, previously described, involving staff, volunteers, service users, community groups and other stakeholders, including the NHS and other partnership agencies

The key elements of the strategy will include:

**Communication**; we will share all the good things that we do with all those that might be interested

**Evaluation**; we will evaluate what we do to ensure we are delivering what we promise and what we are being asked to by our funders

**Funding**; is a key strategy for all charities

**Partnership**; much of what we deliver is done in partnership with different stakeholders and these relationships require nurturing

**Key Actions:**

 **1. Activities**

* Achieve a minimum of 15 weekly walks and 8 monthly health walks
* Recruit, train and support 40 Walk Leaders
* Recruit and train 10 volunteers as Health Mentors to Royal Society of Public Health standards
* Work with NHS staff and Health Mentors to develop a COPD self management pilot programme
* Support the development of Braveheart Plus groups and their Mentors
* Develop new session plans and materials for health mentoring in the community with volunteer health mentors

 **2. Funding**

* Submit an application to The Big Lottery Investing in Communities Fund for a range of health mentoring activities for older adults and carers in areas of most need and health inequalities
* Apply for funding to support Walk With Braveheart and Braveheart Plus groups
* Apply to the Integration Fund for support to deliver health mentoring sessions to adults in the community who would most benefit
* Continue to seek to secure appropriate funding streams to support existing and new developments.
* Continue with the development of the Finance Statement(s) and Fund Raising in line with the Braveheart outline plans developed in February 2011.

 **3. Marketing**

* Continue to raise the profile of Braveheart by producing and disseminating a new quarterly Newsletter, programme leaflets and an Annual Review
* Maintain and keep the Braveheart website and Facebook page up to date
* Promote the work of Braveheart by producing regular media releases and articles

 **4. Organisational**

* Disseminate the results of the Consultation process
* Achieve Investing In Volunteers accreditation for 2015-18
* Develop an Evaluation Strategy for Braveheart and produce new evaluation materials
* Finalise the Braveheart 3 year Strategic Plan
* Work with key personnel in the NHS and other key partners to develop closer partnership working
* Recruit a minimum of 2 new Trustees for the Braveheart Board

**Statement of Trustees’ Responsibilities**

Law applicable to charities in Scotland requires the Trustees to prepare financial statements each financial year, which give a true and fair view of the state of affairs of the charity at the end of its financial activities during the year then ended. In preparing those financial statements, the Trustees are required to:

* Select suitable accounting policies and then apply them consistently
* Make judgements and estimates that are reasonable and prudent
* State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
* Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They have general responsibility for taking such steps as is reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

**Independent Examiner**

Elisha Kimani of Grangemouth has been retained as the independent examiner for 2014/15

**By order of the board dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2015**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gordon Thomson

Braveheart Chairman

# **INDEPENDENT EXAMINER’S REPORT**

**TO THE TRUSTEES OF THE BRAVEHEART ASSOCIATION** **CHARITY NO SC034617.**

 I report on the financial statements of the charity for the period 1st April 2014 to 31st March 2015, which are set out on pages 10 to 13.

**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 (“the 2005 Act”) and the Charities Accounts (Scotland) Regulations 2006 (as amended) (“the 2006 Regulations”). The Charity’s Trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section (44)(1) (c) of the 2005 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 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 Regulations, and
* to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 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.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Elisha Kimani 35 Garry Place

Grangemouth, FK3 0HU

# **STATEMENT OF RECEIPTS AND PAYMENTS**

**FOR YEAR ENDED 31 MARCH 2015**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Note | UnrestrictedFunds | RestrictedFunds | **Total****2015** | Total2014 |
|  |   | £ | £ | **£** | £ |
| **Receipts**  |  |  |  |  |  |
| Donations | 4 | 3,683 | 0 | **3,683** | 16,245 |
| Grants | 5 | - | 111,860 | **111,860** | 61,724 |
| Fundraising |  | 781 | - | **781** | 604 |
| Bank Interest |  | 10 | - | **10** | 15 |
| **Total Receipts** |  | **4,474** | **111,860** | **116,334** | 78,588 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Payments** |  |  |  |  |  |
| Cost of charitable activities | 6 | 179 | 108,893 | **109,072** | 67,522 |
| Governance costs | 7 | - |  300 300 | **300** | 200 |
| Redundancy costs |  | - | - | **-** | 8,737 |
| **Total Payment** |  | **179** | **109,193** | **109,372** | **76,459** |
|  |  |  |  |  |  |
| **Surplus/(Deficit) for the year** |  | **4,295** | **2,667** | **6,962** | 2,129 |

Notes to the accounts on pages 13 to 14 form an integral part of this statement. **STATEMENT OF BALANCES**

**AS AT 31 MARCH 2015**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Funds Reconciliation** | **Unrestricted****Funds****£** | **Restricted****Funds****£** | **Total****2015****£** | Total2014£ |
| Balance at 1.04.2014 | (5,582) | 7,711 | **2,129** | - |
| Surplus/(Deficit) for the period | 4,295 | 2,667 | **6,962** | 2,129 |
| Balance as at 31.03.2015 | (1,287) | 10,378 | **9,091** | 2,129 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bank balance 31.03.2015 |  | (1,287) | 10,378 | **9,091** | 2,129 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Assets** |  |  |  |  |
| Computers | 676 | - | **676** | 676 |
| Office Equipment | 182 | - | **182** | 182 |
| Total | 858 | - | **858** |  858  |
|  |  |  |  |  |
| Liabilities |  |  |  |  |
| Creditors | - | 1,765 | **1,765** | 2,233 |
| PAYE & NI | - | 2,574 | **2,574** | 5483 |
| Total | - | 4,339 | **4,339** | 7,716 |

**Approved by the trustees on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2015 and signed on their behalf by:-**

Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# **NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2015**

1. **Basis of Accounting**

These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

1. **Nature and purpose of funds**

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

1. **Related Party Transactions**

No remuneration was paid to the trustees or to any connected persons during the year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Donations**
 | **Unrestricted****Funds** | **Restricted****Funds** | **Total****2015** | Total2014 |
| \*The Braveheart Association unincorporated form 15.4.2013 |  |  |  | 15,003 |
| Other General donations | 683 | - | **683** | 1,242 |
| Hospital Saturday Fund | 3,000 | - | 3,000 | - |
| **Total** | **3,683** | **0** | **3,683** | 16,245 |

\*Donation from the unincorporated form represents cash in bank at the time Braveheart became a SCIO on 15th April 2013.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Grants**
 | **Unrestricted****Funds** | **Restricted****Funds** | **Total****2015** | Total2014 |
|  | £ | £ | **£** | £ |
| Forth Valley CHD Strategy Fund | - | 36,631 | **36,631** | 37,462 |
| Partnership Innovation Fund | - | 45,130 | **45,130** | 24,024 |
| Scottish Natural Heritage | - | 12,155 | **12,155** | 238 |
| The Robertson Trust | - |  7,500 |  **7,500**  | - |
| Volunteer Action Fund | - |  9,900 | **9,900**  | - |
| Sons of the Rock | - |  544 | **544** | - |
| **Total** | **-** | **111,860** | **111,860** | 61,724 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Cost of Charitable Activities**
 | **Unrestricted****Funds** | **Restricted****Funds** | **Total****2015** | Total2014 |
| Information, promotion & marketing | - |  4,397 | **4,397** | 515 |
| Staff training | - | 1,331 | **1,331** | 679 |
| Volunteer expenses & Training | - | 3,616 | **3,616** | 1,505 |
| Insurance | - | 643 | **643** | 637 |
| Admin costs/office equip | - | 5,586 | **5,586** | 675 |
| Activity costs | - | 3,461 | **3,461** | 786 |
| Professional fees | - | 631 | **631** | 85 |
| Consultancy | - |  427 | **427** | - |
| Evaluation | - |  1,400 | **1,400** | - |
| Staff costs | - | 77,442 | **77,442** | 60,015 |
| Recruitment costs | - | - | **-** | 1,005 |
| Staff expenses/travel | - | - | **-** | 1,193 |
| Expenses - VAF | - | 9,741 | **9,741** | - |
| Subscription | - | 218 | **218** | 415 |
| Bank & interest charges | 179 | - | **179** | 12 |
| **Total** | **179** | **108,893** | **109,072** | 67,522 |

1. **Governance Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Independent Examination | **-** | 300 | **300** | 200 |
| **Total** | - | 300 | **300** | 200 |