

THE BRAVEHEART ASSOCIATION (SCIO)

**TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

Charity no: SC034617

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TRUSTEES' ANNUAL REPORT FOR THE PERIOD ENDED 31 MARCH 2018

The Trustees submit their report together with the financial statements for the period ended 31 March 2018.

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 Vicky Junik – (resigned July 17) Lorna MacIntyre – Secretary Charlie Colliar – Treasurer Jamie Bomber – (joined November 17)
Independent Examiner	Elisha Kimani 12 McLeod Road Alloa FK10 1EF
Solicitors	Katherine Irvine Assistant Solicitor Harper MacLeod LLP The Ca'd'oro 45 Gordon Street Glasgow G1 3PE
Bankers	The 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.

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.

Braveheart Vision

Our vision is to see the burden of long terms conditions reduced, to the individuals who might develop them, to those who are already living with them, and to wider society as a whole.

The Objects of the Association are:

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. This is in two main areas:

- Self-management programmes, where people come together to learn and support one another
- Encouraging people to regular exercise by offering a variety of supported walking groups and activities across Forth Valley.

Braveheart promotes healthy lifestyles with a focus on preventing the development of long term conditions and has developed a number of different 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 those programmes also address a significant and emerging health need relating to social isolation. Poor health can contribute to a decreasing interaction between individuals and the society in which they live.

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 volunteers to deliver much of what we do, and we aim to train and support our volunteers to the highest of standards.

Achievements and performance

The year to April 2018 was exciting year of consolidation and measured expansion. We are particularly proud that the number of people taking part in our walking programme continues to rise. We also developed our health mentoring groups in a number of important ways, delivering health talks to different community groups, helping many people lose significant amounts of weight and delivering strength and balance classes to many people across Forth Valley. All of these activities are well recognised as important factors in contributing to sustainable good health.

We have had a stable and dedicated team of four staff. They are to be recognised for the work that they do in working with our huge team of volunteers and, of course, accessing the funds to deliver on the projects that we know add value to the communities that we work with.

Our volunteers always deserve a special mention as they are the interface between Braveheart and the hundreds of people that benefit from what we do.

The board is also in a stronger position as we move in to the new financial year. This will allow the trustees to play a more active role in supporting staff and volunteers as we move into an exciting and challenging next 12 months.

Key Achievements 2017/18

New Braveheart Initiatives

- A successful pilot weight management pilot for NHS staff was run jointly with NHS
- Braveheart became Dementia Friendly Accredited during the year
- Four "Oot and About Wi' Braveheart" Day Trips were piloted
- A new Polmont daytime walk was launched
- Family Friendly walks at Hawkhill were piloted during the summer
- The new "Friends Of Braveheart" Monthly Draw was launched in May
- We ventured to new places for 17 special natural heritage walks
- Braveheart moved to new office premises in February
- An activity programme for residents with dementia was piloted with Cunningham House in Grangemouth

Health and Wellbeing Outcomes

- 308 local people took part in Braveheart optimise and weight management programmes.
- 13 healthy lifestyle sessions were delivered to various local community groups.
- 10 women from the ethnic minority Rainbow Women's Group completed 10 weekly sessions of Lose Weight With Braveheart.

* an amazing average weight loss of 8.4 lb per person. Participants have maintained weight loss and have begun regular walking as a group.

- A weight management pilot run jointly with NHS was completed. Outcomes included:
 - 24 NHS staff participated and 20 completed 10 weekly sessions.
 - Over 10 weeks a total weight loss of 39.9 kg/ 87.9 lb/6.3 stones was achieved by participants
 - The average weight loss was 2 kg/ 4.4 lb per person.
- A bespoke weight management programme for Falkirk Carers group was completed with excellent outcomes for each participant
- 409 walks were delivered across Forth Valley with 5671 attendances
- 18 weekly walks were delivered throughout the year offering short and longer options

- 5 specialist walks were delivered in partnership with disability organisations

Increasing the Profile of Braveheart Locally and Nationally

- Braveheart held regular sessions in the local Community Hub and offered taster dance and strength and balance session as well as a range of information stalls
- A range of Braveheart talks were given to local groups including the University of the 3rd Age, Rotary Clubs, voluntary sector staff, women's groups etc.
- A highly successful Braveheart talk and walk was delivered to the Forth Valley NHS Board
- The Braveheart Quarterly Newsletter was distributed to a large mailing list
- The Braveheart Website was updated and regular social media news added
- Braveheart was represented at a number of national events including the Annual NHS Conference, the Scottish Parliament Inequalities Forum and the Paths for All, Voluntary Health Scotland and Alliance Conferences
- Braveheart took part in the national Big Fit Walk, organised locally at Jupiter Urban Wildlife Centre, Grangemouth

Developing Volunteering in the Community

- Braveheart supported a team of more than 50 volunteers during the year
- A Volunteer Recognition Day was organised on 3rd August which included a sail on the Sir Walter Scott Steamship at Loch Katrine and tea in Callander.

Volunteer Training Included:

- 9 volunteers were trained to deliver Strength & Balance exercises
- Trained 5 volunteers in cooking for health
- Trained 9 volunteers in Wildlife & History training
- 2 volunteers were trained in Dementia Friendly walk leading, now 12 trained in total
- 4 volunteers received minibus driver training
- 5 volunteers attended a Photo trail Workshop

Partnership In Action

- Co-delivered a new weight management programme to NHS Forth Valley staff with partners from FV Health Promotion, Healthy Working lives, and Dietetic Departments.
- Initiated partnership working with Forth Valley Sensory Centre & Get Out Get Active to develop our walks for people with a disability
- Developed our partnership with Inner Forth Landscape Initiative to provide a series of popular natural heritage walks.
- Strengthened our partnership with Hawkhill Community Centre to provide a series of Family Friendly Walks and encouraged individuals to join our monthly walks

Evaluation

- We conducted comprehensive evaluation of our Optimise and weight management programmes
- We prepared an evaluation report on our walking programme for The Robertson Trust

Funding Success

- We successfully maintained our Health & Social Care Integration funding for a further 6 months and our NHS funding for a year and we extended our Robertson Trust funding for a further 2 years.
- We were successful with new bids for funding to Paths For All, Awards For All, Agnes Watt and Sir Hugh Fraser Funds.
- We raised funds through our “Friends of Braveheart” Draw and Social Enterprise initiatives

Financial review

The trustees raised £84,827 through donations, grants and fundraising activities and expended £79,893 in the year 2017/18.

Most income received by Braveheart is restricted to be expended on activities and projects specified by the donor. The balance of funds carried forward to next year is £21,089 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 2017/18 the unrestricted income was £4,114.

Principal funding sources

The charity's principal sources of funds are received from NHS Forth Valley, Paths For All, The Robertson Trust and Awards For All.

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

Our key aims for the coming year are to:

1. Support the Health and Wellbeing of People in the Communities of Forth Valley

- We will address health inequalities and increase community engagement in key areas of deprivation through a series of Braveheart Community Health Fayres.
- We will continue to develop our programmes providing specialised support for individuals experiencing one or more health condition, sensory impairment or isolation.
- We will reach out to the least active in the community and support them to increase activity levels through providing new programmes of Strength and Balance Exercise and low level walking options.
- We will offer peer support groups to people with Type 2 diabetes, Coronary Heart Disease through our Braveheart Plus groups.
- We will offer a new lifestyle management programme for people who are overweight.
- We will support more individuals living with Dementia to remain active.
- We will continue to promote our Services to the Community through the Quarterly Newsletter, our Website and Social Media.

2. Continue to Develop and Maintain Strong Partnership Working

- Increase links with NHS primary and secondary care in local areas for patients who would benefit from Braveheart support
- Continue to develop our partnerships with our valued partners in the community health field in Forth Valley
- Increase our involvement with Community Planning and Health and Social Care Integration partners
- Meet regularly with key personnel in NHS Forth Valley to plan and co-ordinate future work

3. Develop and Support the Braveheart Volunteer Team

- Develop a new Volunteer Recruitment and Retention Plan
- Consult our Volunteers on our new Strategic Plan and Volunteer Recruitment Plan
- Continue to meet operational costs for volunteer support and training
- Organise Recognition Events including a Volunteer Day Out and a Christmas Meal

4. Secure funding for Existing Work and for New Initiatives

- Continually review and Implement our Fundraising Strategy
- Seek to secure new funding streams and maintain existing funds, where possible

- Continue to develop our "Friends of Braveheart" Monthly Draw
- Hold a Yearly Sponsored Walk to generate funds

5. Develop the Capacity and Quality of the Organisation

- Develop a new Strategic Plan for 2019-22
- Work toward achieving Committed to Excellence, European Foundation of Quality Management accreditation.
- Increase numbers on our Board by a minimum of two new Trustees.
- Provide Induction and Training to New Board Members
- Organise a Board/Staff Away Day to plan ahead and develop the team.

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.

By order of the board dated 18th October 2018



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 2017 to 31st March 2018, which are set out on pages 11 to 14.

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

25/10/18

Elisha Kimani
12 McLeod Road
Alloa, FK10 1EF

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR YEAR ENDED 31 MARCH 2018**

	Note	Unrestrict ed Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Receipts					
Donations	4	2,581	0	2,581	3,573
Grants	5	0	80,713	80,713	84,446
Fundraising		1,533	0	1,533	0
Bank Interest		0	0	0	6
Total Receipts		4,114	80,713	84,827	88,025
Payments					
Cost of charitable activities	6	1,153	78,281	79,433	81,696
Governance costs	7	0	460	460	300
Total Payment		1,153	78,741	79,893	81,996
Surplus/(Deficit) for the year		2,961	1,972	4,934	6,029

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

**STATEMENT OF BALANCES
AS AT 31 MARCH 2018**

Funds Reconciliation	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Balance brought forward	1,201	13,599	14,800	8,121
Opening balance adjustment	1,356	0	1,356	650
Surplus/(Deficit) for the period	2,961	1,972	4,934	6,029
Balance as at 31.03.2018	<u>5,518</u>	<u>15,571</u>	<u>21,089</u>	<u>14,800</u>
Bank balance 31.03.2018	<u>5,518</u>	<u>15,571</u>	<u>21,089</u>	<u>14,800</u>

	Unrestricted Fund £	Restricted Fund £	Total 2018 £	Total 2017 £
Other Assets				
Computers	676	-	676	676
Office Equipment	182	-	182	182
Total	<u>858</u>	<u>-</u>	<u>858</u>	<u>858</u>
Liabilities				
Creditors	-	-	-	2,447
Staff statutory deductions	-	13,311	13,311	3,892
Total	<u>0</u>	<u>13,311</u>	<u>13,311</u>	<u>6,339</u>

Approved by the trustees on 18th October 2018 and signed on their behalf by:-

Sign



Name Gordon Thomson

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

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).

2. 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.

3. Related Party Transactions

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

4. Donations

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
Other General donations	2,581	-	2,581	2,648
Walk with Braveheart	1,533	-	1,533	925
Total	4,114	-	4,114	3,573

5. Grants

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Forth Valley CHD Strategy Fund	-	36,631	36,631	36,631
Scottish Natural Heritage	-	3,435	3,435	15,565
The Robertson Trust	-	7,500.00	7,500	7,500
ICF	-	10,000	10,000	15,000
Paths for All	-	10,500	10,500	4,750
Stafford Trust	-	0	0	5,000
Sir Hugh Fraser	-	2,000	2,000	-
Awards for All	-	9,791	9,791	-
INFLI	-	856	856	-
Total	-	80,713	80,713	84,446

6. Cost of Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
Volunteer expenses & Training	362	57	419	1062
Admin costs/office equip	-	1,501	1,501	2,050
Activity costs	405	4,611	5,016	3,867
Fundraising Expenses	216	-	216	216
Professional fees	-	251	251	1,771
Staff costs	-	71,862	71,862	71,339
Staff expenses/travel	-	-	-	1,230
Bank & interest charges	170	-	170	161
Total	1,153	78,281	79,433	81,696

7. Governance Costs

Independent Examination	0	460	460	300
Total	0	460	460	300