

THE BRAVEHEART ASSOCIATION (SCIO)

**TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

Charity no: SC034617

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**TRUSTEES' ANNUAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2020**

The Trustees submit their report together with the financial statements for the period ended 31 March 2020.

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 Charlie Colliar - Treasurer from November 2019 Jamie Bomber Nina Saunders–Secretary Blair Alston - Treasurer from April to November 2019 |
| Independent Examiner | Elisha Kimani 12 McLeod Road Alloa, Clackmannanshire 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 2019/20 was in many ways a very successful year. We secured more funding, recruited more staff, expanded our network of volunteers, opened our new Braveheart Connections Health and Wellbeing Hub and were invited to incorporate another organisation into what we do. This all resulted in being able to deliver more high quality resources to more people than ever before.

One of the most exciting developments of the year was opening the Braveheart Connections Health and Wellbeing Hub in the Howgate Centre in Falkirk. This gives us another venue to deliver great services as well as being able to raise our profile directly with members of the public.

In order to develop some of the potential that Braveheart Connections offered, we accessed additional funding to employ a new member of staff. We also expanded what we do into Clackmannanshire and for this we also recruited a member of staff.

Our gratitude must also go to the existing four members of staff who have been a powerhouse in driving forward our plans over the year.

We have helped more people than ever engage with walking and enabled people with dementia and challenges with their mental health to take part. We have also established group classes for people from ethnic minorities who are a particularly high risk group within our society. Our focus has been on prevention of diabetes, heart disease and arthritis.

Towards the end of 2019, we were delighted to be invited to take over the running of Top Toes, a toenail clipping service delivered by volunteers across much of Forth Valley. We are hoping that the donations that people give in return for this service will help Braveheart build up unrestricted funding, which is a key accounting strategy.

Towards the end of 2019/20 we all know that the world became a different place. Covid-19 has changed the way we live life, as individuals, organisations and nations. This will bring the charity sector increasing pressure as the country tries to tackle the economic and health challenges created by the pandemic. However, in so many ways, the need for what we do has increased and we need to take this in to account as we plan for the year ahead.

Key Achievements 2019/20

1. We provided health and wellbeing services to more than 1000 people in Forth Valley
2. We delivered these services with the active involvement of 59 Braveheart volunteers
3. We secured funding to employ two new staff members enabling new projects to be initiated and secured funding to retain four staff members increasing the team to six
4. Secured the lease of a unit in the Howgate Shopping Centre and the Provost, William Buchanan, officially launched the Braveheart Connections Hub in October 2019.
5. Public Health enthusiastically backed our Connections idea and contributed funding which enabled us to employ a staff member, consult the public for programme ideas and steadily build numbers using the facility
6. Increased engagement with NHS and Social Work Adult Services to develop referrals in Clackmannanshire and with Keep Well in Falkirk for screening local people
7. Significant increase in uptake of our weight management programmes in Camelon and in the Connections centre
8. We developed a pilot mental health support group which was delivered at Kersiebank Community Centre in Grangemouth with all participants reporting significant improvements

9. Through our successful Big Fit Walk this year we tripled numbers on our Polmont walk
10. We further developed our peer support programmes for people living with health conditions and recruited and trained new health mentors from ethnic minority communities
11. New funding streams secured for projects through Clackmannanshire Council and The Alliance

Key Plans for 2020/21

1. Support the health and wellbeing of more people by expanding the reach and scope of our work in the Forth Valley area
 - Respond to the needs of the community as we come out of lockdown
 - Further develop the Braveheart Connections Hub in Falkirk
 - Take over the management of Top Toes as a Braveheart Social Enterprise
 - Continue to develop our weight management programme and diabetes prevention work with NHS FV
 - Continue to develop and integrate our healthy lifestyle work with ethnic minority communities
 - Further develop our work with the Council and NHS in the Clackmannanshire area
 - Continue to promote walking, strength and balance and active travel through our programmes
2. Secure funding for all projects for 2021/22
 - Braveheart walks in Clackmannanshire and Falkirk
 - Healthy Lifestyle programmes
 - Consolidate existing activities with Top Toes and expand to a wider population
 - Braveheart Connections Hub in Falkirk
 - NHS Forth Valley core funding
3. Further develop the capacity of Braveheart to deliver services
 - Recruit, build, train and support Braveheart volunteer teams
 - Develop the Board to lead in key strategic areas
 - Provide staff, Board and volunteers with appropriate training and development opportunities
 - Raise the profile and influence of the organisation at local, regional and national level
 - Develop an organisational Marketing Strategy and seek resources to enable delivery
4. Continue to develop and maintain strong partnership working
 - Hold joint planning meetings with NHS FV and develop a partnership plan for 2021/22
 - Promote partnership through involvement in relevant strategic groups and meetings with key decision makers
 - Develop our partnership working with Health and Social Care organisations across Forth Valley
 - Initiate new partnership working through the Braveheart Connections Hub and other projects

Financial review

The trustees raised £99,362 through donations, grants and fundraising activities and expended £106,125 in the year 2019/20.

Most income received by Braveheart is restricted to be expended on activities and projects specified by the donor. The balance of funds restricted carried forward to next financial year is £5,235 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 2019/20 the unrestricted balance to be carried forward to next financial year is £7,929.

Principal funding sources

The charity's principal sources of funds were received from NHS Forth Valley, Paths for All, The Robertson Trust and Clackmananshire Council.

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.

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 18 Nov 2020



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 2019 to 31st March 2020, which are set out on pages 9 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.



_____ Date 19 Nov 2020

Elisha Kimani
12 McLeod Road
Alloa, FK10 1EF

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR YEAR ENDED 31 MARCH 2020**

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total 2020 £ | Total 2019 £ |
|---------------------------------------|------|----------------------------|--------------------------|-----------------------------|--------------------|
| Receipts | | | | | |
| Donations | 4 | 1,186 | 0 | 1,186 | 2,155 |
| Grants | 5 | 0 | 97,225 | 97,225 | 75,911 |
| Fundraising | | 951 | 0 | 951 | 1,002 |
| Total Receipts | | 2,137 | 97,225 | 99,362 | 79,068 |
| Payments | | | | | |
| Cost of charitable activities | 6 | 2,032 | 103,328 | 105,359 | 79,854 |
| Governance costs | 7 | 0 | 765 | 765 | 376 |
| Total Payment | | 2,032 | 104,093 | 106,125 | 80,230 |
| Surplus/(Deficit) for the year | | 105 | (6,868) | (6,763) | (1,162) |

Notes to the accounts on pages 11 to 13 form an integral part of this statement.

**STATEMENT OF BALANCES
AS AT 31 MARCH 2020**

| Funds Reconciliation | Unrestricted Funds £ | Restricted Funds £ | Total 2020 £ | Total 2019 £ |
|-------------------------------------|-------------------------------|-----------------------------|-----------------------------|--------------------|
| Balance brought forward | <u>7,824</u> | <u>12,103</u> | <u>19,927</u> | 21,089 |
| Opening balance adjustment | 0 | 0 | 0 | 0 |
| Surplus/(Deficit) for the period | 105 | (6,868) | (6,763) | (1,162) |
| Balance as at 31.03.2020 | <u>7,929</u> | <u>5,235</u> | <u>13,164</u> | <u>19,927</u> |
| Bank balance 31.03.2020 | <u>7,929</u> | <u>5,235</u> | <u>13,164</u> | <u>19,927</u> |
| Other Assets | Unrestricted Fund £ | Restricted Fund £ | Total 2020 £ | 2019 £ |
| Computers | 676 | - | 676 | 676 |
| Office Equipment | 182 | - | 182 | 182 |
| Total | <u>858</u> | <u>-</u> | <u>858</u> | <u>858</u> |
| Liabilities | | | | |
| Staff statutory deductions | - | 5,632 | 5,632 | 11,004 |
| Total | <u>-</u> | <u>5,632</u> | <u>5,632</u> | <u>11,004</u> |

Approved by the trustees on 18 Nov 2020 and signed on their behalf by: -



Gordon Thomson

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2020**

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 2020 | Total 2019 |
|-------------------------|-----------------------|---------------------|-----------------------|---------------|
| Other General donations | 1,186 | - | 1,186 | 2,156 |
| Total | 1,186 | - | 1,186 | 2,156 |

5. Grants

| | Unrestricted Funds £ | Restricted Funds £ | Total 2020 £ | Total 2019 £ |
|-----------------------------|----------------------------|--------------------------|-----------------------------|--------------------|
| NHS Health Improvement Fund | - | 42,175 | 42,175 | 37,180 |
| Scottish Natural Heritage | - | - | - | 160 |
| The Robertson Trust | - | 2,000 | 2,000 | 7,500 |
| Paths for All | - | 17,410 | 17,410 | 7,750 |
| Awards for All | - | - | - | 8,287 |
| INFLI | - | - | - | 220 |
| Clacks SCSP | - | 15,000 | 15,000 | 2,000 |
| WG Edwards | - | - | - | 2,695 |
| Falkirk Council SCSP | - | - | - | 3,194 |
| Barchester Healthcare | - | - | - | 1,000 |
| James Tudor Foundation | - | - | - | 3,925 |
| Baillie Gifford Award | - | - | - | 2,000 |
| Corra Award | - | 4,000 | 4,000 | - |
| Christina Mary Hendrie | - | 2,000 | 2,000 | - |
| The Alliance | - | 8,023 | 8,023 | - |
| Stafford Trust | - | 4,987 | 4,987 | - |
| Albert Hunt | - | 1,000 | 1,000 | - |
| Agnes Watt | - | 500 | 500 | - |
| Other | - | 130 | 130 | - |
| Total | | 97,225.00 | 97,225.00 | 75,991 |

6. Cost of Charitable Activities

| | Unrestricted Funds | Restricted Funds | Total 2020 | Total 2019 |
|-------------------------------|-----------------------|---------------------|-----------------------|---------------|
| Volunteer expenses & Training | - | - | - | 278 |
| Optimise activity costs | - | 1,481 | 1,481 | 1,596 |
| Admin costs/office equip | 1,634 | 434 | 2,068 | 752 |
| Activity costs | - | 2,748 | 2,748 | 4,361 |
| Staff costs | - | 90,228 | 90,228 | 71,040 |
| Staff expenses/travel | - | 2,967 | 2,967 | 1,438 |
| Connections Costs | - | 5,469 | 5,469 | - |
| Fundraising Expenses | 216 | - | 216 | 216 |
| Bank & interest charges | 182 | - | 182 | 172 |
| Total | 2,032 | 103,328 | 105,359 | 79,853 |

7. Governance Costs

| | | | | |
|-------------------------|----------|------------|------------|------------|
| Annual report | - | 415 | 415 | - |
| Independent Examination | - | 350 | 350 | 376 |
| Total | <u>0</u> | <u>765</u> | <u>350</u> | <u>376</u> |