

# **Headway East Lothian SCIO**

**Scottish Charity SC035535**

**Trustees Annual Report & Accounts  
for the year ended 31<sup>st</sup> March 2019**

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**Reference & Administrative Information**

**Charity Name:** Headway East Lothian SCIO

**Scottish Charity No:** SC035535

**The Charities Principal Address:** 43 Eskview Road  
Musselburgh  
East Lothian  
EH21 6NZ

**Charities Trustees on date of approval including office held:**

W J Maryniak	Convenor
R Fairbairn	Treasurer
F Grant-MacDonald	Secretary
D Dickson	Trustee
C MacLean	Trustee
K Lamb	Trustee
C Cook	Trustee

**Names of other trustees during the period:**

**Independent Examiner:** Sue Bennett ACIE  
21 Dounehill  
JEDBURGH  
TD8 6LJ

**Bankers:** The Royal Bank of Scotland  
36 High Street  
Tranent  
EH33 1HQ

## **Structure, Management & Governance**

Headway East Lothian is a Scottish Charitable Incorporated Organisation (SCIO) which operates under the Constitution that was formally adopted by the Board at the first Board Meeting on 14<sup>th</sup> July 2014.

## **Appointment & Training of Trustees**

Headway East Lothian SCIO continue to actively recruit suitably skilled trustees and office Bearers to strengthen and refresh the Board. New trustees undergo induction and training in line with our Constitution and OSCR guidelines.

## **Objectives & Activities**

### **Charitable Purposes**

The objects of the Association are to relieve the needs of persons over 18 who have Acquired Brain Injuries (ABI) and their families/carers in the East Lothian area by the provision of care, support and advice so that their condition of life may be improved.

Under OSCR's Definitions; -  
7.Charitable purposes; b, d, & n

### **Summary of the main activities in relation to these objects**

Headway East Lothian aims to support and improve quality of life for people in East Lothian with Acquired Brain Injuries, their families and carers.

We provide adults with Acquired Brain Injury (ABI), their families and carers opportunities to access advice, information and resources to help them cope with challenges and remain together as families.

We encourage members to socialise, support each other and share experiences and advice. This involves regular meetings, activity sessions, social events and outings. We offer access to therapeutic activities and workshops aimed at enhancing physical and mental wellbeing. These include music, arts and crafts activities. We help members build coping strategies to help deal with financial stresses.

Through a range of activities, we strive to empower members to manage their own condition and develop confidence in their own abilities. Our service is led by our members, each with unique experiences of living with ABI, which they can offer to the group.

## Achievements & Performance 2018-19

Our 3 weekly peer group sessions have been going from strength to strength. We have had an increase in numbers at each of the groups although we have been sad to lose 2 of our service users who died unexpectedly. We have had 24 new ABI survivor referrals, 2 re-referrals and 17 carers. Referrals continue to come mainly through the Outreach Nurses at the Astley Ainslie Hospital and the Royal Infirmary of Edinburgh; Chest, Heart & Stroke Scotland; Community based series such as GPs and Allied Health Professionals and from the Adult Social Care Team.

Headway East Lothian offers support, advice and guidance to persons suffering the effects of acquired brain injury (ABI), their families and carers so that their conditions of life may be improved. We run three weekly support groups – we couldn't run without our session volunteers and our volunteer Trustees. Volunteers help with communication and also on a one-to-one basis to encourage clients to improve and practice their speech, and our monthly outings rely on volunteers for transport. We're community-spirited and sociable – we all meet up for lunches and coffees out with our sessions.

Here are some comments from client users of Headway East Lothian and some from their family members and carers:

"It's good to be in company and speak to people in the same situation. It provides peer support, gets me out the house and we have fun!"

"You can see people coming in to the group who are very withdrawn and not wanting to speak, and within a few weeks they're chatting with other clients, and before you know it they're chatting with everyone!"

"I love having my nails done every week! We also have arts and crafts, which was funded by Tesco's, where we've done felting, clay modelling, painting and mosaic."

"Our volunteer makes a difference by coming along and meeting everyone, chatting and making tea and coffee."

"Thanks Joyce! She's a great help to us and is always there when we need her."

"I volunteer and I also happen to have been a client user. I am a nail technician and like to do people's nails, and am qualified to give hand and arm massage. I'm a nurse and a massage therapist – I'm busy but I volunteer when I can!"

The Headway group in Musselburgh is running at capacity.

New people are coming each with individual needs, but funding is not supporting this. 'Unless you have experience of a brain injury you don't know what it is like. We all have a brain injury but are affected in very different ways. Some of us may look capable but have a short-term memory problem and find it difficult with orientation. Some of us behave differently because the injury has affected that part of our brain. For others the disability is more physical. Headway is a place that accepts everybody to be how we want to be safely. We are a jolly group where there is a lot of laughter'. Members all said that they would be isolated at home if it wasn't for this group.



Peer groups provide a socially inclusive setting in which people feel understood as individuals as well as empowered to learn skills to help self-manage their conditions. Peer groups are by nature very democratic where members are supported to peer manage the group. Peer groups also offer information and advocacy support to their members.



Service Users participated in a community care review consultation led by the East Lothian Community Care Forum which fed back to the Integrated Joint Board, Health & Social Care Partnership Methodology - Community Action Research Community Action Research (CAR) is research defined, undertaken, analysed and evidenced by members of the community to highlight issues of importance. This approach is valuable because it is the local community who knows and understands their needs. Therefore, the issues that they raise are more meaningful and gives insight into how the community works and where there are areas for action and improvement. This approach is endorsed by the Scottish Government in the Community Empowerment Act 2015 and the Government Programme for Scotland 2017 -18. 'Our ambition is to place much greater control in the hands of the people who know best what a community needs: those who live or work in the community itself.' Development Officer's Report January 2019.



The East Lothian Community Care Forum is the independent voice of service users in East Lothian that was set up in 1999 to support meaningful involvement within health and social care planning and provision of services. The report stimulated interest in the experience of disabled people and people with long term conditions, who are members of a peer groups, about what matters to them in their daily lives and the benefits they get from being part of a peer group. Group participants were asked what matters to them in their daily lives.

The executive summary showed that along with family and friends, peer groups are a lifeline that support independent living.

- Peer groups provide a socially inclusive setting in which people feel understood as individuals as well as empowered to learn skills to help self-manage their conditions.
- Peer groups are by nature very democratic where members are supported to peer manage the group.
- Peer groups also offer information and advocacy support to their members.

- Peer groups help members access activities and provide information on all sorts of topics to support a positive lifestyle. People attend peer groups because they feel safe, supported and included.
- Peer groups provide information and support people to learn new skills such as IT that they might find difficult in a public setting.

Transport is a very real challenge for people living with a disability or a long-term condition for both access and cost.

For family carers, getting a break from the caring role is crucial. Comments show that affordability, access to funds and choice of a break are limited.

Many participants said they constantly live with stress and anxiety and look for ways to reduce it. However, many of these lifestyle activities come with additional costs for people who may need someone to accompany them, or transport costs for wheelchair users are a couple of examples.

- Peer groups can support access to lifestyle activities and support people to build self-esteem and manage in their day-to-day lives.

It is often very difficult to come back from a mental health issue for people who are physically and/or mentally isolated.

- Peer group members support each other towards better wellbeing, as people of equal value and on a reciprocal basis, using their own lived experience as a tool for support.

The Haddington group is the smallest group; as it is in the evening many of our service users who have their personal care needs supported by care providers are time-limited. Fatigue is also an issue with brain injury survivors who may not be able to function in the evenings. It is also more difficult for family care-givers to get additional support in the evenings to allow them a break from caring. Transport issues are always apparent; especially in the colder weather where there may be worries around mobility such as slips, falls etc. Despite these factors the group is still well attended and is very dynamic, taking part in a wide variety of activities which feed into the other groups.

The Dunbar Group has also reached capacity with an increase in number of service users and carers. The group decided for themselves to change the hours of their meeting to allow for more social time beforehand. This means that now many of the group meet up in the community café to have their lunch and a chat before coming into the formal group setting. In early March 2019 we celebrated the group in Dunbar's 10<sup>th</sup> Birthday with a wee party; lots to eat & cake too!

### **Funding**

We have been very fortunate with our funding this year. We worked with a variety of funding bodies to secure funding for both our project work and salary costs for our Development Officer Post.



We received core funding costs from the Robertson Trust in October 2018 of £12,500, The Corra Foundation £4000 and £2000 from Foundation Scotland. This funding is restricted to the salary and associated costs for the Development Officer Post. This has built up our funding wall successfully although we aim to work on longer-term funding and multi-year awards which we feel would allow us to direct our activities towards direct services more and reduce the workload capacity of the Development Officer.



We have worked with the Elizabeth Frankland, Moore & Star Foundation for many years now and were delighted to receive a further unrestricted grant of £5000.

The Imlay Foundation granted us \$5000 for our Arts & Crafts projects which will soon be reaching its conclusion with an exhibition of work. With a desire to foster the spirit of giving, the Imlay Foundation contributes to charitable and cultural organisations with an emphasis on smaller charities in Atlanta and Scotland.

We also successfully took part in the Tesco Bags of Help campaign and received £2000 from Greenspace Scotland who administer the campaign on behalf of Tesco. We hired an arts & crafts tutor, Linda McCann from Canndhu Productions who has been working with the Haddington and Dunbar groups. The sessions have produced a vast amount of work and we have been using various mediums and techniques; tile painting with methylated spirit, water colour, clay, slate painting, sea glass mirrors and clocks. The theme for the project is Outdoor to Indoor Art where we have been taking our inspiration from the



natural world around us and bringing it indoors to recreate or represent in our art. At the Musselburgh group we take part in a variety of expressive arts, some self-led, others by volunteers and we also use Fingers & Thumbs, a local craft studio to help with materials and inspiration.

Through this project we were invited to attend a Reception at the Scottish Parliament held by Tesco and Greenspace Scotland where we had the opportunity to show the work



we have been doing at our Arts & Crafts sessions. Service users also used their work to enter the Digby Brown Christmas Card & Calendar Competition. Charities and organisations involved with brain injury rehabilitation across Scotland are invited to enter art work, poetry & prose for the corporate card for 2018 & 2019 calendars. We were lucky enough to have 2 winners who each received a £50 gift voucher and the group received £200 for having a winning entry.

### Digby Brown Christmas Card and Calendar Competition



Joyce was presented with a cheque for £200 for Group funds as Charlene looks on

We received a grant towards the costs of holding a Strategy Away day for our Trustees and other interested parties from the Port Seton Management Committee.

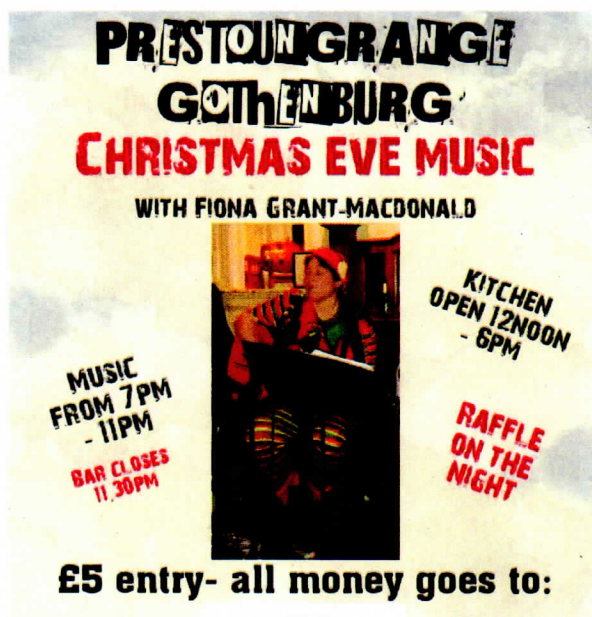
Further applications to the Tesco Bags of Help campaign and to the Walk with Scott Foundation brought in another £1500 which is restricted to our exercise programme. We are working with Patricia Eckersley, a neuro-practitioner; holding a monthly exercise class that is accessible to all our service users. These classes build stamina and strength, encourage team work and partnership working, and the cross-body work involved uses both sides of the brain and aids neuro-plasticity.

We are also very grateful to the Edinburgh Rugby Oldies Society for their donation to our funds and to the Edinburgh Ladies Curling Club for their donation.

We have been very grateful to receive individual donations from service users past and present, from friends and family and from others interested in our work. These have ranged from small one-off donations to regular to large donations and we are very grateful for them all.

Service users, family and friends are all involved with fundraising for the charity; through raffles, Bonus Ball competitions, our Annual Golf Tournament for which we would like to thank David Dickson one of our Trustees, his wife Kate, an ABI survivor and Jackie Armstrong, another ABI survivor, for all their hard work and dedication put into making this

day so successful.



Fiona Grant-MacDonald, another of our Trustees and a Brain Injury Survivor fundraises tirelessly on our behalf.

We also try to help other community groups and organisations both local and national. We work with Roots & Fruits to provide healthy, affordably priced fruit & vegetables to our service users. We provide healthy eating workshops where we make soup or fruit salads, encouraging healthy eating while developing skills including budgeting, planning, organising, cutting & preparing, timekeeping and building social and interpersonal skills.

### What we Improve:

Social Skills	Interpersonal Skills
Financial capability	Brain Injury awareness
Communication Skills	Listening skills
Concentration	Confidence
Self-esteem	Self – management
Mental health	Physical well-being
Working as a team	Weekly structure & routine
Reduce social isolation & loneliness	

We also work with other community groups to provide services and support to our service users. These include the Cycling Without Age Programme, Beyond Boundaries East Lothian, Venturing Out, Changes, Ageing Well and Crookston Care Home. We also work with national organisations such as Citizen's Advice Bureau, Social Care Services, Lothian Centre for Inclusive Living, Welfare Rights, Carers of East Lothian and the DWP.

Headway UK provide services and support through the East of Scotland Networking Coordinator and have a resource bank of information available to groups and branches across Scotland. They also provide training to staff, volunteers and service users on a variety of topics from Communication after Brain Injury to Sex & Sexuality after brain injury. We are also members of Strive, the local 3<sup>rd</sup> sector interface and SHIF, the Scottish Head Injury Forum.

We hold Carers Meetings on a monthly basis where family care givers can get together to talk about common experiences and exchange information, advice and support.



A small group attend the Hydrotherapy Pool at the Mercatgait Centre each week. This is a chance to stretch, exercise & relax in the heated pool which reduces the impact & physical effects of the exercise. It is also a good social experience and the group use the community café facilities afterwards to share experiences.

### Activities & Outings

Outings included a trip to the Royal Botanic Gardens Edinburgh, where we were able to gather inspiration for our Art Project.

The groups have been enjoying using the Reminiscence Pods (Rem Pods) that we borrow from Crookston Care Home.

These are designed to get people taking part in everyday activities in their own safe places and to encourage chatting, memory work and conversation. We have used the pop-up cinema, potting shed and tea room. We combine the experiences with practical activities such as planting pots that we have previously decorated with bulbs or plants and for hosting a Daffodil Tea to raise money for Marie Curie.

We also had our annual BBQ, a trip on the Ratho Barge operated by the Seagull Trust, Mystery Tour and a visit to Dunbar Lifeboat Station.



**Dunbar Lifeboat Station** "A great outing! Good to hear all about the service from the actual local volunteer crew who risk their own lives in all conditions to save others. A very interesting day finished off with a pleasant lunch. One of the best outings I've attended!"

Robert



The pictures show Gaz & Chris from Dunbar Lifeboat crew & Gaz & Grace on the left Grace is keen to volunteer, a tough



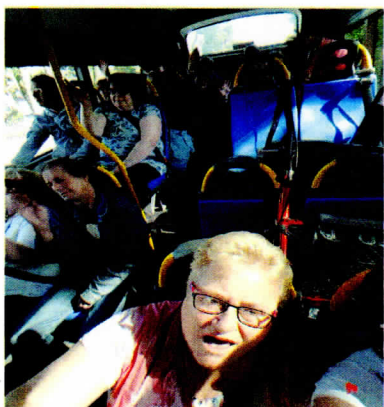
decision for RNLI!!



Ratho Barge – an altogether more relaxing day out – we all arrived early so left on our day cruise down the canal nice and early.

Tea, coffee and biscuits were the first order of the day followed by a good chat, some reminiscence about days gone by and people we miss. It wasn't the brightest of days, a bit showery but there were still a few hardy souls went out on deck to get the best view of our course. Lucky they were holding on when Charlene took over the helm! We had a lovely sharing picnic lunch on board followed by even more tea & coffee and then back to Ratho at the end of our day out.

Thanks to the Seagull Trust as always for their wonderful work and hospitality.



Mystery Tour – a great day had by all; it certainly was a Mystery!

We had the bus breakdown before we had even left the Community Centre car park – the bus driver got lost and took us on a real mystery tour – we arrived nearly 2 hours late at New Lanark so missed our walking tour! On the bright side, we had a lovely lunch, a sit-down audio-visual presentation from a young gentleman who really recommended the Jaffa Cake Ice cream made there at New Lanark – a wander round the shop and some of the mill area and a 'ride' on the Annie McLeod experience.

Our partnership working with Beyond Boundaries East Lothian has helped our service users increase their health and well-being levels, improved their confidence and self-esteem and we have had some great cycles in and around Haddington.

Service Users also take part in Action for Brain Injury week, the 2018 theme was,

"You, Me & Brain Injury" which built on the successful 2017 campaign A New Me, by once again putting people directly affected by brain injury at the heart of the campaign. This highlighted the ripple effect brain injury can have on many different lives, in many ways, while demonstrating the numerous ways in which people can help the person with the brain injury to adapt and regain





a degree of confidence and independence.

### **BRAW 18**

The Best Relaxation and Activity Weekend – a subsidised event for all brain injury survivors, their families and carers from across Headway groups and branches in Scotland. A great weekend away at Tulliallan Police College; a good contingent from Headway East Lothian made up the 100 delegates - a mixture of Brain Injury Survivors and carers from all over Scotland.



Activities over the course of the weekend included a trip on the Falkirk Wheel, all-ability cycling with Beyond Boundaries East Lothian, team building exercises such as archery and problem solving with Venturing Out ending with a grand finale team challenge of building gliders using canes, black bin liners & sellotape which had to be strong enough to fly & to carry a raw egg in a cradle with an egg helmet on! Other activities on offer were Arts & Crafts, New Age Kurling, swimming, walking football, mindfulness & massage

therapies. We also had a chillout area in the on-site Starbucks café where games, dominoes & puzzle books were available.

### **Management**

Management; the Board is made up of 7 volunteer Trustees who lead the focus and decide the strategy for the Charity. We aim to influence local decision-making bodies such as Community Planning Partnerships by taking part in consultations and events. The Development Officer, on behalf of the Board, participated in The Carers Parliament, took part in contributing to the high blood pressure inquiry carried out by the Cross-Party Group on Heart Disease and Stroke. The Board held a Strategy Away Day where they talked about the past, present and future vision for the charity. This has led to a skills audit to provide us with a base line from which to devise a training programme to up-skill the members.

Scottish Government is currently holding a consultation on the draft National Action Plan on Neurological Conditions which Headway East Lothian were very glad to participate in, holding focus groups at the weekly meetings.

The Development Officer and Convenor are taking part in Headway training on Leadership Cycles. It was apparent that we all are facing real challenges, and as we are heading towards even more challenging and demanding times, we are required to become as effective and skilful as ever before. But this shouldn't become source of distress and concern, rather than determination and drive. And here is the reason why. Merely because we all have a great vision for our communities; we all have goals underpinned by strong values, an incredible ethos and genuine commitment. A vision we all want to achieve.

We are currently working closely with the commissioning group for the new East Lothian Community Hospital as we will be moving into their community space for our Wednesday evening Haddington meeting.

We encourage service users, staff, volunteers and Trustees to attend training and



information days such as those run by Digby Brown Solicitors; the Head Injury Information day. These events are designed to provide information on a variety of subjects associated with Brain Injury and disability.

We continue to update our Policies and procedures on a rolling basis; keep statistics, gather evaluation and complete case studies. The Governing document was recently reviewed at Board level without any amendments being required. We continue to read out the minutes of Board meetings at group sessions and copies of these are available.

We welcomed along 2 of our governmental representatives to the group in the past year and hope to encourage others to follow.

Iain Gray MSP



Martin Whitfield MP



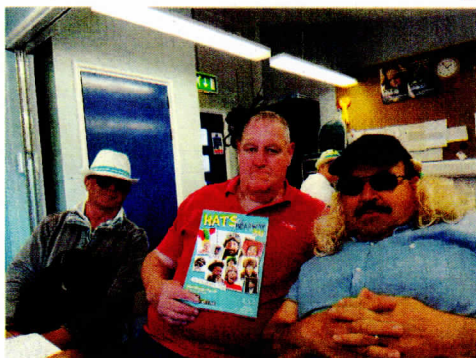
The Development Officer has attended a staff information day at the Nottingham Office for Headway UK. The Convenor and the Development Officer both attend the Scottish Development Committee and the Development Officer is also a member of the sub-committee for the proposed Scottish Conference in 2020 and the BRAW organising committee.

Duties for the Development Officer include dealing with new referrals, volunteer recruitment and induction, updating policies & procedures, applying for and reporting to funding bodies, keeping up-to-date and accurate statistical information, providing information and advice to service users, promoting awareness of Brain Injury and being the contact point for enquiries and for Headway UK, our affiliating body. Advice and support for service users can include Universal Credit queries which are always signposted on to Citizen's Advice Bureau or Welfare Rights and general enquiries regarding Blue Badges, Buss Passes, Pensions, ID Badges, National Entitlement Cards, ESA applications, DVLA enquiries, DLA applications, PIP applications and appeals. The D.O. also attended Disclosure training to update knowledge and information on implementing PVG registration for all volunteers.

Headway East Lothian Website & Facebook are running smoothly, photos & events get the most comments & reactions. We are looking into how to make more use of the Facebook page to gather donations and raise awareness. We are currently working on updating the information for the website. We will collate it then send it to Thompsons Solicitors who will update it. Our monthly newsletter is published onto our website and Facebook pages, via e-mail to our contacts and in print to those who need this format.

	<p>Headway East Lothian SC10 Newsletter <a href="http://www.headway-eastlothian.org.uk">www.headway-eastlothian.org.uk</a></p>	
<p>Issue 18/06</p>		<p>June 2018</p>

<http://elfm.co/10>



Hats for Headway Day, raising awareness



Sing-along time!

**Also during the year:**

External support has been provided by Headway UK provide training, HR support, Employers Liability Insurance, Public Liability, support & advice from Regional Networking Coordinator Maria Burnett

**During the year and planned for the forthcoming year:**

Policies - we have been updating policies and procedures on a rolling programme. The Board have recently implemented an Occupational Sick Pay Policy along with a maximising Attendance Policy. Headway East Lothian has a much lower than average sickness rate; the sector rate is 1.8% and ours is 0% (touch wood again)

Work Place Pension - fully implemented with employers contribution at 3%





**Cycling Out with Beyond Boundaries East Lothian**

Wednesday 6<sup>th</sup> June 6.30pm - 8.30pm

Have a go on our fleet of standard bikes, tandems and adapted bikes (as shown)

'Cycling Out' in East Lothian is setting up regular All - Abilities cycling groups for people with disabilities and mental health issues aged 16 and over living in East Lothian using various cycling routes across East Lothian

Meet at Tynebank Resource Centre, 16 Kirk View, Haddington EH41 4AP

We will be having a trial of the accessible cycles; all appropriate safety kit will be supplied & yes there will be refreshments ☺



Cycling Without Age Project – volunteer pilot with 2 service users on the Trishaw



Beyond Boundaries  
– all ability cycling



## **Voluntary Help & Gifts in Kind**

Headway East Lothian SCIO wishes to thank all those involved with the organisation and the important work that it carries out. Although Headway is a comparatively small organisation, its success requires the cooperation and support of a range of organisation and individuals - from funders to volunteers. We appreciate and recognise the time, effort and interest generously given by all towards the service.

We have been lucky enough to welcome new volunteers this year to the groups and to the Board; Christine MacLean, Teresa Martin and Fiona McQuade and we were sorry to say goodbye to Irene Carr who moved on to full-time employment.

We would like to thank all those who volunteer their time to come along and provide services such as Ronnie Pollock who provides us with musical workshops. Fiona Grant-MacDonald is a volunteer Board member, a Brain Injury Survivor and has returned to full-time employment. She provides so much enjoyment through her sing-along sessions when she can and is also our main Fundraiser.

The Gothenburg in Prestonpans provide us with premises to hold fundraising events and our trustee training days free of charge and we would like to thank them.

We must especially thank Gordon & Dottie Wallace for their continued support through their long-term volunteering with us. They are the main session leaders for the Monday group and co-ordinate all the transport & activities for the meeting. They also let us use their garden for our annual barbeque and provide the catering for our annual Burns Supper.

Thompsons Solicitors provide us with digital support for our web page and meeting facilities at their Edinburgh Office.

We are also grateful to NHS Lothian for the use of the Occupational Therapy Department based at Herdmanflat Hospital, Haddington for our Wednesday meetings. We would also like to thank East Lothian Council (ELC) for the use of office facilities at The Bleachingfield Centre, Dunbar.

Without the support of all those who volunteer their time and effort we would not be able to provide the services we do. To all who have donated time, effort, money and their organisation's services, many thanks.

We want to hear your voice!

You can volunteer with us. We invite you to join us in making a difference and shaping a healthier and better future for people recovering from an Acquired Brain Injury, their families and care givers. The effects of this can create barriers to full participation and inclusion into everyday society. We are currently seeking skilled trustees, activity volunteers, fundraisers, social media and marketing volunteers. We look forward to hearing from you.

The Board would like to thank the Development Officer, Joyce Cattnach, for all her tireless work for the charity.

Contact: Development Officer

Email: [headwayeastlothian@live.co.uk](mailto:headwayeastlothian@live.co.uk)

Web: [www.headway-eastlothian.org.uk](http://www.headway-eastlothian.org.uk)

Tel: 07895193974

Write: Headway East Lothian  
c/o The Bleachingfield Centre  
Countess Crescent  
Dunbar  
East Lothian  
EH42 1DX

We can also be found on:

Facebook: [www.facebook.com/headwayeastlothian](http://www.facebook.com/headwayeastlothian)

Twitter: [@headwayeastlothian](https://twitter.com/headwayeastlothian)

**Financial Review & Reserve Policy**

The charities policy on reserves is to have one years running costs, this is approximately £30,000 per year, in reserve. The charity aims to have this whilst actively seeking funding to continue the work of the charity. Funding covers the salary and associated expenses of the Development Officer as well as the day to day running of the activity-based groups, transport & expenses. Also to keep a designated amount for redundancy for the Development Officer (whom has been in continuous employment with Headway East Lothian for 11 years and 7 months as at 25/4/19).

**Details of any deficit:**

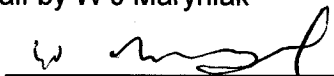
There is no financial deficit this year, the trustees will continue to monitor and maintain fund raising activities. Funding applications have been made to various trusts, grant awarding bodies and other sources. The reserve policy will be reviewed at Board meetings and at the strategic planning day for Trustees.

**Voluntary Help & Gifts in Kind**

See Performance & Activities

This report was approved by the trustees on behalf by W J Maryniak


and signed on their

  
\_\_\_\_\_  
(Convenor)

**Receipts and Payments Accounts for the  
Year ended 31<sup>st</sup> March 209**

	Notes	Un-Restricted	2019 Restricted	2019 Total	2018 Total
<b>Incoming Resources</b>					
<b>Generated Funds</b>					
Donations	1	6450.17	0.00	6450.17	9295.29
<b>Charitable Activities</b>					
Grants Received	2	5000.00	24894.12	29894.12	12000.00
Charitable Activities	3	750.00	0.00	750.00	650.00
Fundraising Activities	4	8473.14	0.00	8473.14	6831.61
Gift Aid		750.00	0.00	750.00	75.00
<b>Total Income Resources</b>		<b>21423.31</b>	<b>24894.12</b>	<b>46317.43</b>	<b>28851.90</b>
<b>Expended Resources</b>					
Charitable Activities	5	21794.46	14269.14	36063.60	33348.73
Fundraising Activities	6	0.00	0.00	0.00	23.50
Governance Costs	7	125.00	0.00	125.00	100.00
<b>Total Expended Resources</b>		<b>21919.46</b>	<b>14269.14</b>	<b>36188.60</b>	<b>33472.23</b>
<b>Net Income/(Outgoing)</b>		<b>(496.15)</b>	<b>10624.98</b>	<b>10128.83</b>	<b>(4620.33)</b>
<b>Statement of Balances As at 31<sup>st</sup> March 2019</b>					
		<b>Un-Restricted</b>	<b>Restricted</b>	<b>2019</b>	<b>2018</b>
Opening Balances		20843.66	0.00	20843.66	25463.99
Net Income/(Outgoing)		(496.15)	10624.98	10128.83	(4620.33)
Transfer Between Funds		0.00	0.00	0.00	
<b>Closing Balances</b>	8	<b>20347.51</b>	<b>10624.98</b>	<b>30972.49</b>	<b>20843.66</b>

These accounts were approved by the trustees and signed on their behalf by R Fairbairn

  
(Treasurer)



**Notes to the Accounts**

	<b>Un-Restricted</b>	<b>Restricted</b>	<b>2019 Total</b>	<b>2018 Total</b>
<b>1 Donations</b>				
General Donations	3144.82	0.00	3144.82	3177.72
BRAW 18	0.00	0.00	0.00	260.00
My Donate	3305.35	0.00	3305.35	5857.57
<b>Total</b>	<b>6450.17</b>	<b>0.00</b>	<b>6450.17</b>	<b>9295.29</b>
<b>2 Grants Received</b>				
Elizabeth Frankland	5000.00	0.00	5000.00	10000.00
Tesco	0.00	1000.00	1000.00	2000.00
Corra Foundation	0.00	4000.00	4000.00	0.00
Foundation Scotland	0.00	2000.00	2000.00	0.00
Imlay Foundation	0.00	4894.12	4894.12	0.00
The Robertson Trust	0.00	12500.00	12500.00	0.00
Walk with Scott Foundation	0.00	500.00	500.00	0.00
<b>Total</b>	<b>5000.00</b>	<b>24894.12</b>	<b>29894.12</b>	<b>12000.00</b>
<b>3 Income - Charitable Activities</b>				
Charitable Activities	750.00	0.00	750.00	650.00
<b>4 Fundraising Activities</b>				
Collection Tins	0.00	0.00	0.00	120.51
Events	3872.44	0.00	3872.44	3622.21
Raffles	4600.70	0.00	4600.70	3088.89
<b>Total</b>	<b>8480.14</b>	<b>0.00</b>	<b>8480.14</b>	<b>6831.61</b>

**Notes to the Accounts cont.**

	<b>Un-Restricted</b>	<b>Restricted</b>	<b>2019 Total</b>	<b>2018 Total</b>
<b>5 Expenses - Charitable Activities</b>				
<b>Employee Costs</b>				
Salary & Related Costs	10524.35	11817.96	22342.31	22123.59
Employer Pension Contribution	558.60	0.00	558.60	350.79
Staff Travel & Expenses	1941.50	0.00	1941.50	2033.90
Payroll Costs	524.04	0.00	524.04	504.36
<b>Direct Service Provision Costs</b>				
Arts & Crafts Expenses	0.00	435.33	435.33	323.67
Insurance	176.00	0.00	176.00	130.00
Meeting Costs	2567.99	0.00	2567.99	1517.94
Outings	1861.57	0.00	1861.57	2022.06
Other Costs	1805.44	246.50	2051.94	1680.04
Speaker & Therapists	60.00	1769.35	1829.35	805.00
Room Hire	0.00	0.00	0.00	1172.62
Subsistence	113.33	0.00	113.33	199.53
IT Costs	994.75	0.00	994.75	0.00
Volunteer Costs	210.43	0.00	210.43	0.00
<b>Other Running Costs</b>				
Mobile Costs	150.00	0.00	150.00	120.00
Postage	65.16	0.00	65.16	97.99
Stationery	101.30	0.00	101.30	0.00
Training Costs	140.00	0.00	140.00	65.00
<b>Total</b>	<b>21794.46</b>	<b>14269.14</b>	<b>36063.60</b>	<b>33348.73</b>
<b>6 Fundraising Activities</b>				
Fundraising Expenses	0.00	0.00	0.00	23.50
<b>7 Governance Costs</b>				
AGM Costs	0.00	0.00	0.00	0.00
Independent Examination	125.00	0.00	125.00	100.00
<b>Total</b>	<b>125.00</b>	<b>0.00</b>	<b>125.00</b>	<b>100.00</b>

**Notes to the Accounts cont.****8 Break down of Funds as at 31<sup>st</sup> March 2019****Restricted Funds:**

Tesco	953.50	
Corra Foundation	4000.00	
Foundation Scotland	2000.00	
Imlay Foundation	2689.44	
The Robertson Trust	682.04	
Walk with Scott Foundation	300.00	
		10624.98

**Un Restricted Funds:**

Elizabeth Frankland Moore & Star	3800.00	
Own Funds	16547.51	
		20347.51

**Closing Balances as at 31<sup>st</sup> March 2019** **£30972.49**

**Bank Account** **30846.88**

**Cash Account** **125.61**

**Closing Balance as at 31<sup>st</sup> March 2019** **£30972.49**

**9 Purposes of Funds**

Headway East Lothian SCIO has received one unrestricted grant this fiscal year, a balance of £3800.00 is being carried forward.

Other grants (see note 8) are carried forward and will be used within the next financial year.

All other income has been generated from Fund Raising Activities as well as the Charities Activities' therefore the an un-restricted balance of funds of £16547.51 will be taken forward.

The accounts have been prepared in line with the Receipts & Payments method.

## **Notes to the Accounts cont.**

### **10 Accounting Notes**

**Incoming Resources** are recognised when receivable, which is when the charity becomes entitled to resource.

**Resources Expended** are recognised when there is a legal or constructive obligation to make payment. They are classified into the following categories:

- Costs of Generating Funds (Fundraising)
- Charitable Activities (Costs incurred in the delivery of the charities activities and service)
- Governance Costs (Costs associated with the strategic management of the charity)

### **11 Trustee & Related Parties**

No payments were made directly to Charity Trustees this financial period. Any expenses paid are reimbursements of expenses for the running of the charity.

**Independent Examiner's Report on the Accounts****Headway East Lothian SCIO  
Scottish Charity SC035535****For the Period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019  
Set out on pages 1-25****Receptive Responsibilities of Trustee & 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) 2005 Act 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 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 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.

Name of Examiner

Sue Bennett ACIE Dip Business &amp; Finance

Signed



Dated

17-5-19

Address

21 Dounehill Jedburgh TD8 6LJ