

Chief Executive

24 NOV 2016

Democratic Services



**HAWICK COMMON GOOD FUND
APPLICATION FOR FINANCIAL ASSISTANCE**

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>Email:</p>	<p>Steven Turnbull/Heads Together 3 Dovemount place Hawick TD9 8AZ</p>
<p>Address to which payment should be made:</p>	<p>62 Allerley Crescent Jedburgh TD8 6JX</p>
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>We help people with severe brain injuries in the Borders many of which are from Hawick, we offer arts and crafts, day trips, speech therapy, support and respite at our superb wheelchair friendly static caravan sited at Berwick Upon Tweed. These people hardly get out the house without us, we are all volunteers and most of the committee have brain injuries to, i as chairman/founder had a Brain Haemorrhage in 2009 which left me disabled.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>We need our own minibus, we have been using our own cars for the last 6 years but illness has caught us up, its no longer safe for us to do this so we need another way to get everyone to our rented centre in Hawick. We need our own minibus and have a quote for £37,000 including the electric tail lift, we are £10,000 short but any amount you could give us would get us closer.</p>
<p>When will the donation be required:</p>	<p>Spring 2017 we hope</p>
<p>If this is a one-off project then please give the following details –</p> <p>Date (s):</p> <p>Estimated total cost:</p> <p>Funds already raised by applicant's own efforts:</p> <p>Funds raised or expected</p>	<p>March 2017</p> <p>£37,000</p> <p>£17,000</p> <p>£10,000</p>

sources (please state sources):	Awards for all
<u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:	We sit at £27,000 raised
<u>Equal Opportunities</u> State how you take account of equal opportunities legislation by including all sections of the community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs).	We help adults and have enhanced disclosures for all the volunteers/committee, we have both male and female service users. We help any adult with a brain injury and everyone is equal to us, any Nationality, Colour or Religion none of that matters we are all people and i would not allow it to make a difference in fact till recently we had a service user from Poland.
<u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate Signed: Position Held: Chairman/Founder Date: 21/11/16	
Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts. Following the event/project the evaluation form must be completed and returned.	
This completed form, accounts and any supporting details should be submitted to Judith Turnbull Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826556	

REGISTERED CHARITY NUMBER: SC042775

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 6TH DECEMBER 2015
FOR
HEADS TOGETHER**

JRW
Riverside House
Ladhope Vale
Galashiels
Selkirkshire
TD1 1BT

HEADS TOGETHER

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 6TH DECEMBER 2015

The trustees present their report with the financial statements of the charity for the year ended 6th December 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

SC042775

Principal address

62 Allerley Crescent

Jedburgh

TD8 6JX

Trustees

S Turnbull

J Elliot

J Jolly

C Clarkson

Independent examiner

JRW

Riverside House

Ladhope Vale

Galashiels

Selkirkshire

TD1 1BT

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Recruitment and appointment of new trustees

Trustees are elected at the Annual General Meeting.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

Heads Together support sufferers and the families of sufferers of traumatic head and brain injuries. The provision of recreational facilities, or the organisation of recreational activities, with the objective of improving the conditions of life for the persons for whom the facilities or activities are primarily intended. The relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage.

Significant activities

Heads together support their clients and their families to help them have a better life despite their injuries and to advise them on the welfare benefits available to them.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 6TH DECEMBER 2015

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Heads Together have managed to get several people who would not have otherwise have left their home to socialise with other people, including with members of Heads Together association.

The charity provide 25 people every week with activities including arts and crafts, a choir, speech therapy and general advice.

Heads Together have organised a number of day trips and events for their clients and carers.

The charity continue to help disabled people from all over the uk with affordable respite at their fantastic wheelchair friendly caravan.

Heads Together have established office facilities which provide opportunities for their clients to participate in various arts and crafts activities and other musical events.

All workers at the charity are volunteers.

FINANCIAL REVIEW

Reserves policy

To retain positive reserves as reflected by its cash at bank and in hand.

Approved by order of the board of trustees on 14th March 2016 and signed on its behalf by:

S Turnbull - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADS TOGETHER**

I report on the accounts for the year ended 6th December 2015 set out on pages five to eight.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with 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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

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.

J Robertson
BA FCCA
JRW
Riverside House
Ladhope Vale
Galashiels
Selkirkshire
TD1 1BT

14th March 2016

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**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 6TH DECEMBER 2015**

	Notes	Unrestricted fund £	Restricted fund £	2015 Total funds £	2014 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		979	-	979	367
Activities for generating funds	2	1,518	-	1,518	1,660
Incoming resources from charitable activities					
General		2,500	6,945	9,445	17,465
Total incoming resources		<u>4,997</u>	<u>6,945</u>	<u>11,942</u>	<u>19,492</u>
 RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		7,005	5,318	12,323	14,947
 NET INCOMING/(OUTGOING) RESOURCES					
		(2,008)	1,627	(381)	4,545
 RECONCILIATION OF FUNDS					
Total funds brought forward		11,903	12,513	24,416	19,871
 TOTAL FUNDS CARRIED FORWARD		<u><u>9,895</u></u>	<u><u>14,140</u></u>	<u><u>24,035</u></u>	<u><u>24,416</u></u>

The notes form part of these financial statements

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BALANCE SHEET
AT 6TH DECEMBER 2015

	Notes	Unrestricted fund £	Restricted fund £	2015 Total funds £	2014 Total funds £
CURRENT ASSETS					
Cash at bank		9,895	14,140	24,035	24,416
NET CURRENT ASSETS		<u>9,895</u>	<u>14,140</u>	<u>24,035</u>	<u>24,416</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		9,895	14,140	24,035	24,416
NET ASSETS		<u>9,895</u>	<u>14,140</u>	<u>24,035</u>	<u>24,416</u>
FUNDS					
Unrestricted funds	4			9,895	11,903
Restricted funds				14,140	12,513
TOTAL FUNDS				<u>24,035</u>	<u>24,416</u>

The financial statements were approved by the Board of Trustees on 14th March 2016 and were signed on its behalf by:

S Turnbull -Trustee

The notes form part of these financial statements

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 6TH DECEMBER 2015

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. ACTIVITIES FOR GENERATING FUNDS

	2015	2014
	£	£
Fundraising events	<u>1,518</u>	<u>1,660</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 6th December 2015 nor for the year ended 6th December 2014.

Trustees' expenses

During the year Trustees were paid expenses of £1,292.96 (2014: £586).

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NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 6TH DECEMBER 2015

4. MOVEMENT IN FUNDS

	At 7.12.14 £	Net movement in funds £	At 6.12.15 £
Unrestricted funds			
General fund	11,903	(2,008)	9,895
Restricted funds			
Restricted fund	12,513	1,627	14,140
TOTAL FUNDS	<u>24,416</u>	<u>(381)</u>	<u>24,035</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	4,997	(7,005)	(2,008)
Restricted funds			
Restricted fund	6,945	(5,318)	1,627
TOTAL FUNDS	<u>11,942</u>	<u>(12,323)</u>	<u>(381)</u>

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DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 6TH DECEMBER 2015

	2015 £	2014 £
INCOMING RESOURCES		
Voluntary income		
Donations	979	367
Activities for generating funds		
Fundraising events	1,518	1,660
Incoming resources from charitable activities		
Hire of caravan	5,445	3,805
Grants	4,000	13,660
	<u>9,445</u>	<u>17,465</u>
Total incoming resources	11,942	19,492
RESOURCES EXPENDED		
Costs of generating voluntary income		
Insurance	99	-
Light and heat	409	-
Telephone	57	-
Postage and stationery	137	-
Sundries	5,014	-
Caravan running costs	3,523	13,507
Rent	2,540	211
Arts and crafts	544	1,229
	<u>12,323</u>	<u>14,947</u>
Total resources expended	12,323	14,947
Net (expenditure)/income	<u>(381)</u>	<u>4,545</u>

This page does not form part of the statutory financial statements