

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	Jan	2024	To	31	Dec	2024

Reference and administration details

Charity name	Neil's Hugs Foundation
Other names charity is known by	
Registered charity number	SC047055
Charity's principal address	Crofthead Farm Community Centre
	Templar Rise
	Postcode EH54 6DG

Names of the charity trustees on date of approval of Trustees' Annual Report

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Chair		Members at AGM
2	Treasurer		
3	Secretary		
4	Fundraising		
5	Volunteer Coordinator		
6	ITadmin		
7	Events/Fundraising	Resigned 21/01/2025	
8			
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19			
20			

## Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

## Structure, governance and management

### Type of governing document

The Charity is a Scottish Charitable Incorporated Organisation (SCIO). It was registered in this form on 20<sup>th</sup> December 2016.

It has a single tier structure and as such the trustees are the members of the charity.

### Trustee recruitment and appointment

The management committee, which normally meets every 2 months are the charity's trustees. Membership of the management committee is open to all members of the club.

Trustees are made up of people appointed to the board at the AGM. The board Members believe that there is a genuine need for this service and have been very forward thinking for the future of the charity. Future trustee's will be elected at the Annual General Meeting. There must be a minimum of 3 and a maximum of 8 trustees.

## Objectives and activities

### Charitable purposes

To support family members or friends who are struggling to cope when a loved one attempted or completed suicide  
 To raise awareness of the issues surrounding suicide  
 To reduce the stigma attached to suicide  
 To assist in reducing suicides by signposting people to organisations who help their loved one / friend  
 To provide a safe space to talk about loved ones  
 To improve the mental health of people effected by the loss of a loved one or friend

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

During 2024 our support was a mixture of 121 in person support, groups and virtual/telephone calls.

The charity provides a safe space for people who have been bereaved by suicide to talk about their loss either in a group setting or 121.  
 The charity provides 121 supports for people who are supporting a person with suicidal ideations.  
 The charity supports people with mild to moderate poor mental ill health.

All our support services are provided in a way that works best for the client, telephone support, text support, email support, counselling where appropriate from a trainee counsellor on placement with support and supervision and insurance in place.

We provide 12-week CBT counselling and 12-week person centred counselling for some people who use our service where it is appropriate.

We have a befriending service when we believe the time is right for people to move forward in their journey.

The groups run are, two physical groups weekly for people who have lost a loved one to suicide. One group is in West Lothian the other is in Clackmannanshire.  
 We run a once-a-month sudden loss group in West Lothian.  
 We run two physical women's support groups weekly; these are safe spaces to allow women to speak to each other if they are suffering from mild to moderate poor mental health. One group is in West Lothian the other is in Clackmannanshire.  
 We are now supporting men on a 121 basis only; this is a safe space that allows men to speak.  
 We run a Tea & Talk group at West Lothian College weekly, during term time.  
 We run a neurodiverse group in Clackmannanshire, a mixed sex group and a woman's group both run 2 weeks of the month.  
 We also have a gardening group in Clackmannanshire which mixes nature and company, we have a reflection garden in Alloa, this is at Wimpy Park where they have given us the space to develop it.  
 We have a silent book group in West Lothian.

All our groups are open groups, no referral or appointment necessary.  
 We offer phone support and signposting where appropriate.  
 We raise awareness about mental ill health, early intervention, and suicide, in as many platforms as possible, in person, on virtual media, by emails.

Our founder is working with national organisations helping to co design peer recovery training.

## Achievements and performance

### Summary of the main achievements of the charity during the financial period

We have been selected to be the lead on a national suicide awareness campaign which will happen on the 5<sup>th</sup> September 2025 in West Lothian, it is a tour around the UK called The Baton of Hope. We are also involved with Lothian Speak Their Name Quilt, this is a quilt made in memory of people we have lost in the Lothians, it tours to start conversations.

We continue to work hard in raising awareness of the charity we have received funding again this year from the local council in West Lothian for staff costs connected to our work in suicide prevention both locally and nationally.

Between groups and 1:1 support we supported approximately 60 people weekly. The amount of people receiving support has a further reach by benefitting other family members who see the improvement in their persons health.

We provide 1:1 support either in our local office, in the college, community centres, if they are not able to come to the office or leave their home we will arrange, phone or online. We do not provide a one size fits all, we tailor our support to the needs of the individual's. Some people do not feel ready to attend a group or may never feel that groups are the right place for them, we work with them to reduce isolation with the aim of encouraging them to make positive steps to look after their mental health.

We are working hard promoting our service locally, in both West Lothian and Clackmannanshire, involving our organisations with other bereavement services, mental health professionals, local councillors & MP's, colleges, schools, workplaces.

Our awareness raising in the local area has encouraged people to talk about issues that are otherwise considered taboo.

We have been working with Scottish Recovery Network and a number of other third sector organisations on training for peer led support.

## Financial review

### Brief statement of the charity's policy on reserves

It is the trustee's policy to achieve and retain at least one year's running costs to meet commitments and cover any unexpected expenditure.

At the end of 2024 we have a cash fund of £127,871 which ensures we have running cost in place for next year, we have ring fenced £50,000 to cover staffing costs.

**Details of any deficit**

Not applicable

**Donated facilities and services (if any)**

We are grateful to everyone who allows us use rooms to provide support to local people. We are grateful to West Lothian College for their support of the charity. We are grateful for the supporters who have volunteered their services throughout the year, we are grateful to all our fundraisers, to everyone who has donated money we would not be able to function without their/your support.  
Thank you for everything you do, helping us to help others.

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## APPENDIX 1

### Other optional information

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### Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (e.g., Chair)	Chair	Treasurer
Date		

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Details of any deficit

Not applicable

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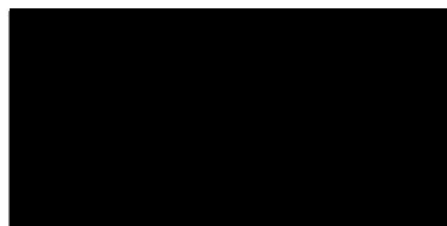
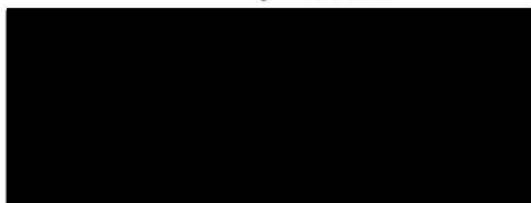
## APPENDIX 1

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Position (e.g., Chair) Chair

Treasurer

Date 06/08/25

23/07/25.

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# Receipts & Payment Statement

Neil's Hugs Foundation

For the year ended 31 December 2024

Cash Basis

	2024	2023
<b>Receipts</b>		
<b>Donations</b>		
Donations - Individuals	27,998.66	19,906.84
<b>Total Donations</b>	<b>27,998.66</b>	<b>19,906.84</b>
<b>Fundraising</b>		
Neil's Hugs Fundraising Revenue - Kiltwalk	4,400.00	-
<b>Total Fundraising</b>	<b>4,400.00</b>	<b>-</b>
Donations - Corporate	30,129.37	17,411.39
Community Fundraising Events Revenue	-	6,420.58
Restricted Grant Income - Other	9,151.18	-
Restricted Grant Income - Tesco	375.00	2,250.00
Neil's Hugs Fundraising Revenue - Whisky Festival	1,060.00	1,745.00
Restricted Grant Income - West Lothian	28,732.00	27,500.00
<b>Total Receipts</b>	<b>101,846.21</b>	<b>75,233.81</b>
<b>Payments</b>		
Advertising & Marketing	585.99	-
Counselling Support	1,925.00	150.00
Catering	700.52	743.07
Legal Expenses	21.17	40.00
Audit & Accountancy fees	4,702.80	2,215.71
Insurance	193.97	672.53
Clacks: Rent	-	190.91
Staff IT & Website Costs	188.93	355.37
Postage, Freight & Courier	4.95	17.00
Printing & Stationery	156.22	-
Staff Salaries	43,572.59	60,991.96
Training for Staff / Volunteers	378.00	225.60
Volunteer Expenses	171.38	323.21
Staff Employer Pension Costs	1,256.20	1,250.47
Marketing Resources	2,007.80	3,079.75
Community Fundraising Events Costs	480.00	3,310.26
Neil's Hugs Events Costs - Kilt Walk	264.00	356.00
Staff Expenses	1,046.58	585.46
Neil's Hugs Events Costs - Whisky Festival	-	116.55
Volunteer Mobile Phone Costs	3,531.09	2,648.29
Grant Funded Delivery	1,657.43	1,539.91
Staff Employer NI	(474.24)	-
Neil's Hugs Events Costs - Remembrance Service	-	514.90

Neil's Hugs Foundation is a Scottish Charitable Incorporated Organisation (SC047055)

# Statement of Balances

Neil's Hugs Foundation

As at 31 December 2024

	31-Dec-24	31-Dec-23
Opening Balance	110,163	85,008
Plus Cash Movement	17,708	25,155
Closing Balance	<u>127,871</u>	<u>110,163</u>
Represented by cash funds as at 31/12/22		
Bank Current Account (Santander)	<u>127,871</u>	<u>110,163</u>

## Fixed Assets

Total Fixed Assets	858	559
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## Current Assets

Total Current Assets	128,755	110,163
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## Creditors: amounts falling due within one year

Total Creditors: amounts falling due within one year	21,131	34,393
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Notes to the Accounts

### 1. Donations & Fundraising:

We are indebted to all those who donated to us or fundraised for us during 2024, which includes the following events and organisations:

YPI Scotland

Members of BNI

Workflo Solutions

Kiltwalk

Lothian Relics Charity Digs

Dark Horse Tattoo Parlour

McDonalds

West Lothian Council - Wellbeing Fund

Stirling Voluntary Enterprises - Wellbeing Fund

All individuals and businesses that have supported us

### 2. Insurances

The Foundation's insurance policy includes Trustee Indemnity Insurance for all trustees

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) Unrestricted funds as those that may be used at the discretion of the trustees in furtherance of the objects of the charity, including the day-to-day running of the foundation. Restricted funds can only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

The accounts were approved by the trustees on 22nd June 2025 and signed on its behalf by:



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	2024	2023
Rent	5,139.56	2,624.92
<b>Total Payments</b>	<b>67,509.94</b>	<b>81,951.87</b>
<b>Surplus / (Deficit) for the year</b>	<b>34,336.27</b>	<b>(6,718.06)</b>
<b>Administrative Costs</b>		
Depreciation Expense	436.68	279.55
Entertainment-100% business	55.00	-
Interest Paid	60.09	-
Office Expenses	-	146.88
Business Networking Costs	240.00	510.00
Gains / Loss on Disposal of Assets	107.15	-
Office Stationery / Expenses (under £100)	971.00	350.74
<b>Total Administrative Costs</b>	<b>1,869.92</b>	<b>1,287.17</b>

## APPENDIX 3



		<b>Independent examiner's report on the accounts</b> v2					
<b>Report to the trustees/members of</b>	Charity name Neil's Hugs Foundation						
<b>Registered charity number</b>	SC047055						
<b>On the accounts of the charity for the period</b>	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
	01	January	2024	to	31	December	2024
<b>Set out on pages</b>	Appendix 2, pages 1&2						(remember to include the page numbers of additional sheets)
<b>Respective responsibilities of trustees and examiner</b>	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 (as amended). 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.						
<b>Basis of independent examiner's statement</b>	My examination is carried out in accordance with Regulation 11 of the 2006 Accounts 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.						
<b>Independent examiner's statement</b>	<p>In the course of my examination, no matter has come to my attention.</p> <ol style="list-style-type: none"> <li>which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> <li>to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li> <li>to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li> </ul> </li> </ol> <p>have not been met, or</p> <ol style="list-style-type: none"> <li>to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ol>						
<b>Signed:</b>				<b>Date:</b>	20/06/2025		
<b>Name:</b>							
<b>Relevant professional qualification(s) or body (if any):</b>							
<b>Address:</b>							

\*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of  
any items that the  
examiner wishes to  
disclose