LIVELY MINDS

REPORT AND ACCOUNTS

for the year ended

31 DECEMBER 2013

REGISTERED CHARITY NUMBER 1125512
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LIVELY MINDS
OFFICERS AND PROFESSIONAL ADVISERS

Board of Trustees
Alison Hart, Chairman
Susanna Payne
Jonathan Seres
James Shepherd
Michael Smith
Shantonu Chundur (from April 2014)
Charles Egerton (from April 2014)

Founder & CEO
Alison Naftalin

Charity Address
Lively Minds
1b Waterlow Road
London
N19 5NJ

Independent Examiner
Martin Hay-Plumb CA
4 Dorchester House
Marsham Lane
Gerrards Cross
Bucks
SL9 8HA

Bankers
HSBC plc
High Holborn Branch
London
LIVELY MINDS
TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2013

LEGAL STATUS

Lively Minds is an independent charity, registered number 1125512, established under a trust deed adopted on 1 August 2008. Lively Minds was registered as a charity on 14 August 2008.

CHARITABLE OBJECTIVES

The objectives of the charity are:-

- To further all aspects of the education (including social, hygiene and physical training) of children and young persons up to the age of 25 in Sub-Saharan Africa by providing and assisting in the provision of facilities, including, but not limited to, toys and other play resources, and of training.

- To advance in life and relieve needs of young people up to the age of 25 in Sub-Saharan Africa by the provision of (a) recreational and leisure time activities provided in the interests of social welfare and designed to improve their conditions of life; and (b) support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

- To develop the capacity and skills of the members of the socially and economically disadvantaged communities of Sub-Saharan Africa in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.

POLICIES

The charity seeks to achieve its objectives by directing, supporting and facilitating the activities of its implementation partners - Lively Minds Ghana and Lively Minds Uganda. Their three programmes are:

- setting-up and supporting community-run Play Centres;
- setting up and supporting community-run Reading Schemes; and
- devising and implementing a Child Sacrifice Prevention Programme.

All three programmes are designed to build the skills and abilities of children and their caregivers, so that they can change their own lives for the better.

FREE RESERVES

The trustees' policy on income reserves is to maintain sufficient reserves for the charity to continue to meet its ongoing commitments.

RISK

The trustees have continued to assess the major risks to which the charity is exposed and systems have been established to mitigate these risks.
LIVELY MINDS’ PROJECTS

The charity designs, project-manages and supports three main programmes that run in Ghana and Uganda. All share the same objective – to build the skills and abilities of children and their carers, so that they can change their own lives for the better.

Play Centres

Lively Minds sets up Play Centres in deprived rural communities to give children aged 3-6 the chance to learn and develop key skills through play; skills such as reasoning, problem-solving, numeracy, literacy and creative thinking. Each Play Centre gives over 120 children free access to creative learning opportunities at a crucial stage in their development. Without Lively Minds’ programmes these learning opportunities would be unavailable.

Lively Minds staff train Volunteer Mothers from the villages to run and sustain the Play Centres themselves. Volunteering benefits the Mothers. They develop skills in leadership, problem-solving and how to work as a team. After the Play Centres are established, Lively Minds continues to monitor and support the Mothers, for example, running workshops in personal hygiene, nutrition, malaria prevention, sustainable farming methods and child rights.

Lively Minds also uses the Play Centres to promote good hygiene and health practices, notably handwashing with soap. Diarrhoeal disease is the biggest killer of children in the developing world. Handwashing is free and is the best way to prevent infection.

Reading schemes

Lively Minds’ Reading Schemes use story-telling to spark imagination, creative-thinking skills and literacy. Lively Minds gives primary schools a collection of illustrated books (in English) and trains upper primary students to read aloud to the pupils in lower primary school and translate the books into the local language.

Lively Minds’ Reading Scheme focuses on comprehension and reading stories in a fun and dramatic way. This approach strengthens the literacy and language skills of both the readers and those listening. It also fosters a love of books and reading. Each Reading Scheme benefits around 100 children per year.

Child Sacrifice Prevention Project

Child Sacrifice is the ritual killing, mutilation or removal of the body parts of a child for witchcraft, ritual practices or sale. This terrible crime has been increasing in Uganda over the last few years. Lively Minds Child Sacrifice Prevention Programme aims to eliminate child sacrifice in Uganda by tackling the beliefs and mindsets that are sustaining it. Lively Minds runs schools workshops, centred around a short story called “Saving Little Viola”. The story engages students in discussion on the factors sustaining child sacrifice and promotes suggestions about methods to protect against and prevent it.
REVIEW OF ACTIVITIES AND FUTURE PLANS

2013 marked Lively Minds’ 5th Anniversary and it has been one of the best. The charity has achieved an enormous amount since it was founded in August 2008 and has impacted a huge number of lives. 2013 has been another very successful year with an 83% growth in income and further scale up of operations in both countries.

2013 Highlights:

- **Comic Relief** – A generous grant having been secured at the end of 2012, we received the first tranche of funding in March. This grant is enabling us to roll-out and scale-up our Play Centre and Reading Scheme projects to 30 new communities in Ghana over three years. Comic Relief visited our projects in February and their feedback emphasised how inspired they were by Lively Minds’ programmes and staff.

- **DFID** – In February Lively Minds was selected for a provisional grant from DFID. Following a thorough due diligence process, a 2 year grant towards the charity's work in Uganda was approved in July. This has enabled us to begin to roll-out and scale up of our Play Centre projects.

- **Other notable new grants** – During the year, BFSS made a generous contribution towards our Reading Schemes in Ghana.

- **Founder & CEO** – Thanks to the Waterloo Foundation Lively Minds’ received a second tranche of funding towards the salary of Lively Minds’ Founder and CEO, Alison Naftalin. Alison, who initially ran the charity as a volunteer alongside her job as a lawyer, has now been working full time for Lively Minds since September 2012. This is making a huge difference. Alison has been able to divide her time between the UK, Ghana and Uganda enabling her to recruit, capacity-build and support staff in-country. In the UK she has had more time to focus on further fundraising and reporting, alongside the charity’s part-time fundraiser, Julia Scodie.

- **Radio 4 Appeal** – In December 2012 a BBC Radio 4 Appeal was broadcast about Lively Minds’ work. Presented by Katy Hill (of former Blue Peter fame) the appeal aired nationally and focused on the story of Zaituna, one of the mothers trained to run Lively Minds’ Play Centre in Kagera Village, Uganda. The response to the appeal far outweighed our expectations, the majority of the income coming in January 2013 which put us in good stead financially at the start of this year.

- **UK Head office London** – Until August last year our UK team (Alison and Julia) had been working from home. Thanks to Comic Relief and DFID funding we were able to move into a low-cost charity office space in Archway, London. This enabled us to recruit a Graduate intern for 3 months to support our fundraising. We also received full funding from the Economic and Social Research Council (ESRC) to recruit an experienced research PHD Intern for 6 months. She will be starting in January 2014 and will be working to strengthen our evaluation tools to measure the impact of our projects.

- **International Volunteer Scheme** – We continue to develop our International Volunteer Scheme. This gives people the opportunity to spend 6 weeks in Ghana working alongside Lively Minds’ Ghana team to set up new Play Centres and Reading Schemes. Through 2013 we have had 12 volunteers in Ghana and raised over £8,200. The volunteers included a Speech and Language therapist (SLT) specialising in play. She developed and delivered parent-child interactions workshops for our communities which are now being rolled out to all our villages. Her story featured in the ‘bulletin’ magazine which goes out to all SLTs in the UK. As well as raising funds and helping to set up projects in new communities, the Volunteer Scheme has been an excellent way to promote Lively Minds’ work to a new audience and bring new skills to local staff.

- **UK Schools** – Through 2013 we piloted a schools workshop fundraiser and delivered this to 6 schools in the UK. We will expand this initiative over the coming year.
• Ghana UK Based Achievement Award (GUBA) - In November, Lively Minds won a Ghana UK Based Achievement award for 'Charity of the Year'. The award was presented by the UK High Commissioner for Ghana and was a great opportunity to raise awareness of our work to the Ghanaian Community in the UK.

• Recognition for our founder and CEO – Alison was runner-up in Clarins/YOU Magazine Dynamisante Woman of the year award. She was also selected for her achievements since leaving school as one of six finalists from an outstanding long-list of women.

• Social Networking – We have increased our Facebook following by 27% and attracted over 3,180 followers by the end of the year. We also continue to promote our work through Twitter. We now have over 500 followers and our @livelyminds page has been promoting the charity's work and connecting Lively Minds with new contacts around the world.

Our Future Plans

Through 2014 we will continue to upscale our operations in the following way:

• Setting up 23 new Play Centres - we will train 690 more women to run 13 new Play Centres in Ghana and 10 in Uganda to benefit an additional 3,160 children per year.

• Setting up 10 new Reading Schemes – we will work with 10 new Primary Schools in Ghana to run Reading Schemes to benefit an additional 1,250 children per year.

• Supporting Existing Communities – we will continue to provide monthly capacity building workshops for our existing communities supporting our existing 6,000 beneficiaries. We will monitor our existing Play Centres and Reading Schemes to ensure they are running to quality standards.

• Child Sacrifice Prevention – we will continue to roll out our workshops to 30 Primary Schools in Uganda to reach 1,500 new children.
Highlights from Lively Minds Ghana

Lively Minds Ghana operates from bases in Tamale and Bolgatanga. The Country Office is headed up by our Country Manager David Abukari. Since April, the Bolgatanga office has been headed up full-time by Owen Atindana. We have recruited a number of new staff in Ghana and now have a total of 11 field staff in that country. In March we moved into a larger new office in Bolgatanga to accommodate our increased staff capacity. The office includes accommodation which will save costs when Tamale staff and Alison are visiting.

At the start of 2013, Lively Minds Ghana supported Play Centres in 27 communities. Over the year we have trained over 480 mothers to set up Play Centres in 16 new communities: Jeregu, Jakpah, Changnaayili, Garizegu, Tijo, Tindogo, Tantuani, Kudula, Cheyohi, Tunaayili, Naha-Galinkpegu, Gbani, Yaragabisi, Chegu and Nyarig. These new Centres are now benefitting over 1,900 children each week. Throughout the year we continue to up-skill and motivate the mothers running our existing Centres by providing monthly capacity building workshops. Activities have included: parenting, nutrition, communication, malaria prevention and self-esteem building.

At the start of 2013, Lively Minds Ghana supported Reading Schemes in 5 Primary Schools. This year we set up Schemes in 10 Primary Schools in our existing communities: Kpilo, Tonjing, Jizza Gundaa, Yipellanayili, Tijo, Jariju, Lahagu, Jakpahi, Garizegu and Kotingley. We have trained over 400 upper primary School children, supported by their teachers, to run the Schemes each week. Over 700 lower primary children attend the sessions.

Lively Minds’ Founder Alison visited the team in January, June and September

Highlights from Lively Minds Uganda

Lively Minds Uganda operates from Jinja. The Country Office is headed up by Joshua Buluke (Country Manager). We recruited two new field staff in 2013 and now have a total of 6 staff in Uganda. We also moved into a new larger office with accommodation attached in Jinja to cater for our up-scale.

At the start of the year, Lively Minds Uganda supported Play Centres in 23 communities. During 2013 we trained over 180 women to run Play Centres in 7 new villages – Bulamba, Mpmumwire, Isikwe, Kagera Blue Valley, Ironto, Kisasi and Lubira. They are now benefitting over 1100 pre-school children each week.

Additional capacity-building activities were also provided to the volunteers throughout the year including training on parenting, nutrition, communication, malaria prevention and self-esteem building.

UNICEF’s funding of Lively Minds’ Child Sacrifice Prevention Programme came to an end in 2011, but with funding from a major donor we have been able to continue to roll out the programme to 18 Schools reaching over 900 children.

Alison Naftalin visited Uganda in April-May and October-November. Thea Robson also spent 2 weeks in Uganda during October on a voluntary basis to provide coaching for staff. Two of our new supporters, Charlie and Mary Egerton, also spent a week visiting our projects in October to learn more about our work and how their support is making a difference.
FINANCIAL OVERVIEW

Lively Minds' annual income for 2013 was £176,395, an 83% increase on income for 2012. This has allowed the charity to cover its current commitments and to undertake new projects as outlined in this report. The majority of the charity’s income came from five major sources:

- Grants
- Volunteer Scheme
- Challenge Events
- Individual donations
- In kind donations

GRANTS RECEIVED IN YEAR

Lively Minds are grateful for the support during the year of the following:-

- BFSS (British and Foreign School Society)
- Comic Relief
- DFID
- Sir Halley Stewart Charitable Trust
- Javan Trust
- Waterloo Foundation
- Anonymous trusts and foundation

EVENTS

In November we hosted our fourth Quiz night at the Paternoster pub in St Pauls raising more than £1,540.

In September Lively Minds supporters took part in the Run to the Beat half marathon. 24 runners raised more than £8,800. The event is a great fundraiser and helps gain increased awareness of our work.

IN KIND & OTHER NOTABLE SUPPORT

All at Lively Minds are immensely grateful to all the individual supporters who have made such a huge difference to us. We would like to give special mention to the following:

- All the charity's trustees who have donated their expertise and skills free of charge to ensure the success of the programmes and the smooth running of the organisation.
- Laura Mason and Angela Scarlett-Newcomen for helping Lively Minds in the UK with PR and fundraising.
- Thea Robson who spent 2 weeks in Uganda training Lively Mind's staff.
- Jack Waley-Cohen at Quiz Quiz Quiz for once again supporting and hosting our Quiz night.
- Paternoster Pub – for providing a venue for our quiz night free of charge.
- Nicola Dillon at Kinked, Bruno Catanho at Dot Design for designing promotional materials and media free of charge.
- Emma Bree for creating a promotional video free of charge.
• Helen Badham-Thornhill – our Volunteer Intern who worked with us at our London office for 12 weeks from August-October.
• Charlie and Mary Egerton – for their generous support and advice.
• Scott Meslin for his advice and support.
• Krya Larkin for her ongoing support research skills.
• Adam Darling for his help with financial planning.
• Richard and Barbara Naftalin for letting us use their house as an office for 8 months.
• Laurence Scodie for providing our payroll.
• Nicole Goldstein – for her invaluable help and support in Ghana.
• Justin Mayhew and African Minerals Limited for their help in Uganda.

ORGANISATION OF CHARITY

The charity is managed by a Board of Trustees appointed on a three year basis. The trustees during the year and currently are as noted on Page 1.

CHARITY’S ACCOUNTS

The charity’s accounts which are attached to this report have been prepared in line with current statutory requirements, the charity’s governing documents and the SORP 2005 Accounting and Reporting by Charities.

On behalf of the Trustees

Alison Hart


Chairman
Dated: 23rd May 2014
Independent examiner’s report to the trustees of Lively Minds

I report on the accounts of the Charity for the year ended 31st December 2013 which are set out on pages 12 to 14.

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 needed.

It is my responsibility to:

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

Basis of 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 statement 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 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.

Martin Hay-Plumb CA
Institute of Chartered Accountants of Scotland
4, Dorchester House, Marsham Lane, Gerrards Cross, Bucks SL9 8HA, UK
22nd May 2014
LIVELY MINDS

STATEMENT OF FINANCIAL ACTIVITY FOR THE YEAR ENDED 31 DECEMBER 2013

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<thead>
<tr>
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<th>Restricted</th>
<th>Unrestricted</th>
<th>Total</th>
<th>Total</th>
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<tr>
<td>Grants - Unrestricted</td>
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<td>14,150</td>
<td>20,100</td>
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<tr>
<td>- Restricted</td>
<td>114,923</td>
<td>114,923</td>
<td>31,000</td>
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<tr>
<td>Individual donations</td>
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<td>19,238</td>
<td>7,833</td>
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<td>Giftaid</td>
<td>2,698</td>
<td>2,698</td>
<td>2,097</td>
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<td>Events</td>
<td>1,681</td>
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<td>4,094</td>
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<td>Corporate</td>
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<td>8,484</td>
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<td>Challenge events</td>
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<td>10,186</td>
<td>13,890</td>
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<tr>
<td>Sale of products</td>
<td>-</td>
<td>-</td>
<td>192</td>
<td></td>
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<tr>
<td>International Volunteer Scheme</td>
<td>8,226</td>
<td>8,226</td>
<td>8,693</td>
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<tr>
<td>Schools fundraising</td>
<td>920</td>
<td>920</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affinity giving</td>
<td>20</td>
<td>20</td>
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<tr>
<td>Interest</td>
<td>29</td>
<td>29</td>
<td>0</td>
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<tr>
<td>Other income</td>
<td>770</td>
<td>770</td>
<td>0</td>
<td></td>
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<tr>
<td><strong>Total income</strong></td>
<td>114,923</td>
<td>61,469</td>
<td>176,392</td>
<td>96,383</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Expenditure</strong></th>
<th>Restricted</th>
<th>Unrestricted</th>
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</thead>
<tbody>
<tr>
<td>Direct expenditure on charitable activities in Ghana</td>
<td>(33,213)</td>
<td>(23,232)</td>
</tr>
<tr>
<td>Direct expenditure on charitable activities in Uganda</td>
<td>(21,748)</td>
<td>(15,426)</td>
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<tr>
<td>Project materials</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Management &amp; Administration</td>
<td>(5,971)</td>
<td>(1,107)</td>
</tr>
<tr>
<td>Salaries &amp; salary related</td>
<td>(29,493)</td>
<td>(19,392)</td>
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<tr>
<td>Fundseeking</td>
<td>(2,576)</td>
<td>(6,175)</td>
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<td><strong>Total expenditure</strong></td>
<td>(93,001)</td>
<td>(65,332)</td>
</tr>
<tr>
<td><strong>Net Income/(Expenditure)</strong></td>
<td>21,922</td>
<td>(3,863)</td>
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Balance brought forward at 1 January: - 51,470

Balance forward at 1 January: 29,350
LIVELY MINDS

BALANCE SHEET AT 31 DECEMBER 2013

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2012</th>
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<tbody>
<tr>
<td><strong>Current assets</strong></td>
<td></td>
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<tr>
<td>Balance at bank</td>
<td>69,529</td>
<td>51,470</td>
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<tr>
<td>Debtors</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Insurance claim</td>
<td>-</td>
<td>500</td>
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<tr>
<td>Total assets</td>
<td>69,529</td>
<td>51,470</td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
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</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>69,529</td>
<td>51,470</td>
</tr>
<tr>
<td><strong>Accumulated Funds</strong></td>
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<tr>
<td>Restricted Funds</td>
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<tr>
<td>Unrestricted Funds</td>
<td>47,607</td>
<td>51,470</td>
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<tr>
<td>Total Funds</td>
<td>69,529</td>
<td>51,470</td>
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</table>

Approved by the Board of Trustees on 23rd May 2014 and signed on its behalf by

[Signatures]

Trustee

Trustee

Alison Hart (Chairman)
LIVELY MINDS
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2013

1. ACCOUNTING POLICIES

Basis of Accounting
The accounts have been prepared under the historical cost convention, in accordance with Statement of Recommended Practice No 2, Accounting by Charities and the Charities Act.

Income
Incoming resources are included gross and are accounted for on a cash basis.

Expenditure
Resources expended are shown gross and are accounted for on a cash basis. Where possible, costs are allocated directly to the activities to which they directly relate. Other general overheads are included within “management and administration”.

2. STAFFING

Last year our part-time fundraiser worked for us on freelance basis. Her fees were accounted for in fundseeking. She continued to work on a freelance basis until April 2013. From May 2013 onwards she was employed as a part time member of staff. Therefore her costs are attributed from January-April in fundseeking and from May-December as salary.

3. RESTRICTED AND UNRESTRICTED FUNDS

The movements in Restricted Funds during the year were:

<table>
<thead>
<tr>
<th></th>
<th>Bal B/F</th>
<th>Receipts</th>
<th>Payments</th>
<th>Bal C/F</th>
</tr>
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<tbody>
<tr>
<td>Sir Halley Stewart</td>
<td>0</td>
<td>6500</td>
<td>-6500</td>
<td>0</td>
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<tr>
<td>Waterloo Foundation</td>
<td>0</td>
<td>15000</td>
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</tr>
<tr>
<td>Comic Relief</td>
<td>0</td>
<td>61250</td>
<td>-41666</td>
<td>19584</td>
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<tr>
<td>BFSS</td>
<td>0</td>
<td>2880</td>
<td>-2880</td>
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<tr>
<td>DFID</td>
<td>0</td>
<td>29293</td>
<td>-26955</td>
<td>2338</td>
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**Total** 0 114923 -93001 21922

Restricted funds received in the year came from the following:
- the Sir Halley Stewart Charitable Trust, stipulated to be for staff salaries in Lively Minds Ghana and Uganda,
- The Waterloo Foundation for the Director’s salary
- Comic relief, designated to support the Charity’s activities in Ghana
- BFSS for the reading scheme programme in Ghana
- DFID designated to support the Charity’s new play centres in Uganda

4. OTHER INCOME

Other income of £770 (2012 £NIL) comprised a receipt from an insurance claim from 2012 and a sum from an event organiser due to disruption at the event.