

REGISTERED COMPANY NUMBER: SC432921 (Scotland)
REGISTERED CHARITY NUMBER: SC027690

Report of the Trustees and
Financial Statements For The Year Ended 31 March 2014
for

Amina - The Muslim Women's Resource
Centre

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18/08/2014

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COMPANIES HOUSE

Robb Ferguson
Chartered Accountants & Registered Auditors
5 Oswald Street
Glasgow
G1 4QR

**Amina - The Muslim Women's Resource
Centre**

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For The Year Ended 31 March 2014**

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**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2014**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2014. 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 Company number
SC432921 (Scotland)

Registered Charity number
SC027690

Registered office
Citywall House
32 Eastwood Avenue
Glasgow
G41 3NS

Trustees

A Khand
Dr H Al-Jubouri
F Thomas
J A Hassan
S Fraz-Khan
F Hameed
B Younas
F Shabbir
T Begum
R Khan
F Nasir
S Akhter

Chair
Vice Chair
Secretary
Treasurer

- appointed 05.03.13
- appointed 13.06.13
- appointed 13.06.13
- appointed 13.06.13
- appointed 13.06.13, resigned 10.11.13

Company Secretary
F Thomas

Auditors
Robb Ferguson
Chartered Accountants & Registered Auditors
5 Oswald Street
Glasgow
G1 4QR

Banker
The Co-operative Bank
P.O. Box 250
Delf House
Southway
Skelmersdale
WN8 6WT

**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2014**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The charity is regulated by its Memorandum and Articles of Association, as adopted in 2012 and amended in 2013.

The purpose of the charity is:

To promote any charitable purpose for the benefit of Muslim women and their family members where relevant, in particular the advancement of citizenship and community development, the promotion of religious and racial harmony, the promotion of equality and diversity, the advancement of education, the relief of poverty and distress, the furtherance of health and the provision or assistance in the provision of facilities of recreation or other leisure-time occupation in the interests of social welfare with the object of improving the conditions of life of the aforementioned persons.

In furtherance thereof, but not otherwise, Amina will seek:-

- to enable Muslim women of all ethnic minorities to access sensitive counselling, support and advice which meets their needs, both through provision of service and supported referral mechanisms.
- to establish a helpline to reach Muslim women across Scotland including isolated women from rural communities, to access facilities and services to help meet their needs and provide confidential advice, support and counselling.
- to enable and empower Muslim women to develop self-confidence.
- to develop training and volunteering skills to increase self-confidence, enhance employment opportunities and create further resources for community development.
- to initiate outreach work in order to encourage "housebound" women to participate in local/community based activities.
- to create links, supported referral mechanisms, and network effectively with voluntary organisations, statutory agencies and local authorities in furtherance of the objectives detailed above.
- to undertake community development work within the Muslim community and to support community integration and community cohesion.

Recruitment and appointment of new trustees

The Board consists of up to 12 elected members plus up to 3 additional persons appointed by the Board. Board members are elected at the AGM and entitled to serve for 3 years. Retiring Board members are entitled to stand for election.

A person shall not be eligible for election as a director unless she is a member of the company. An appointed Director need not be a member of the company but must agree to adhere to the Memorandum and Articles and promote the interests of the company.

The quorum for Board meetings shall be four members, at least two of whom shall be elected.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

Amina - The Muslim Women's Resource Centre has changed its legal form from an unincorporated charity to an incorporated charity effective from 1 October 2012. OSCR consent was received regarding the change of legal form. The company limited by guarantee was incorporated on the 19 September 2012, and undertook the charity's aims from 1 October 2012. All the assets and liabilities of the unincorporated charity as at 30 September 2012 were transferred to the incorporated charity on 1 October 2012.

**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2014**

Governance and Management

The overall control of the Centre lies with the Board who have the power to decide on all matters concerning Amina - the Muslim Women's Resource Centre, subject to the memorandum and articles, and policy made at the AGM.

The Chairperson is responsible for the management of the Board and the Centre Director is responsible for the day to day management of the Centre. Both the Chairperson and the Centre Director report directly to the Board, with the Centre Director being line managed by the Chairperson. The Centre Director line manages the officers employed by the Centre, who in turn manage sessional staff and volunteers.

Volunteers form a major asset of Amina - the Muslim Women's Resource Centre. Once trained for the role, they are involved in all aspects of service user support, assist with administration, and have become involved in development work. Amina - the Muslim Women's Resource Centre has a fully developed volunteer policy which identifies recruitment, and support and supervision arrangements for volunteers.

Risk management

The Board have examined the major strategic and operational risks, which the Centre faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

As with all voluntary sector organisations, Amina - the Muslim Women's Resource Centre is vulnerable to changes in public policy affecting statutory funding. The Trustees are highly aware that funding for two main statutory funded projects currently runs until end March 2015, and that there is severe financial pressure on statutory sources.

Amina - the Muslim Women's Resource Centre has developed a fundraising strategy designed to diversify the sources of funding, and increase sustainable fundraising streams, for the period beyond 2015. In addition to applications to a range of statutory and charitable trust funds, the plans for community based fundraising and individual donations will bring in increased levels of funding from this stream during the forthcoming financial years. In furtherance of this Amina - the Muslim Women's Resource Centre continues to invest in fundraising training for staff and volunteers.

Amina - the Muslim Women's Resource Centre is aware of the potential risks attached to the provision of advice, counselling and befriending. To counter this, the Centre invests in training for staff and volunteers, has robust supervision and risk management procedures, and in case of a claim, professional indemnity insurance to cover such eventualities.

To protect against financial fraud, Amina - the Muslim Women's Resource Centre has financial policies that require two authorised signatures on all accounts, identifies levels of financial liability that can be entered into by staff members, and ensures checks on cash handling.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of Amina - the Muslim Women's Resource Centre are met through the range of services and activities offered.

These can be divided into 3 strands:

- 1) Provision of direct helping services to Muslim women via face to face information and advice sessions, telephone helpline; counselling services; advocacy and befriending.
- 2) Development activities designed to build the confidence and capacity of Muslim women, and promote wider community integration.
- 3) Strategic work with policy makers and mainstream organisations to ensure that the needs of Muslim women are taken into account in the mainstreaming agenda.

The work of Amina - the Muslim Women's Resource Centre is regularly reviewed, with quarterly statistical monitoring of a range of variables relating to service user origin and need, and an annual review of targets and effectiveness. This process is used to identify unmet needs and monitor continued requirements for existing services.

New and expanded projects stem from this analysis of service user need, and successful funding applications to meet this need.

**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2014**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

This report spans 12 months to end of March 2014. This was a period of consolidation as the organisation had received less Scottish Government funding than had been hoped and plans were put in place to increase our income to meet any funding shortfalls with a stronger structure as a result of becoming an unincorporated charity to a company limited by guarantee, which was achieved on 19 September 2012 and became effective from 1 October 2012.

A total of 3,000 Muslim & BME women and their families have benefited from the work the organisation does and we have recruited more than 60 volunteers from diverse backgrounds. The proficiency of 12 different spoken languages by staff and volunteers has helped to meet the needs of a diverse Muslim population. The time devoted by volunteers has saved money; the monetary value of their time would be £66,000.

Our presence in the media increased with very positive coverage on BBC TV and radio and both local and national newspapers. Additionally our social media (Twitter and Facebook) presence and activity soared to 4976 followers for our campaigns and our main organisation.

The Amina Helpline has continued to provide free phone support services for Muslim women, calls are answered by staff and trained volunteers between the hours of 10am and 4pm on weekdays. The Helpline primarily provides a faith and culturally sensitive listening ear service via the helpline, promoting gender equality and tackling sexual discrimination by redressing the lack of take up of mainstream services by Muslim women through directly assisting Muslim women and providing information about rights and services. The Helpline received 1045 calls. Top 10 issues arising on the helpline in order, domestic abuse, mental health, marital, family, personal relationships, housing, counselling referral, children, shariah and social isolation. This year it was noted there has been a rise in forced marriage as well as housing calls. The helpline continues to operate as a Hate Crime 3rd party reporting service for the Police Force in Scotland. "Imam on the Helpline" has expanded the reach of the Helpline as it gives callers an opportunity to speak to an Imam about issues which they feel requires an Islamic perspective.

The Helpline project includes development work as well as a national helpline. Development activities include training on Islamophobia and hate crime to police cadets. The schools work has grown from strength to strength this year. The staff recruited 14 volunteers to engage with school pupils in religious education classes to address stereotypes and misconceptions related to Muslim women. 25 secondary schools and 5 primary schools and 2000 pupils participated in this work. The schools work revealed that a great proportion of young people held negative stereotypes and inaccurate perceptions of Muslim women. The "I Speak for Myself" campaign is continuing with civic receptions held in both Glasgow and Dundee.

The aim of the Violence against Women Project in 2013-14 was to provide change attitudes about Violence Against Women issues amongst Muslim communities. A new campaign was launched "You Can Change This" aimed at recruiting "Changemakers" to commit to spreading the VAW message. So far 242 "changemakers" and 19 organisations have joined the campaign. Two launch events were held in Glasgow and Dundee and two films were produced featuring key activists and politicians from the Muslim community to spread the message that the Muslim faith does not condone violence against women.

The project is successfully engaging with the generic VAW campaign in Scotland by participating in key national and local VAW strategic partnerships and is represented on the Scottish Parliament Cross Party grouping on Violence against Women.

A total of 11 volunteers were trained via the VAW structured volunteering programme. Trained volunteers dealt with calls on the Helpline and supported these clients who were experiencing domestic abuse. The Violence against Women work also involves engaging with Muslim men to change attitudes towards VAW. We have engaged with over 900 Muslim men and youth within mosques and youth groups in partnership. 440 signed the pledge against violence against women and became changemakers.

Amina had two Befriending Projects, the Glasgow project was a generic one supporting isolated Muslim women. This closed at the end of December due to funding running out and we were unable to secure new funds. The Dundee project focuses on providing befriending to carers and cared for and is in partnership with Dundee Carers Centre. The service provides telephone befriending, face to face befriending and group activities. Telephone befriending is an opportunity to consult and do welfare checks. Clients tend to start with face to face befriending and then move to group activities as they become more confident to build social networks. Group activities include arts and crafts, walking groups, lunch clubs, use of a hydrotherapy pool for carers etc. The Befriending Project has 72 clients and 16 volunteer befrienders.

**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2014**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

August 2013 saw the introduction of a volunteer co-ordinator to the Dundee team. Tasked with increased skills derived from volunteering and increased employability of Muslim and BME women, the pilot, funded by Cash for Communities - NHS Tayside has provided upwards of thirty-five volunteering opportunities and training to an additional thirteen women.

In the first eight months of delivery this has transcended to;

" Six women successfully gaining employment

" Two starting up their own business and

" Three progressing into further education.

Our Capacity Building Project has worked in partnership, and with funding from Oxfam throughout the reporting period. Phase 1 of the research on the barriers preventing Muslim/BME women to becoming entrepreneurs has been completed with 50 women being interviewed. We have also done preliminary work with Muslim women in relation to their engagement around energy efficiency and climate change. We have worked in partnership with Glasgow City College to provide classes in basic computing. Workers Educational Association has provided English for Employability classes.

Our generic and relationship counselling service remains unfunded, despite this we have retained four of our volunteer counsellors who have provided counselling to 12 women and 4 couples totalling over 81 hours of support.

Amina MWRC moved to new offices in Glasgow at the end of February 2014 because our previous premises in Glasgow closed at very short notice due to the building being sequestered in December 2013. Although Amina were not involved in the process our staff had less than one hours notice to leave the premises being able to remove only some of the very essential equipment and information. All funders and our insurers were notified immediately of all changes. The closure of the head office had a major disruptive effect on our work although we continued to meet our funding targets despite the many constraints forced upon staff. Staff worked from home during this period.

Our funders during the year were: Scottish Government – VAW & Gender Equality; Oxfam; South East Integration Network; Glasgow City Council Area Partnership, NHS Tayside Cash4Communities, Shared Care Scotland, Lankelly Chase Foundation, FiSCAF, Scottish Sadaqa Charitable Trust, Commonweal Fund, the Forestry Commission and the Climate Challenge Development Fund, to whom we give thanks.

A wide range of organisations have worked in partnership with us this year, some have donated their resources and shown their approved support towards Amina - the Muslim Women's Resource Centre. These include organisation such as Voluntary Action Fund; Dundee Voluntary Centre; Dundee Carers Centre; Scottish Marriage Care; Glasgow City Council; Dundee City Council; Perth Council; Glasgow Regeneration Agency; Glasgow Women's Library; REACH Community Health Project; Multicultural Elderly Care Centre; Castlemilk Law & Money Advice Centre; British Red Cross Society; Poverty Alliance; Business Gateway Glasgow; Police Scotland; Scottish Police Muslim Association; Dundee Citizens Advice Bureau; Dundee Violence Against Women Partnership; East Renfrewshire Council; West Lothian Council; CAB; CAD; RNIB Scotland; Befriending Network; International Women's Group; Unity Family Services; Karibu; White Ribbon campaign; Al-Maktoum Institute; Muslim Council of Scotland; Learning Link Scotland; Glasgow City College; Backbone; Shakti Women's Aid; Beyond the Veil Women's Group; Maryhill Integration Network; YYI; Rape Crisis Centre; Dundee Central Library; Dundee Central Mosque; Al-Waleed Centre; Rainbow Women's Group Falkirk; NHS Tayside; Dundee Healthy Living Initiative; Skills Development Scotland; the Forestry Commission; Job Centre Dundee; Dundee & Abertay Universities; Dundee and Angus College; Mitchell Street Adult Learning Centre; Dundee Women's Aid and Shakti Women's Aid.

The Board would like to take this opportunity to thank all the funders, volunteers, individual donors and corporate bodies for their significant and valued contributions and support to the charity.

**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2014**

FINANCIAL REVIEW

The net incoming resources, after operational expenses of £259,833, for the period were £4,451.

At the end of the financial period reserves were £22,162.

The principal funding sources for the charity are currently by way of grant income from the Scottish Government and other charitable Trusts. The charity also relies on voluntary donations and community fundraising to meet their day to day financial commitments. These funds have been utilised to meet the operational expenses of the charity.

The Board recognises that the Centre is a "not for profit" organisation and are cognisant of the position to ensure that the organisation is managed in a manner, which acknowledges the inherent responsibilities, demands and structures, which form the reality of operating in the Scottish economy.

Amina - the Muslim Women's Resource Centre is working towards a reserves policy that allows current work to continue post the funding date for projects where funders may not notify of decision to continue funding until after the end of the financial year. To this end the intention is to develop reserves for 3 months budgeted expenditure of all potential ongoing costs to the organisation. The reserves will be generated from unrestricted revenue as all restricted funds require to be spent within that funding year, unless particular permission has been given to extend the period of grant.

FUTURE DEVELOPMENTS

Priorities for the future include ensuring that the newly developed Strategic Plan is followed and revised as appropriate and implementation of the associated fundraising strategy to ensure continuity and development for the organisation. The charity also intends to invest in developing its governance mechanisms and to undertake a major review of all policies and procedures to take the organisation forward into the next decade.

AUDITORS

The auditors, Robb Ferguson, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE BOARD:

FJ Thomas

.....
Fariha Thomas Secretary- Trustee

Date: *14.8.2014*

**Amina - The Muslim Women's Resource
Centre**

**Statement of Trustees Responsibilities
For The Year Ended 31 March 2014**

The trustees (who are also the directors of Amina - The Muslim Women's Resource Centre for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Report of the Independent Auditors to the Trustees and Members of
Amina - The Muslim Women's Resource
Centre

We have audited the financial statements of Amina - The Muslim Women's Resource Centre for the year ended 31 March 2014 on pages ten to seventeen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members and trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on page eight, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditors under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

Report of the Independent Auditors to the Trustees and Members of
Amina - The Muslim Women's Resource
Centre

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Janice Alexander

Janice Alexander (Senior Statutory Auditor)
for and on behalf of Robb Ferguson
Chartered Accountants & Statutory Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
5 Oswald Street
Glasgow
G1 4QR

Date: 14.08.14

**Amina - The Muslim Women's Resource
Centre**

**Statement of Financial Activities
For The Year Ended 31 March 2014**

				Year Ended 31.3.14	Period 19.9.12 to 31.3.13
		Unrestricted fund	Restricted funds	Total funds	Total funds
	Not es	£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	1,221	258,676	259,897	157,090
Activities for generating funds	3	4,279	-	4,279	2,848
Capital introduced on incorporation					17,143
Other incoming resources		<u>108</u>	<u>-</u>	<u>108</u>	<u>-</u>
Total incoming resources		5,608	258,676	264,284	177,081
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	4	157	-	157	2,590
Charitable activities	5				
Salaries and running costs		1,000	256,840	257,840	154,980
Governance costs	7	<u>-</u>	<u>1,836</u>	<u>1,836</u>	<u>1,800</u>
Total resources expended		<u>1,157</u>	<u>258,676</u>	<u>259,833</u>	<u>159,370</u>
NET INCOMING RESOURCES		4,451	-	4,451	17,711
RECONCILIATION OF FUNDS					
Total funds brought forward		17,711	-	17,711	-
TOTAL FUNDS CARRIED FORWARD		<u><u>22,162</u></u>	<u><u>-</u></u>	<u><u>22,162</u></u>	<u><u>17,711</u></u>

The notes form part of these financial statements

**Amina - The Muslim Women's Resource
Centre**

**Balance Sheet
At 31 March 2014**

		Unrestricted fund £	Restricted funds £	2014 Total funds £	2013 Total funds £
	Notes				
CURRENT ASSETS					
Debtors	11	12,136	-	12,136	2,090
Cash at bank and in hand		<u>17,709</u>	<u>14,987</u>	<u>32,696</u>	<u>52,390</u>
		29,845	14,987	44,832	54,480
CREDITORS					
Amounts falling due within one year	12	(7,683)	(14,987)	(22,670)	(36,769)
		<u>22,162</u>	<u>-</u>	<u>22,162</u>	<u>17,711</u>
NET CURRENT ASSETS					
		<u>22,162</u>	<u>-</u>	<u>22,162</u>	<u>17,711</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>22,162</u>	<u>-</u>	<u>22,162</u>	<u>17,711</u>
NET ASSETS					
		<u>22,162</u>	<u>-</u>	<u>22,162</u>	<u>17,711</u>
FUNDS	14				
Unrestricted funds				22,162	17,711
Restricted funds				<u>-</u>	<u>-</u>
TOTAL FUNDS				<u>22,162</u>	<u>17,711</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 14.8.2014 and were signed on its behalf by:

F. J. Thomas
Fariha Thomas Secretary-Trustee

The notes form part of these financial statements

**Amina - The Muslim Women's Resource
Centre**

**Notes to the Financial Statements
For The Year Ended 31 March 2014**

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 Companies Act 2006 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 corporation 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.

**Amina - The Muslim Women's Resource
Centre**

**Notes to the Financial Statements - continued
For The Year Ended 31 March 2014**

2. VOLUNTARY INCOME

	Year Ended 31.3.14 £	Period 19.9.12 to 31.3.13 £
Donations	1,219	930
Grants	<u>258,678</u>	<u>156,160</u>
	<u>259,897</u>	<u>157,090</u>

Grants received, included in the above, are as follows:

	Year Ended 31.3.14 £	Period 19.9.12 to 31.3.13 £
Scottish Government - Helpline	109,734	59,208
Scottish Government – VAW	67,719	44,119
South East Integration Network	6,500	3,770
Oxfam	10,000	8,313
Shared Care Scotland	30,813	7,662
Lankelly Chase Foundation	6,500	8,500
Southside Central Area Committee	3,036	4,165
Vodafone	1,250	1,250
Commonweal Fund	1,014	486
Climate Challenge Development Fund	750	-
NHS Tayside	15,522	-
Faiths in Scotland Community Action Fund	5,000	-
Forestry Commission Scotland	700	-
Scotmid	140	-
Porticus	-	8,722
Glasgow Life	-	2,083
Lloyds TSB Foundation	-	2,882
The Gannochy Trust	-	5,000
	<u>258,678</u>	<u>156,160</u>

3. ACTIVITIES FOR GENERATING FUNDS

	Year Ended 31.3.14 £	Period 19.9.12 to 31.3.13 £
Fundraising events	2,100	1,998
General fee income	<u>2,179</u>	<u>850</u>
	<u>4,279</u>	<u>2,848</u>

**Amina - The Muslim Women's Resource
Centre**

**Notes to the Financial Statements - continued
For The Year Ended 31 March 2014**

4. COSTS OF GENERATING VOLUNTARY INCOME

	Year Ended 31.3.14 £	Period 19.9.12 to 31.3.13 £
Staff costs	-	2,556
Fundraising costs	<u>157</u>	<u>34</u>
	<u>157</u>	<u>2,590</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 6) £	Totals £
Salaries and running costs	<u>257,840</u>	<u>256,840</u>

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	Year Ended 31.3.14 £	Period 19.9.12 to 31.3.13 £
Staff costs	184,556	109,977
Property expenses	18,387	9,245
Insurance	990	-
Telephone and internet	5,236	2,970
Postage and stationery	4,149	2,629
Promotion and advertising	7,509	6,029
Sundries	1,772	473
Volunteer expenses	4,644	4,368
Training and consultancy	6,060	3,974
Staff travelling expenses	4,308	3,079
Affiliation fees	909	155
IT expenses	3,980	2,963
Events and service user costs	<u>15,340</u>	<u>9,118</u>
	<u>257,840</u>	<u>154,980</u>

7. GOVERNANCE COSTS

	Year Ended 31.3.14 £	Period 19.9.12 to 31.3.13 £
Auditors' remuneration	<u>1,836</u>	<u>1,800</u>

**Amina - The Muslim Women's Resource
Centre**

**Notes to the Financial Statements - continued
For The Year Ended 31 March 2014**

8. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	Year Ended 31.3.14 £	Period 19.9.12 to 31.3.13 £
Auditors' remuneration	<u>1,836</u>	<u>1,800</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2014 nor for the period ended 31 March 2013.

Trustees' expenses

Trustees' expenses were reimbursed to:

	Year ended 31.3.14	Period ended 31.3.13
J A Hassan	£178	£153
Dr H Al-Jubouri	£119	£55
F Thomas	£25	£47
R Khan	£226	-
T Begum	£63	-
B Younas	£14	-

10. STAFF COSTS

	Period to 31.3.14 £
Wages and salaries	174,004
Social security costs	<u>10,552</u>
	<u>184,556</u>

During the period, no employee received emoluments above £60,000.

The average monthly number of employees during the period was as follows:

15

**Amina - The Muslim Women's Resource
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**Notes to the Financial Statements - continued
For The Year Ended 31 March 2014**

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2014	2013
	£	£
Trade debtors	8,136	1,090
Prepayments and accrued income	<u>4,000</u>	<u>1,000</u>
	<u>12,136</u>	<u>2,090</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2014	2013
	£	£
Trade creditors	5,347	3,705
Other creditors	<u>17,323</u>	<u>33,064</u>
	<u>22,670</u>	<u>36,769</u>

13. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	2014	2013
	£	£
Expiring:		
Within one year	9,600	-
Between one and five years	<u>4,400</u>	<u>-</u>
	<u>14,000</u>	<u>-</u>

14. MOVEMENT IN FUNDS

	At 1.4.13	Net movement in funds	At 31.3.14
	£	£	£
Unrestricted funds			
General fund	17,711	4,451	22,162
	<u>17,711</u>	<u>4,451</u>	<u>22,162</u>
TOTAL FUNDS	<u>17,711</u>	<u>4,451</u>	<u>22,162</u>

**Amina - The Muslim Women's Resource
Centre**

Notes to the Financial Statements - continued
For The Year Ended 31 March 2014

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	5,606	(1,155)	4,451
Restricted funds			
Violence Against Women Project	67,719	(67,719)	-
Helpline & Development Project	112,770	(112,770)	-
Capacity Building Project	17,250	(17,250)	-
Befriending Project	42,453	(42,453)	-
Volunteers Project	<u>18,486</u>	<u>(18,486)</u>	<u>-</u>
	258,678	(258,678)	-
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>264,284</u>	<u>(259,833)</u>	<u>4,451</u>