

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

**Report of the Trustees and**  
**Financial Statements For The Year Ended 31 March 2017**  
**for**  
**Amina - The Muslim Women's Resource Centre**

Robb Ferguson  
Chartered Accountants & Statutory Auditors  
Regent Court  
70 West Regent Street  
Glasgow  
G2 2QZ

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

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**For The Year Ended 31 March 2017**

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

### **Report of the Trustees** **For The Year Ended 31 March 2017**

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 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **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 support services to Muslim women via our telephone helpline, which also provides telephone befriending and Islamic advice; advocacy support, befriending and ending VAW self-care workshops.
- 2) Development activities designed to build the confidence and capacity of Muslim women, and promote wider community integration.
- 3) Strategic work with policy makers, mainstream and other relevant 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 2017

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

Building on the commitment for a robust organisational infrastructure, this year we enlisted the support of ACOSVO Path to Impact project which provides access to a diagnostic tool, called the Core Capacity Assessment Tool, by use of which we were able to identify our specific capacity strengths and challenges and thus better understand our organisation's areas for development.

This was further complemented by securing support from Pilotlight, a capacity building charity which offers third sector organisations that tackle disadvantage, strategic planning support through a team of senior business people, to work together and plan for sustainability, development and growth. Majority of the Pilotlight will take place over the course of the next financial year.

We continued to consolidate work in Edinburgh after securing office space at the Charteris Centre, and held our first ever agency only event for Employability related agencies, attracting over 40 providers, including Skills Development Scotland, Edinburgh based Regeneration agencies, BBC Scotland, Perth and Kinross Voluntary Action Services and SCVO. Key note speakers included the Minister for Employability and Training - Jamie Hepburn; leading researchers - Dr Nabil Khattab, author of multiple papers including 'Ethno - religious identities and persisting penalties in the UK labour market' and Dr Khadijah Elshayyal from the Alwaleed Centre, author of 'Scottish Muslims in Numbers'. The purpose of this event was to highlight barriers Muslim women face in relation to their employability journey and facilitate future partnership working, ensuring opportunities and support for all.

Following on from the sell-out success of the April 2016 theatre production, Amina MWRC's 'If I Had a Girl...' went on a full tour of Scotland. The play portrays the vulnerable reality of women from Minority Ethnic communities in Scotland who live daily with domestic abuse and honour-based violence. Previewing in Glasgow, it went on to Edinburgh, Greenock (as part of International Women's Day), Paisley, Aberdeen, Inverness and Dundee with over 900 people attending the 10 national performances.

This year also seen an introduction of the Amina Ambassadors, a highly successful programme which engages Muslim women in cities outwith our Amina offices, and empowers women to be change makers in their local communities, championing key issues with the support of Amina staff.

Overall, more than 4000 Muslim and Minority Ethnic women and their families have benefited from the work the organisation does and we have recruited more than 50 volunteers from diverse backgrounds and locations.

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 over £75,000.

Our presence in the media increased with very positive coverage on tv, radio and both local and national newspapers. Additionally our social media (Twitter, Instagram and Facebook) presence and activity has seen an increase in followers and engagement.

The Board in an unprecedented move, recruited two members from Dundee and Edinburgh respectively, diversifying Scotland wide representation as well as generally increasing professional skills on the Board.

As a growing organisation and staff team across three sites, we procured the HR services of EVH, allowing efficient access to HR advice to the Board and Senior Management Team.

**Helpline & Development Project**

The Amina Muslim Women's Helpline has continued to provide a free phone listening ear and support service for Muslim women. Calls are answered by staff and trained volunteers between the hours of 10am - 4pm on weekdays. The Helpline received over 1000 calls and in keeping with previous call patterns, callers presented with a diverse set of issues and needs, including family and marriage issues, family breakdown, mental health and wellbeing, loneliness & isolation, domestic abuse, welfare, debt and housing issues, and experiences of hate crime and discrimination.

## Amina - The Muslim Women's Resource Centre

### Report of the Trustees For The Year Ended 31 March 2017

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

Our 'Alima' Islamic advice service was well-used throughout the year, with many women requesting a specifically Islamic perspective on the issues they were experiencing. A significant proportion of these related to marriage and divorce and women's rights within Islamic rulings. Other calls related to spiritual practice, mental health and wellbeing, family dynamics and sexual problems.

Feedback from the helpline can be challenging to elicit, given the nature of the calls we receive, but feedback we have captured has been excellent with callers expressing deep gratitude and often surprise that such a service exists. Some of the feedback includes:

'Amina is a lifeline, it saved my marriage and was at one time my only friend'

'Thank you, I feel like I can breathe now'

'JazakAllah for listening to me, it helps to have someone to talk through things with'

'I'm so grateful to you. Nobody else has been willing to help me. I've tried everywhere'

We continued to deliver a service to victims of hate crime, through our role as a third party reporting centre. As part of Scotland's Third Party Reporting Network, this year we have raised awareness of hate crime and our role as a reporting centre, along with sharing details of other local third party reporting centres, through our roadshow events across Scotland.

With a steady rise in anti-Muslim sentiment, we have delivered hate crime awareness stalls as part of Days of Action in collaboration with Scottish Transport Police; delivered content as part of training events provided to Glasgow Rape Crisis Centre, Edinburgh Interfaith Women's Group, Canongate Youth Service, and Scottish Faiths Action for Refugees and ran ten Roadshow events addressing hate crime and discrimination. Roadshows included sharing information on women's rights, the individual and societal impacts of hate crime and the process of reporting, and eliciting women's own experiences and priorities in terms of addressing and reducing hate crime. Events were held in Dundee, Glasgow, Edinburgh, Perth, Midlothian, Dumfries, Falkirk, Aberdeen, East Renfrewshire and Ayrshire, with nearly 300 women attending.

Our #SelfME #MuslimsEngaging social media campaign was developed to make visible and showcase the variety of different ways in which Muslim women contribute to Scottish society, and challenge narrow stereotypes often held of Muslim women's identity and roles.

In its fifth year running, the School's work successfully recruited and trained 24 volunteers to deliver workshops at Secondary schools across Scotland, challenging negative stereotypes and deconstructing misconceptions about Muslim women and communities. The project reached 100 classrooms over 20 schools across 9 local authorities, taking the lead for education input in a partnership project during Islam Awareness Week in Scotland, covering schools in areas of the North of Glasgow where Amina is less regularly present. This programme also worked with in collaboration with Interfaith Scotland to deliver workshops to schools in the Highlands, working within communities with no Muslims and very few Minority Ethnic people, thus providing a valuable and rare insight into the lives of people the young people did not usually come into contact with.

##### **Ending Violence Against Women**

The ending Violence against Women (VAW) project aims to increase awareness and understanding of issues and relevant services surrounding domestic abuse and honour based violence affecting Muslim and Minority Ethnic women in Scotland, with the hope of making them feel less isolated and more confident of raising VAW issues in their communities.

The storytelling and self-care workshops have reached over 150 women who are survivors of honour based violence and domestic abuse. With a focus on increasing mental health and general wellbeing by supporting women with various tools and techniques, women are better equipped to manage anxiety, depression and other mental health challenges. A new 'Self-care Manual for Women' developed and published by Amina MWRC will be translated into Arabic and Urdu, and be distributed to the women who have participated in the self-care workshops for their use when they meet up, and/or to support them in future self-facilitated work. The 36-page manual outlines the Five Dimensions of Health and the self-care tools and activities used in the workshops.

## Amina - The Muslim Women's Resource Centre

### Report of the Trustees For The Year Ended 31 March 2017

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

The Men's work continued this year with interactive domestic abuse workshops being led by Shaykh Abdul Aziz in conjunction with Amina MWRC. Workshops specifically for young men were delivered by Shaykh Hassan Rabbani. Over 80 men across Scotland, from diverse ages and backgrounds participated in the workshops, of which 96% made a commitment to future campaign work to prevent violence against women.

The 'YouCanChangeThis' campaign remained as an ongoing activity that included blogging, tweeting, posting on Facebook and other actions on social media. Leveraging of the success of this campaign, 'WomantoWoman' a blogging carnival was launched. We appealed for women to contribute blog content based on themes that were emerging from our Self-care and Storytelling sessions - the impact women can have on other women's empowerment, and how valuable it is when women share their experiences.

The new VAW film titled, 'Hopscotch', was developed working with young Muslim women and girls in Edinburgh. Produced by Amina MWRC with support from Edinburgh Rape Crisis, the film is based on a poem by Nadine Aisha Jassat which is a true account of the harassment and violence experienced by women of colour and Muslim women in public spaces. The film will officially be launched in the Autumn of 2017, and aims to highlight the lived reality for many women across Scotland today.

##### **Employability**

'Inspiring Aspirations' our employability project premised on inclusion, equality and participation, provides accessible, a barrier free learning environment, enabling women from areas of multiple deprivation, those experiencing poverty, primary care givers and economically inactive women the opportunity to engage, attend regular classes, progress and prosper.

Building on its ongoing success, the responsive project engaged, nurtured, upskilled 469 clients in Dundee, Edinburgh, Glasgow and Perth, attracting 254 new clients during the year. This year it piloted the delivery of certificated courses - World Host Customer Service Training and Retail Works, to marginalised, disproportionately unemployed and economically inactive Muslim and Minority Ethnic women across Scotland.

Considering the diverse makeup of the client group, no client journey is the same. Each woman receives personalised, tailored support specific to their needs. For some, attending an English class is a huge step. For others, intensive one to one appointments are the ideal forum for specific and detailed application form guidance or CV construction. Irrespective of circumstance, the aim is the same - to make paid employment, learning opportunities and volunteering more acceptable, attainable and sustainable.

English conversation classes continue to be the most popular offering for the 'Inspiring Aspirations' project. For the majority of our clients, this is the primary reason for engagement with the employability team. According to 2011 Census data, 2.7% of Glasgow City's population, which equates to 15,400 people do not speak English well or at all. For Edinburgh City, the figure is 1.9% and in Dundee, the rate is reportedly lower at 1.7%. All 3 cities are higher than the 1.4% national average, consequently, English language support is a core aspect of our provision.

One barrier regularly cited by many women as an obstacle to achieving their aspirations is a lack of confidence and self-esteem. To address this, the project delivered a suite of 12 topical personal development workshops including ones on anxiety, assertiveness, presentation skills, confidence and wellbeing, budgeting and money management (delivered in partnership with Shelter). Attracting 114 women, these engaging sessions are designed to provide attendees with a range of strategies to mitigate and potentially overcome their inhibiting issues, thereby enabling greater participation across all areas of life.

Complimentary to one off personal development workshops and confidence building classes are Amina's annual employability events. This year we capitalised on Dundee's Business Week, and in partnership with Glasgow based social enterprise Gilded Lily, promoted entrepreneurship and home based enterprise as an alternative route to income generation. In Glasgow an innovative approach of empowering clients by facilitating a platform for showcasing their progression, talents and skills with other Muslim women at the beginning or along their employability journey was organised.

One to one intensive support and employability programmes also remained a feature of the project this year.

## Amina - The Muslim Women's Resource Centre

### Report of the Trustees For The Year Ended 31 March 2017

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

##### **Building Bridges**

The Building Bridges project aims to support inter-generational Muslim, Minority Ethnic women to improve their skills, become more confident in participating in their communities, and facilitate support groups and activities for women experiencing social isolation through drama, creative arts, information sessions on women's rights and entitlements. The project aims to reduce social and emotional isolation for Muslim women in Dundee.

Carefully organised and planned activities have encouraged women from all ages to attend the project activities. Our participants include 8% 16-25yrs, 46% 26-35yrs, 25% 36-45yrs, and 20% from 46-60yrs. We delivered over 45 sessions and engaged with nearly 700 Muslim and Minority Ethnic women, over three quarters of which came from a disadvantaged area of Dundee (from the SMID), based on their postcode, overall excelling on women's involvement in the project.

The partnership with Dundee Contemporary Arts (DCA) continued to flourish with regular monthly sessions based on participants' demand, as well as other activities such as swimming, walking football, trips to museums, confidence building using drama, self-care and well-being, discussion time on taboo issues such as domestic abuse and sexual health.

Like other Amina projects, a key component of this project is participant involvement in design and delivery of sessions. Overall 96% of women had indicated they had met women they would not have otherwise necessarily met, and they had a wider social network.

##### **Befriending**

The befriending service aims to reduce social and emotional isolation of Muslim and Minority Ethnic women, 50 years and over in Dundee. Through our work at Amina MWRC, it's recognised many women in this age range face often complex and multiple barriers to full and active participation in society. The project provides reliable information, which allows women to make informed choices in relation to their health and well-being, and furthermore increase their networks.

Through a variety of health and recreational based workshops and activities and a residential, we worked intensively with over 30 women. On offer there has been yoga, walks, healthy eating, anxiety workshops and a trip to Glasgow, meeting with representatives of the Glasgow Women's Friendship Group who are of a similar age group too. Initially majority of the work was done in a group setting with the goal to build peer support, with one to one befriending starting later on in the year.

As part of the review of the project this year, an overwhelming number of women reported feeling less isolated and better able to manage their emotional health.

##### **Refugee Support Project**

Through a second year of Dundee City Council funding, our newest offering, the Refugee Support project continued to welcome the arrival of new families from Syria and Iraq to Scotland via the Vulnerable Person's Relocation Scheme, in addition to supporting the integration of families, specifically women.

Our support officers speak excellent Levantine Arabic which means we were uniquely placed to act as the first point of contact, passing messages between mainstream services such as the NHS and City Council whilst working closely with seventy one New Scots.

The project increased volunteer training, to have 11 trained Arabic-speaking volunteers, giving on average 90 hours of their time per month. Volunteers were involved in organising, supporting, attending events as well as accompanying new Scots on shopping trips, to showing how and where to take the bus and more.

It was quickly recognised that young New Scots women who volunteered with the project provided role models for other young women who later arrived in the city, resulting in increased independence and a wider social network. This model was piloted and some of the women have been trained to become Peer Supporters to be able to provide day to day support, eg attending appointments, guiding the arrivals in the city to different locations and services.

## Amina - The Muslim Women's Resource Centre

### Report of the Trustees For The Year Ended 31 March 2017

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

##### **Edinburgh Hub**

Our three national projects, ending VAW, Helpline and Development and Employability all delivered activities to Muslim and Minority Ethnic women in Edinburgh, consolidating our more formal presence in the Capital by means of an office, more regular presence and closer partnership working.

The ending VAW project specifically worked in partnership with Edinburgh Rape Crisis and Young Saheliya to deliver six workshops which focused on sexual harassment and ethnicity; finding your voice; identity and vulnerability; and storytelling as healing. The young women also learnt about the power of media and undertook two film making workshops where they created their own 'vlogs' and other social media content.

One hundred women engaged in a range of personal employability training including confidence building workshops, generic employability skills coaching and resource intensive one to one support sessions as well as ESOL classes, business development workshops and certificated World Host Principles of Customer Service Training in the short space of six months.

Twice the number of women anticipated took part in awareness-raising activities focused on increasing awareness and understanding of hate crime and Islamophobia. During the roadshow and other events, women also raised issues around their experience of Violence against Women, and were provided with relevant information and details of local support services. Feedback from the events was very positive, with women indicating that they had an increased awareness of hate crime, and their rights and the process of reporting. Several women indicated an interest in contributing to Amina's work in challenging hate crime, which we will follow up with offers of volunteering work via our Secondary schools programme and wider Amina Ambassadors programme in the next financial year.

##### **Partnership Working**

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 organisations are

Voluntary Action Fund; Dundee Voluntary Action; Volunteer Centres Glasgow, Dundee & Edinburgh; Dundee Carers Centre; Glasgow, Dundee, Edinburgh, Angus and Perth Councils; Aberdeen City Council - Equality team; East Renfrewshire, West Lothian and Midlothian Councils; Glasgow Women's Library; REACH Community Health Project; Multicultural Elderly Care Centre; Castlemilk Law & Money Advice Centre; British Red Cross Society; Poverty Alliance; Positive Action in Housing; Business Gateway Glasgow; Police Scotland; Dundee & Glasgow Citizens Advice Bureaus & Citizens Advice Direct; Violence Against Women Partnerships; Royal National Institute for the Blind Scotland; Befriending Network; Unity Family Services; White Ribbon campaign; Al-Maktoum Institute; Muslim Council of Scotland; Islamic Society of Britain; Glasgow City College; Backbone; Beyond the Veil Women's Group; Muslim Women's Association Edinburgh; Iqra Women's Group Ayrshire; Maryhill Integration Network; Yusuf Youth Initiative; Rape Crisis Scotland, Glasgow & Edinburgh Rape Crisis Centres; Dundee Central Library; Dundee Central Mosque; Al-Waleed Centre; Rainbow Women's Group Falkirk; NHS Tayside; Dundee Healthy Living Initiative; Skills Development Scotland; St Andrews, Dundee & Abertay Universities; Dundee and Angus College; Mitchell Street Adult Learning Centre; Scottish, Dundee, Hemat Gryffe and Shakti Women's Aids; WEA; Oxfam Scotland; Universities of West of Scotland, Strathclyde, Glasgow and Caledonian; Job Centres in Glasgow, Dundee and Edinburgh; Jobs and Business Glasgow; CEMVO Scotland; South East Integration Network; North Glasgow Integration Network; International Women's Group; Saheliya; One World Centre; The Steeple Church Dundee; Dundee Fire Service; Scottish Refugee Council; Dundee Contemporary Arts; Dundee International Women's Centre; Minority Communities Hub, Perth and Kinross Association of Voluntary Service (PKAVS); Victoria and Albert Museums; Dundee University International Families' Group; Glasgow Transport Police; Equality Transport Action Group Edinburgh; BEMIS; Scottish Football Association; Towards Employment Team Angus; Women's Equality Steering Group; Dundee Rep Theatre; Tayside Contracts; Project Scotland; Faith in Community Scotland Dundee; The Young Women's Movement (YWCA); Shelter Scotland Dundee; WSREC; Royal Bank of Scotland; Radio Ramadhan Scotland; Scottish Women's Convention; Women's Enterprise Scotland; NHS Scotland; Glendale Women's Café; Kinning Park Complex; Mina Trust; Romanov Lav; Scottish Women in Business; Shelter; Homestart; Youth Community Support Agency; Third Sector Equality Forum; Word Up Communications; Minority Ethnic Mediation; Gilded Lily; Action Group Edinburgh; Dumfries & Galloway Multicultural Association; Woodfarm Educational Trust; Sisters Uncut; Burrell Collection Engagement team; Miller Kendall Solicitors; Glendale Women's Café; Turkish Community Centre Glasgow; Falkirk



## Amina - The Muslim Women's Resource Centre

### Report of the Trustees For The Year Ended 31 March 2017

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

Islamic Centre; Edinburgh Central Mosque; Annandale Mosque; Engender; Women's 50:50; Research Scotland; Daisy Street Neighbourhood Centre; Interfaith Scotland and Interfaith Glasgow; Scottish Association for Mental Health; Just Right Scotland; Maggie's Centre Dundee, Macmillan Cancer; Dundee Creative Comic Space; WEvolution; People 1st; ESOL Forum; BBC Scotland; Many Studios; Building Connections; Business Women's Scotland; Glasgow Life; The Well Multi Cultural Resource Centre; Pollokshields Primary Parents Group; Michael John O'Neill and Platform Theatre.

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.

#### **FINANCIAL REVIEW**

The net incoming resources, after operational expenses of £537,374, for the period were £7,311.

At the end of the financial period reserves were £47,856.

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.

## Amina - The Muslim Women's Resource Centre

### Report of the Trustees For The Year Ended 31 March 2017

#### **FUTURE PLANS**

As the financial context in which our organisation operates becomes more challenging, our resource base may undergo significant shifts or redistribution. Continued growth can no longer be safely assumed. The onus is not only on how much resources we have to work with but also on utilising these resources in the most effective manner.

Huge reliance on public funding is still a dominating factor and will continue to remain a significant feature of the organisations overall income base but we will continue to diversify our streams of funding to maintain control of our organisational development and our overall mission. Our resources will not just take the form of monetary income as volunteering and community development will remain key features and will be promoted and developed. Volunteers are vital in sustaining some of our core services and delivering our wider mission.

We will focus more on quality assurance and the evaluation of the services delivered.

Our policies and procedures will evolve with and adapt to major social, economic and political changes.

Our service provision will at all times match the needs and cater for all the issues that are faced by Muslim women in the current climate.

#### **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, 2015 and 2016.

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.

## Amina - The Muslim Women's Resource Centre

### Report of the Trustees For The Year Ended 31 March 2017

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **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.

##### **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.

##### **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 Chief Executive Officer has overall responsibility for the operational management of the organisation and she line manages project managers who manage their own projects, project staff and volunteers.

The Chairperson is responsible for the management of the Board and the Chief Executive Officer is responsible for the day to day management of the Centre. Both the Chairperson and the Chief Executive Officer report directly to the Board, with the Chief Executive Officer being line managed by the Chairperson. The Chief Executive Officer line manages the project coordinators employed by the Centre, who in turn manage project officers, 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.

## Amina - The Muslim Women's Resource Centre

### Report of the Trustees For The Year Ended 31 March 2017

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **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.

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 2017. 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.

Amina - the Muslim Women's Resource Centre will carry out effective risk assessment and management in order to identify, evaluate and attempt to control all potential risks. Although it is not possible for us to eliminate risk factors entirely, we will endeavour to reduce these risks to a level that the organisation is comfortable with, be it governance, external, regulatory and compliance, operational or financial factors. We will continue our analysis of all risk factors and will aim to prioritise them, reduce and control them, monitor them and have assurance that the controls put in place are working as planned.

The trustees recognised the sustainability challenge that Amina - the Muslim Women's Resource Centre is facing similar to challenges faced by any third sector organisation. In response to this challenge, the Trustees are working closely with the CEO and SMT to ensure that sustainability is a priority. In line with this the organisation has secured, received training or has sent representation to attend training sessions that focus on sustainability and how it will be achieved, example of these sessions are:

- Pilotlight - 12 month programme to work with business leaders on sustainability and healthy growth
- ACOSVO "Path to Impact" project to identify areas of organisational development
- Lloyds TSB conference "Sustainability Challenge"
- Regular governance training

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.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

SC432921 (Scotland)

##### **Registered Charity number**

SC027690

##### **Registered office**

Citywall House  
32 Eastwood Avenue  
Glasgow  
G41 3NS

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

**Report of the Trustees**  
**For The Year Ended 31 March 2017**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

A Khand	Chair	
R Khan	Vice Chair	
S Rashid	Secretary	- appointed 24.11.16
A Abdalla	Treasurer	- appointed 24.11.16
Dr H Al-Jubouri		
F Thomas		
J A Hassan		
N El-Nakla		- appointed 24.11.16
R Ahmed		- appointed 24.11.16
B Younas		- resigned 27.04.17
Y Ferrigan		- resigned 24.11.16
F Shabbir		- resigned 21.09.16
F Nasir		- resigned 21.09.16

**Company Secretary**

S Rashid

**Auditors**

Robb Ferguson  
Chartered Accountants & Statutory Auditors  
Regent Court  
70 West Regent Street  
Glasgow  
G2 2QZ

**Banker**

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

**AUDITORS**

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

Report of the trustees, approved by order of the board of trustees, as the company directors, on  
.....29.8.17..... and signed on the board's behalf by:



.....  
A Abdalla - Trustee

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

**Statement of Trustees Responsibilities**  
**For The Year Ended 31 March 2017**

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), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 2017 on pages fifteen to twenty four. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

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 to them 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 twelve, 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 2017 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, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'; 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.

*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  
Regent Court  
70 West Regent Street  
Glasgow  
G2 2QZ

Date: 29.8.17.....



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

**Statement of Financial Activities**  
**For The Year Ended 31 March 2017**

		Unrestricted fund	Restricted funds	Total	2017 funds	Total	2016 funds
	Not es	£	£	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>							
Donations and legacies	2	3,938	-	3,938		5,742	
<b>Charitable activities</b>	4						
Salaries and running costs		-	527,788	527,788		463,910	
Other trading activities	3	11,880	1,000	12,880		9,369	
Other income		<u>79</u>	<u>-</u>	<u>79</u>		<u>120</u>	
<b>Total</b>		<b>15,897</b>	<b>528,788</b>	<b>544,685</b>		<b>479,141</b>	
 <b>EXPENDITURE ON</b>							
<b>Charitable activities</b>	5						
Salaries and running costs		<u>8,586</u>	<u>528,788</u>	<u>537,374</u>		<u>465,340</u>	
<b>NET INCOME</b>		<b>7,311</b>	<b>-</b>	<b>7,311</b>		<b>13,801</b>	
<b>RECONCILIATION OF FUNDS</b>							
<b>Total funds brought forward</b>		<u>40,545</u>	<u>-</u>	<u>40,545</u>		<u>26,744</u>	
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>47,856</u></u>	<u><u>-</u></u>	<u><u>47,856</u></u>		<u><u>40,545</u></u>	

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

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

**Statement of Financial Position**  
**At 31 March 2017**

		Unrestricted fund	Restricted funds	Total	2017 funds	Total	2016 funds
	Not es	£	£		£		£
<b>CURRENT ASSETS</b>							
Debtors	12	3,180	-		3,180		1,017
Cash at bank and in hand		<u>58,259</u>	<u>37,677</u>		<u>95,936</u>		<u>106,172</u>
		61,439	37,677		99,116		107,189
<b>CREDITORS</b>							
Amounts falling due within one year	13	(13,583)	(37,677)		(51,260)		(66,644)
<b>NET CURRENT ASSETS</b>		<u>47,856</u>	-		<u>47,856</u>		<u>40,545</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>47,856</u>	-		<u>47,856</u>		<u>40,545</u>
<b>NET ASSETS</b>		<u>47,856</u>	-		<u>47,856</u>		<u>40,545</u>
<b>FUNDS</b>							
Unrestricted funds	15				47,856		40,545
Restricted funds					-		-
<b>TOTAL FUNDS</b>					<u>47,856</u>		<u>40,545</u>

The financial statements were approved by the Board of Trustees on .....29.8.17..... and were signed on its behalf by:

  
.....  
A Abdalla -Trustee

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

**Statement of Cash Flows**  
**For The Year Ended 31 March 2017**

	Notes	2017 £	2016 £
<b>Cash flows from operating activities:</b>			
Cash generated from operations	1	<u>(10,236)</u>	<u>50,818</u>
<b>Net cash provided by (used in) operating activities</b>		<u>(10,236)</u>	<u>50,818</u>
		<hr/>	<hr/>
<b>Change in cash and cash equivalents in the reporting period</b>		(10,236)	50,818
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>106,172</u>	<u>55,354</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>95,936</u>	<u>106,172</u>

The notes form part of these financial statements

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

**Notes to the Statement of Cash Flows**  
**For The Year Ended 31 March 2017**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES	2017	2016
	£	£
Net income for the reporting period (as per the statement of financial activities)	7,311	13,801
<b>Adjustments for:</b>		
(Increase)/decrease in debtors	(2,163)	5,234
(Decrease)/increase in creditors	<u>(15,384)</u>	<u>31,783</u>
<b>Net cash provided by (used in) operating activities</b>	<u><b>(10,236)</b></u>	<u><b>50,818</b></u>

## Amina - The Muslim Women's Resource Centre

### Notes to the Financial Statements For The Year Ended 31 March 2017

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' EFA, the and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Grants**

The charity receives grants in respect of various projects as detailed in note 4. Income from grants is recognised at fair value when the charity has entitlement after any performance and time related conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

#### 2. DONATIONS AND LEGACIES

	<b>2017</b>	2016
	£	£
Donations	<u><b>3,938</b></u>	<u>5,742</u>

#### 3. OTHER TRADING ACTIVITIES

	<b>2017</b>	2016
	£	£
Fundraising events	<b>6,145</b>	4,927
Rental income	-	1,800
General fee income	<u><b>6,735</b></u>	<u>2,642</u>
	<u><b>12,880</b></u>	<u>9,369</u>

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

**Notes to the Financial Statements - continued**  
**For The Year Ended 31 March 2017**

**4. INCOME FROM CHARITABLE ACTIVITIES**

		2017	2016
	<b>Activity</b>	£	£
Grants	Salaries and running costs	<u>527,788</u>	<u>463,908</u>

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

		2017	2016
		£	£
Scottish Government - Helpline		98,385	111,534
Scottish Government - VAW		67,459	67,719
Scottish Government – Educating Against Extremism		-	21,000
South East Integration Network - VAW		-	500
South East Integration Network – Saving Energy Saves Money		-	2,750
Climate Challenge Fund		-	77,420
NHS Tayside		500	500
Forestry Commission Scotland		-	1,800
Clydesdale Bank		-	8,000
Dundee City Council		59,246	18,089
People's & Communities Fund		86,000	101,000
BEMIS		-	550
Community Jobs Scotland - Helpline		13,679	5,000
Community Jobs Scotland – Saving Energy Saves Money		-	10,000
Vibrancy Thematic Management Group		-	2,720
Royal Bank of Scotland		21,800	5,700
Hugh Fraser Foundation		-	2,000
Rank Foundation		25,400	12,929
People's Health Trust		22,131	4,697
Awards For All		-	10,000
People's Project		46,000	-
ALEC Fund		70,000	-
Community Jobs Scotland – Edinburgh Hub		1,649	-
Community Jobs Scotland – Employability & Capability Building Project		4,477	-
Community Jobs Scotland – Befriending Project		4,063	-
Moncur Trust		2,000	-
Garfield Weston Foundation		5,000	-
		<u>527,788</u>	<u>463,908</u>

**5. CHARITABLE ACTIVITIES COSTS**

	Direct costs (See note 6)	Support costs (See note 7)	Totals
	£	£	£
Salaries and running costs	<u>535,454</u>	<u>1,920</u>	<u>537,374</u>

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

**Notes to the Financial Statements - continued**  
**For The Year Ended 31 March 2017**

**6. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2017	2016
	£	£
Staff costs	377,554	347,848
Property expenses	28,096	24,103
Insurance	1,082	993
Telephone and internet	5,994	6,264
Postage and stationery	8,104	6,244
Promotion and advertising	8,047	9,487
Sundries	607	1,034
Volunteer expenses	4,542	6,000
Training and consultancy	14,769	10,878
Staff travelling expenses	10,176	8,307
Affiliation fees	601	1,113
Recruitment	1,180	2,471
IT expenses	9,893	9,479
Events and service user costs	32,910	28,389
If I had a girl... production	31,899	-
	<u>535,454</u>	<u>462,610</u>

**7. SUPPORT COSTS**

	Governance costs £
Salaries and running costs	<u>1,920</u>

Support costs, included in the above, are as follows:

	2017 Salaries and running costs £	2016 Total activities £
Auditors' remuneration	1,920	2,190
Legal fees	-	540
	<u>1,920</u>	<u>2,730</u>

**8. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2017 £	2016 £
Auditors' remuneration	<u>1,920</u>	<u>2,190</u>

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

**Notes to the Financial Statements - continued**  
**For The Year Ended 31 March 2017**

**9. TRUSTEES' REMUNERATION AND BENEFITS**

No trustees' received remuneration the the year ending 31 March 2017 (2016: £8,203). This payment was made in accordance with the Memorandum of Association and Constitution. The remuneration was paid to the trustees to act as Interim Directors'.

Trustees' remuneration was payable to:

	2017	2016
	£	£
A Khand	-	4,203
Y Ely	-	4,000

**Trustees' expenses**

Trustees' expenses were reimbursed to:

	2017	2016
J A Hassan	156	218
Dr H Al-Jubouri	95	125
F Thomas	22	-
R Khan	117	146
B Younas	-	18
A Khand	-	58
S Rashid	44	-
Y Ferrigan	81	-
F Shabbir	-	39

**10. STAFF COSTS**

	Year ended 31.3.17	Year ended 31.3.16
	£	£
Wages and salaries	389,319	330,363
Social security costs	20,134	17,485
	<u>409,453</u>	<u>347,848</u>

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

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

<u>25</u>	<u>24</u>
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**Amina - The Muslim Women's Resource Centre**

**Notes to the Financial Statements - continued**  
**For The Year Ended 31 March 2017**

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	<b>Unrestricted fund £</b>	<b>Restricted funds £</b>	<b>Total funds £</b>
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	5,742	-	5,742
<b>Charitable activities</b>			
Salaries and running costs	-	463,910	463,910
Other trading activities	8,369	1,000	9,369
Other income	<u>120</u>	<u>-</u>	<u>120</u>
<b>Total</b>	<b>14,231</b>	<b>464,910</b>	<b>479,141</b>
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Salaries and running costs	<u>430</u>	<u>464,910</u>	<u>465,340</u>
<b>Total</b>	<b>430</b>	<b>464,910</b>	<b>465,340</b>
 <b>NET INCOME</b>	 <b>13,801</b>	 <b>-</b>	 <b>13,801</b>
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<u>26,744</u>	<u>-</u>	<u>26,744</u>
 <b>TOTAL FUNDS CARRIED FORWARD</b>	 <u><b>40,545</b></u>	 <u><b>-</b></u>	 <u><b>40,545</b></u>

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2017 £</b>	<b>2016 £</b>
Trade debtors	<u><b>3,180</b></u>	<u><b>1,017</b></u>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2017 £</b>	<b>2016 £</b>
Trade creditors	<b>10,817</b>	26,386
Social security and other taxes	5	6,532
Accrued expenses	2,761	3,031
Deferred grants	<u><b>37,677</b></u>	<u><b>30,695</b></u>
	<u><b>51,260</b></u>	<u><b>66,644</b></u>

In accordance with the SORP, the directors have reviewed the terms of the grant funded projects and where a grant funded project is considered to be performance related, the income is recognised only as the detailed performance objectives are met, and any funds received in advance of such objectives being met are deferred to future periods (included in deferred grants at the balance sheet date).

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

**Notes to the Financial Statements - continued**  
**For The Year Ended 31 March 2017**

**14. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2017	2016
	£	£
Within one year	<u>2,600</u>	<u>2,420</u>

**15. MOVEMENT IN FUNDS**

	At 1.4.16	Net movement in funds	At 31.3.17
	£	£	£
<b>Unrestricted funds</b>			
General fund	40,545	7,311	47,856
	-----	-----	-----
<b>TOTAL FUNDS</b>	<u>40,545</u>	<u>7,311</u>	<u>47,856</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	15,895	(8,584)	7,311
<b>Restricted funds</b>			
Violence Against Women Project	113,459	(113,459)	-
Helpline & Development Project	112,063	(112,063)	-
Capacity Building Project	119,779	(119,779)	-
Befriending Project	29,462	(29,462)	-
Building Bridges Project - Dundee	22,132	(22,132)	-
Refugee Support Project - Dundee	60,246	(60,246)	-
Edinburgh Hub	71,649	(71,649)	-
	528,790	(528,790)	-
	-----	-----	-----
<b>TOTAL FUNDS</b>	<u>544,685</u>	<u>(537,374)</u>	<u>7,311</u>

**16. RELATED PARTY DISCLOSURES**

Amounts due to related parties as at 31 March 2017:

	2017	2016
	£	£
A Khand -Expenses	-	57
Y Ferrigan - Remuneration	-	2,162

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

**Detailed Statement of Financial Activities**  
**For The Year Ended 31 March 2017**

	2017 £	2016 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	3,938	5,742
<b>Other trading activities</b>		
Fundraising events	6,145	4,927
Rental income	-	1,800
General fee income	<u>6,735</u>	<u>2,642</u>
	12,880	9,369
<b>Charitable activities</b>		
Grants	527,788	463,910
<b>Other income</b>		
Bank interest	<u>79</u>	<u>120</u>
<b>Total incoming resources</b>	<b>544,685</b>	<b>479,141</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	377,554	347,848
Property expenses	28,096	24,103
Insurance	1,082	993
Telephone and internet	5,994	6,264
Postage and stationery	8,104	6,244
Promotion and advertising	8,047	9,487
Sundries	607	1,034
Volunteer expenses	4,542	6,000
Training and consultancy	14,769	10,878
Staff travelling expenses	10,176	8,307
Affiliation fees	601	1,113
Recruitment	1,180	2,471
IT expenses	9,893	9,479
Events and service user costs	32,910	28,389
If I had a girl... production	<u>31,899</u>	<u>-</u>
	535,454	462,610
<b>Support costs</b>		
<b>Governance costs</b>		
Auditors' remuneration	1,920	2,190
Legal fees	<u>-</u>	<u>540</u>
	<u>1,920</u>	<u>2,730</u>
<b>Total resources expended</b>	<b>537,374</b>	<b>465,340</b>

This page does not form part of the statutory financial statements

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

**Detailed Statement of Financial Activities**  
**For The Year Ended 31 March 2017**

	2017 £	2016 £
Net income	<u>7,311</u>	<u>13,801</u>

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

**Detailed Statement of Financial Activities**  
**For The Period Ended 31 March 2017**

	2017		2016	
	£	£	£	£
<b>Helpline and Development Project</b>				
Grant Received – PECF Fund		98,385		111,534
Grant Received – BEMIS		-		550
Grant Received – Community Jobs Scotland		<u>13,679</u>		<u>5,000</u>
		112,063		117,084
Attributable expenditure:				
Wages			86,578	
	87,636			
Rent, rates, heat and light	6,106		7,259	
Telephone and internet	1,384		1,905	
Postage and stationery	1,617		845	
Promotion and advertising	2,056		4,565	
Sundries	248		239	
Volunteer expenses	1,153		945	
Training and consultancy	2,617		2,549	
Staff travelling expenses	2,065		2,077	
Recruitment	530		2,119	
Affiliation fees	601		390	
IT expenses	2,157		2,028	
Events & service user costs	3,073		4,545	
Insurance & legal	300		440	
Auditors' remuneration	<u>520</u>		<u>600</u>	
		<u>(112,063)</u>		<u>(117,084)</u>
(Deficit)/Surplus		<u>-</u>		<u>-</u>

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

**Detailed Statement of Financial Activities**  
**For The Period Ended 31 March 2017**

	2017		2016	
	£	£	£	£
<b>Ending Violence Against Women Project</b>				
Grant Received – VAWG Fund		67,459		67,719
Grant Received – People’s Project		46,000		
Grant Received – SEIN				500
Grant Received – Awards for All				10,000
Grant Received – Forestry Commission				1,800
Grant Received – Vibrancy Thematic				2,720
Internship Fees				1,000
		<u>113,459</u>		<u>83,739</u>
 Attributable expenditure:				
Wages	59,442		62,621	
If I Had A Girl ... Production	31,899		-	
Rent, rates, heat and light	5,021		5,066	
Telephone and internet	1,000		1,041	
Postage and stationery	1,040		809	
Promotion and advertising	2,670		1,141	
Sundries	98		149	
Volunteer expenses	670		746	
Training and consultancy	1,296		2,194	
Staff travelling expenses	2,096		1,729	
Affiliation fees	-		448	
IT expenses	1,000		1,050	
Events & service user costs	6,427		5,755	
Insurance & legal	300		400	
Auditor remuneration	500		590	
		<u>(113,459)</u>		<u>(83,739)</u>
 Surplus/(Deficit)		<u>-</u>		<u>-</u>

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

**Detailed Statement of Financial Activities**  
**For The Period Ended 31 March 2017**

	2017		2016	
	£	£	£	£
<b>Edinburgh Hub</b>				
Grant Received – ALEC Fund		70,000		
Grant Received – Community Jobs Scotland		<u>1,649</u>		<u>          </u>
		71,649		-
Attributable expenditure:				
Wages	47,637			
Rent, rates, heat and light	5,760			
Telephone and internet	1,000			
Postage and stationery	3,245			
Promotion and advertising	1,319			
Volunteer expenses	290			
Training and consultancy	2,544			
Staff travelling expenses	2,128			
Recruitment	450			
IT expenses	2,045			
Events & service user costs	5,031			
Insurance & legal	200			
		<u>(71,649)</u>		<u>          </u>
Surplus/(Deficit)		<u>          </u>		<u>          </u>

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

**Detailed Statement of Financial Activities**  
**For The Period Ended 31 March 2017**

	2017		2016	
	£	£	£	£
<b>Employability &amp; Capacity Building Project</b>				
Grant Received – People's & Communities Fund		86,000		101,000
Grant Received – Clydesdale Bank		-		8,000
Grant Received – Royal Bank of Scotland		21,800		5,700
Grant Received – NHS Tayside		500		500
Grant Received – Community Jobs Scotland		4,477		
Grant Received – Garfield Weston Foundation		5,000		
Grant Received – Moncur Trust		2,000		
		<u>119,777</u>		<u>115,200</u>
Attributable expenditure:				
Wages	85,151		86,244	
Rent, rates, heat and light	7,101		6,533	
Telephone and internet	1,200		1,048	
Postage and stationery	1,632		2,529	
Promotion and advertising	1,163		694	
Sundries	260		-	
Volunteer expenses	1,370		2,291	
Training and consultancy	6,963		2,615	
Staff travelling expenses	2,369		2,090	
IT expenses	3,777		4,964	
Events & service user costs	7,891		5,499	
Insurance & legal	200		193	
Auditor remuneration	700		500	
		<u>(119,777)</u>		<u>(115,200)</u>
Surplus/(Deficit)		<u>-</u>		<u>-</u>

This page does not form part of the statutory financial statements



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

**Detailed Statement of Financial Activities**  
**For The Period Ended 31 March 2017**

	2017		2016	
	£	£	£	£
<b>Educating Against Extremism &amp; Youth Work</b>				
Grant Received – Scottish Government				21,000
Grant Received – Hugh Fraser Foundation				2,000
				<u>23,000</u>
Attributable expenditure:				
Wages			13,946	
Rent, rates, heat and light			1,368	
Telephone and internet			545	
Postage and stationery			483	
Promotion and advertising			1,197	
Volunteer expenses			312	
Training and consultancy			1,084	
Staff travelling expenses			522	
IT expenses			378	
Events & service user costs			<u>3,165</u>	
				(23,000)
Surplus/(Deficit)		<u>-</u>		<u>-</u>

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

**Detailed Statement of Financial Activities**  
**For The Period Ended 31 March 2017**

	2017		2016	
	£	£	£	£
<b>Befriending Project</b>				
Grant Received – Rank Foundation		25,400		12,929
Grant Received – Community Jobs Scotland		4,063		
		<u>29,463</u>		<u>12,929</u>
Attributable expenditure:				
Wages	23,518		10,125	
Rent, rates, heat and light	1,020		550	
Telephone and internet	500		79	
Postage and stationery	208		124	
Promotion and advertising	200		95	
Volunteer expenses	345		141	
Training and consultancy	373		370	
Staff travelling expenses	395		147	
Recruitment	-		352	
Events & service user costs	2,804		846	
Insurance & legal	-		100	
Auditor remuneration	100			
		<u>(29,463)</u>		<u>(12,929)</u>
Surplus/(Deficit)		<u><u>-</u></u>		<u><u>-</u></u>

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

**Detailed Statement of Financial Activities**  
**For The Period Ended 31 March 2017**

	2017		2016	
	£	£	£	£
<b>Saving Energy Saves Money Project</b>				
Grant Received – Climate Challenge Fund				77,420
Grant Received – South East Integration Network				2,750
Grant Received – Community Jobs Scotland				10,000
				<u>90,170</u>
Attributable expenditure:				
Wages			73,634	
Rent, rates, heat and light			2,500	
Telephone and internet			1,082	
Postage and stationery			1,204	
Promotion and advertising			1,366	
Sundries			216	
Volunteer expenses			1,084	
Training and consultancy			1,777	
Staff travelling expenses			1,070	
Affiliations			275	
IT expenses			954	
Events & service user costs			4,108	
Insurance & Legal			400	
Auditor remuneration			500	
				(90,170)
Surplus/(Deficit)		<u>-</u>		<u>-</u>

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

**Detailed Statement of Financial Activities**  
**For The Period Ended 31 March 2017**

	2017		2016	
	£	£	£	£
<b>Building Bridges Project</b>				
Grant Received – People's Health Trust		22,131		4,697
		<u>22,131</u>		<u>4,697</u>
Attributable expenditure:				
Wages	14,049		3,080	
Rent, rates, heat and light	2,000		500	
Telephone and internet	399		210	
Postage and stationery	145		100	
Promotion and advertising	152		208	
Volunteer expenses	266		100	
Training and consultancy	610		150	
Staff Travelling expenses	50			
IT Expenses	490			
Events & service user costs	<u>3,970</u>		<u>349</u>	
		(22,131)		(4,697)
Surplus/(Deficit)		<u><u>-</u></u>		<u><u>-</u></u>

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

**Detailed Statement of Financial Activities**  
**For The Period Ended 31 March 2017**

	2017		2016	
	£	£	£	£
<b>Refugee Support Project</b>				
Grant Received – Dundee City Council		59,246		18,089
St Andrews University Internship fees		1,000		
		<u>60,246</u>		<u>18,089</u>
Attributable expenditure:				
Wages	51,537		11,621	
Rent, rates, heat and light	1,088		327	
Telephone and internet	511		160	
Postage and stationery	216		150	
Promotion and advertising	487		220	
Volunteer expenses	448		380	
Training and consultancy	366		139	
Staff travelling expenses	1,072		672	
Recruitment	200		-	
IT expenses	424		299	
Events & service user costs	3,715		4,121	
Insurance & Legal	82		-	
Auditor remuneration	100		-	
		<u>(60,246)</u>		<u>(18,089)</u>
Surplus/(Deficit)		<u><u>-</u></u>		<u><u>-</u></u>