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REGISTERED CHARITY NUMBER: SC027690

Report of the Trustees and
Financial Statements For The Year Ended 31 March 2018
for
Amina - The Muslim Women's Resource
Centre

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

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For The Year Ended 31 March 2018**

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**Report of the Trustees
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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 2018. 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 for Muslim women via our telephone helpline, which also provides telephone befriending and Islamic advice; employability, ending VAW workshops; and information and advocacy support for newly arrived and refugee families.
- 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.

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**Report of the Trustees
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STRATEGIC REPORT

Achievement and performance

Charitable activities

This report spans 12 months until the end of March 2018.

Building on the previous year's commitment for a robust organisational infrastructure, both Board and the Senior Management Team explored the results of the ACOSVO Path to Impact, Core Capacity Assessment Tool, mapping out areas that could be worked on over the course of the year, such as developing staff leadership capacity. With this endeavour, the Board supported the CEO with a yearlong Fellowship with the Clore Social Leadership Programme. In addition to this, four staff members embarked on various leadership courses too.

We were fortunate to secure 12 months 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.

From the monthly meetings with the Pilotlighters it was agreed by both parties we would prioritise the following areas:

- Governance
- Fundraising strategy
- Marketing/Rebranding

Upon the end of the Pilotlight journey we had a new 3 year business plan and fundraising strategy in place. We also had secured a Marketing and Fundraising Officer 12 month internship kindly funded by the Rank Foundation.

A new Chair was appointed and soon after a targeted recruitment drive took place to diversify our Board leadership, ensuring we had the required skills, geography and diversity represented to propel the organisation forward.

In October the Board and a sizeable cross section of staff were re-invited to participate in the second and last stage of the CCAT analytical Path to Impact tool, with results indicating an overall improvement in all 4 areas of core capacity, namely, adaptive, leadership, management, technical.

For the first time, towards the end of the year the organisation with support from Dundee Voluntary Action put itself forward for the Good Governance Award, a quality standard for Scottish Charities. The process for this has included a major review of all the organisation's policies, procedure and protocols. We hope to secure the Award in the first quarter of the next financial year.

Some of our highlights this year have included launching our short film 'Hopscotch' which explored racist, sexist and Islamophobic street harassment through a poem written by Nadine Aisha and directed by an award winning film maker Roxana Vilik. The film was a finalist at the Howling Wolf Film Festival and the official selection for the Women of the Lens Festival.

Being a finalist and securing funding from the Rank Accelerator Programme for our 'A Taste of..' social enterprise in Dundee, which provides lunch deals and an evening dining from around the world, has allowed women to develop their catering and entrepreneur skills, and for the organisation to further explore sustainability through the lens of potential enterprise ideas.

In March we ran our very own interfaith dialogue event, 'Tea with Me – A Muslim' in Edinburgh, attracting over 50 people in one morning. The event was designed to allow Muslim women to take the lead to share their own narrative about who they are, and address any misconceptions, or simply questions the wider public may have about Islam or Muslim women.

One attendee shared, *"This was a brilliant event. I learned a lot and met some fantastic people. Please come back to Leith soon"*.

As an organisation we recognise more work still needs to be done to engage with a younger Muslim women population, and this year we were delighted to be a lead partner with Glasgow University Muslim Student's Association to deliver our well attended 'Feminism: Muslim Perspectives' event, with the keynote speaker, TV presenter and first Black NUS president, Malia Bouattia. The event entailed a panel discussion with Malia and prominent Scottish Muslim women exploring feminism and equality.

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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 45 volunteers from diverse backgrounds and locations.

The proficiency of 14 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 of which the monetary value of their time would be over £75,000.

Our presence in media was regular throughout the year with staff and Board responding to issues on islamophobia, hijab, forced marriage, gender inequality and more. Our social media following continued to grow on our various platforms, Facebook, Twitter and our new addition Instagram.

As a growing organisation and staff team across three sites, we continued to procure 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 nearly 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.

Our 'Alima' (female scholar) 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.

In December complementing the 'Alima' service we launched our monthly thematic 'Shaykh on the Helpline' service, recruiting the services of Shaykhs (male scholars) that subscribe to the values and aims of the organisation.

Our telephone befriending service continued to build clients and volunteer telephone befrienders alike, with referrals coming from GPs, Housing Associations and even Job Centres.

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.

"This has helped me a lot. It's good to speak to someone even though I know a lot of this, it makes it clearer talking to someone who is not family" – Helpline Caller

"I'm so glad that your service exists, it is much needed in our community".

Roadshows continued to feature in the project work for 2017, with a specific focus on identity, specifically in relation to stereotypes and challenging hate crime. From the roadshow findings the team created Amina's latest campaign 'Reclaim The Name' – a campaign that empowers Muslim women to reclaim words that are meaningful to them or their faith and have been misconstrued by the media such as hijab and or jihad.

Furthermore, in collaboration with various other organisations including University of West of Scotland, The Prince's Trust, Canongate Youth and Midlothian Council to name a few, the team delivered workshops on knowledge sharing, diversity and overcoming barriers to inclusion.

"I feel I have a better understanding of issues affecting Muslim communities, and feel better equipped to deal with any arising issues" Social Work student at University of West of Scotland

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Schools

The School's Project involves presenting workshops to predominantly Secondary Schools. The aim of the project is tackle negative stereotypes and misconceptions whilst promoting open dialogue and understanding of issues around race and religion. Presentations are delivered by trained and supervised volunteers. Within the space of 3 months (September to December) we had successfully reached approximately 800 pupils, through 5 schools.

Through the Community Participatory Budgeting funding, Shared Vision, Your Decision, we secured monies to develop a Secondary School's Toolkit, enhancing the provision of volunteer presentations. The toolkit was co-designed by RME teacher input and in partnership with the Al Waleed Centre, University of Edinburgh. This Toolkit will be piloted across 25 Secondary Schools in 2018.

Ending Violence Against Women

The Ending Violence against Women and Girls (VAWG) 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 project had a busy year delivering self-care workshops and continuing the men's work, as well as talking at events such as at the annual Women of the World Festival in Perth, which is weekend long festival aimed at women from across Scotland about the approach Amina MWRC takes to addressing violence against women; and at Reclaim the Night, where volunteers joined staff in making placards, discussing VAWG issues and marching with other women's organisations too.

An important feature of the project has been delivering training to agencies and women in the community particularly looking at honour based violence. For 16 days of action, in partnership with Dundee International Women's Centre, workshops on harmful traditional practices was delivered to students in childcare and healthcare at Dundee and Angus College.

"Really good session. Good to learn about FGM [Female Genital Mutilation] and what can happen in different cultures" Student, Dundee and Angus College

Other training was delivered to guidance teachers at Forrester High School, staff at Dundee City Council and Ethics and Law students at Dundee University.

"I feel like I can now question pupils on forced marriage more effectively, without fearing I will be called a racist" Teacher, Forrester High School

The 'YouCanChangeThis' campaign remained as an ongoing activity that included blogging, tweeting, posting on Facebook and other actions on social media, attracting new bloggers that contributed, and new 'followers'.

We were delighted to be chosen to receive a Spirit of Women Changemakers small grant for our joint project with Edinburgh Rape Crisis Centre, 'My Big Beating Voice'. Funding charity Spirit of 2012 created the Changemakers programme to mark and celebrate the centenary of the iconic moment in 1918 when some women first won the right to vote.

My Big Beating Voice focussed on creating a safe and dynamic space for Minority Ethnic girls and women under 21 years old, so that they could develop their voice and share their views. Through a series of workshops both at Saheliya and Leith Academy, girls explored challenging perceptions of beauty and gender stereotypes, sexual harassment, isolation and being a woman of colour.

The project showcased the voices of participants, through a multimedia exhibition, 'Art, Suffrage and the Politics of being a Girl of Colour' at the Stills Centre for Photography in Edinburgh in March 2018. The exhibition comprises of the girl's own artwork and will tour Scotland in the next financial year.

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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.

This year the 'Inspiring Aspirations' project continued to strengthen and consolidate the support offered to disadvantaged, marginalised, disproportionately unemployed and economically inactive Muslim and Minority Ethnic women in Dundee, Edinburgh, Glasgow and in Perth in partnership with Perth and Kinross Association of Voluntary Services Minority Communities Hub.

Building on success of previous years the project targeted provision to those whom Dr Nabil Khattab and Professor Ron Johnston claim "have the lowest chance of being in work" (2015), and those who the UK Parliamentary Women and Equalities Committee (2016) found "suffer the greatest economic disadvantage of any group in society" – Muslim and ME women - with the aim of making paid employment, self-employment, voluntary work, further education and training opportunities more accessible and sustainable.

The project delivered a range of support ranging from English conversational classes, employer engagement sessions, personal development sessions to participatory drama workshops in partnership with Dundee Rep Theatre and various annual employability events.

The project was able to pilot a range of new employability initiatives including:

- Childcare events – bringing our client base and local childcare providers together to explore barriers and potential opportunities.
- Recruitment panel training – upskilling 'job-ready' women to participate on recruitment panels, providing appreciation of the recruitment process and insight into what employers are looking for in a prospective candidate.
- Help Hubs – connecting Amina service users to a wider range of local support services.
- Pop-Up classrooms – taking employability provision out to a community setting, engaging with women who may otherwise be unable to attend or access existing office-based support.
- Workplace survival training – exploring the unwritten rules of the workplace with emphasis on cultural nuances.
- Digital Literacy support – upskilling women to access and utilise technology.

Over the year, the team of four successfully engaged with and supported 332 women across Dundee, Edinburgh, Glasgow and Perth, attracting 235 new clients.

"I can go to my appointment without my husband". Participant, ESOL class

"Thank you so much for telling us about the STAR technique". Participant, Employability Skills Training

"Thanks again for organising the Scottish Government work tour. It's great to actually get into these places and get an idea of what working there would be like". Participant, Employer Engagement

The project delivered 5 large events, 2 of which were designed to tackle the longstanding childcare barrier, both in Dundee and Glasgow creating a barrier free space for discussion and an information exchange between Amina MWRC service users and childcare providers.

Each City also designed and delivered its own annual event. Dundee held a 'Tap into Talent' reverse jobs fair, with employers and voluntary organisations pitching for Muslim women to join their respective teams; Edinburgh held a Conversation Café with fun language learning activities and Glasgow, in accordance with the 'Year of Young People', held 'Shape Your Future', the project's first event targeted at the graduate market with focus on transition into paid employment.

For the second year running, the project continued to organise and deliver a national conference aimed at mainstream and third sector employability providers. Eighty three percent of attendees confirmed an improved awareness of employability barriers for Muslim and Minority Ethnic women; furthermore, 24 attendees pledged to take specific action within their respective organisations to e.g. work towards inclusivity, partnership working and or challenging discriminatory behaviour and more.

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Enterprise

Our Empowerment via Enterprise (EVE) project, a first of its kind for the organisation, offers innovative and interactive enterprise support to Muslim and Minority Ethnic women across Dundee. We aim to help women utilise their skills, experience and ideas to explore and ultimately start their own business. Empowering participants and increasing their self-esteem, we provide a range of accessible workshops covering topics such as idea generation, product development, budgets, marketing and writing a formal business plan.

Over the course of the year the EVE project offered three 10 week themed business blocks, covering Health and Wellbeing, Catering and Arts and Crafts. Fifteen women were empowered to explore and critically analyse the feasibility of their enterprise idea, applying business acumen they had gathered as a result of the 'business blocks' and being exposed to a range of facilitators/ experts such as Dundee City Council E-Zone, Dundee and Angus College Enterprise Incubator, Ruzbowl social enterprise, Dundee Community Health Team staff, Dundee Contemporary Arts Centre and local craft entrepreneurs.

Following the delivery of 26 thematic enterprise and personal development workshops covering topics such as confidence, success, goal setting, entrepreneurial mindset, idea generation, market research, brand development, budgets and finance, business planning and social media, three women set up their own businesses, with 13 jobs created, and 10 women achieving a qualification.

"Most useful part, how to manage my money and how to manage a business". Participant

"I have learnt a lot about business. Without this project I wouldn't have been where I am today – on my journey to starting my own business as I wouldn't have had the skills, knowledge or contacts I have now". Participant

Furthermore, an in-depth survey was designed and disseminated to a range of local enterprise organisations and support services to garner more information and insight into why organisations believed Muslim and Minority Ethnic women were not engaging with mainstream enterprise support services. Results of this survey will be available early in the next financial year.

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.

This project was funded for 2 years, and came to an end in November 2017, though secured further funding in January to develop the project as a 'phase 2', whereby the women take the lead in organising and delivering sessions.

From April to November, 25 sessions were delivered with cumulatively 500 participants attending. This is the highest numbers of participation we have seen within a 6 months period for any project, and reflective of how successful the project was. This was also the first project that we Amina MWRC introduced communication via Whatsapp, meaning on a regular basis 150 women were regularly informed of weekly sessions. Though predominantly Arab, the overall group was made up of an ethnically diverse group of women, including Pakistani, Bangladeshi, and White. 80% reported they met new people they previously didn't know or connect with, and 100% reported that overall, they felt less isolated than before the project began.

We supported an overwhelming number of women to regularly take part in activities, including in the design, development and delivery of activities. Sessions included, storytelling session, presentation skills, self-care, swimming, mindful art, educational discussions about taboos such as sex education and trips.

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Charitable activities

In the November 2017 an evaluation survey found that 78% of participants felt like they had gained new skills from joining the project.

"It helped me to find new friends, to learn something new and most importantly helped me to build my confidence and believe in myself" Participant

"Building Bridges helped me to meet more people – people with different backgrounds from my own with different ideas, stories, priorities, beliefs and cultures. It gave me a chance to share my own culture too." - Participant

Befriending

The befriending service aims to reduce social and emotional isolation of Muslim and Minority Ethnic women, aged 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, we worked intensively with over 35 women. On offer there has been yoga, walks, healthy eating, anxiety workshops, English conversational skills, IT skills, storytelling, relaxation therapies and a trip to Glasgow.

This year marked the midpoint of this project and as such a survey was conducted to note a range of measures. Over 90% reported feeling more confident, less isolated, their emotional health had improved since regularly accessing the project. Three out of four women indicated they had made a new friend(s).

In January 2018 women were supported to participate in the Scottish Government's consultation, 'A Connected Scotland: Tackling social isolation and loneliness and building stronger social connections' to inform a new national strategy, one of the first in the world, being developed to tackle loneliness and isolation.

Refugee Support Project

Through a third year of Dundee City Council funding 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 continued to be 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 New Scots.

In October the staff team were all trained in the roll out of the Universal Credit, and added a drop-in service at Mitchell Street, Dundee to their provision of support.

The project also developed the "Sabayyah Dundee" programme (meaning "Dundee Girls"), funded by the Integrated Care Small Grants fund. Membership to this programme quickly swelled to 49, with the programme offering skill-sharing and social activities for Arabic speaking women who are trying to find their place in a new society.

The social circles of the refugee families are widening and some have English speaking friends they have met through volunteering or the inter-project events at Amina (e.g. Befriending Story-telling workshop which brought Pakistani and Syrian ladies together to share their experiences).

Amina MWRC established a relationship with the Steeple church to plan bi-annual parties with a focus on shared culture (dancing, food, music) out of which some natural friendships were formed between refugees and established Dundee communities.

"When we arrived, we were so tired and so scared. We really didn't know what to expect. But then I remember you smiled and welcomed me. You and the others helped us to get used to things here and now I am starting to feel at home." New Scot

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"I know I can trust you. You do your best for us and you treat us all equally, not having favourites. I feel safe." New Scot

Women's Friendship Group Glasgow

The Women's Friendship Group (WFG) is a social network where Muslim and Minority Ethnic women exchange ideas, have discussions and join in social events with their group. The group provides women with an opportunity to make new friends, improve their spoken English, increase their knowledge and confidence and build peer support.

This year through local participatory budgeting (Over to you, Community Choices Fund), the Group championed their work and secured £1000, continuing to meet bi-monthly predominantly at the Amina Glasgow office. The register of over 50 women, predominantly over 40 years old participated in a range of activities from self-care sessions, relaxation workshops to visiting the Scottish Parliament and learning more about breast cancer, eco-living and more.

"This Group has given me motivation and a feeling of accomplishment". Attendee

"It's one of my highlights as a retired woman; I look forward to attending and learning new things." Attendee

Partnership Working

A wide range of organisations have worked collaboratively with us this year, some have donated their resources and shown their approved support towards Amina - the Muslim Women's Resource Centre. These organisations include:

Aberdeen City Council	Job Centre Dundee;
Abertay Universities;	Job Centre Edinburgh;
Action Group Edinburgh;	Job Centre Glasgow;
Al-Maktoum Institute;	Jobs and Business Glasgow;
Al-Waleed Centre;	Macmillan Cancer
Alzheimer Scotland	Maggie's Centre Dundee;
Angus Council	Maryhill Integration Network;
Annandale Mosque;	Midlothian Council;
BBC Scotland;	Mindfulness
Befriending Network;	Mitchell Street Adult Learning Centre;
BEMIS;	NHS Scotland;
Borders Islamic Society	NHS Tayside;
Breast cancer awareness	One World Centre;
Bright Choices	Oxfam Future Skills Project
British Red Cross;	Platform – The Bridge
Burrell Collection	Penumbra
CEMVO Scotland;	Perth and Kinross Association of Voluntary Service (PKAVS);
Civic Participation	Perth Council;
COMAS	Police Scotland;
Debenhams	Positive Action in Housing;
Dens Road Primary School	Poverty Alliance;
Dumfries & Galloway Multicultural Association;	Project Scotland;

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STRATEGIC REPORT

Achievement and performance

Dundee and Angus Chamber of Commerce	Radiant and Brighter
Dundee and Angus College;	
Dundee Carers Centre;	Radio Ramadhan Glasgow;
Dundee Central Library;	Rainbow Women's Group Falkirk;
Dundee Citizens Advice Bureaus;	Reach Community Health Project
Dundee Citizens Advice Direct;	Royal Bank of Scotland;
Dundee Contemporary Arts;	RUZBOWL
Dundee Creative Comic Space;	SACRO
Dundee Fire Service;	Saheliya;
Dundee Healthy Living Initiative;	Scottish Mental Health
Dundee International Women's Centre;	Scottish Refugee Council;
Dundee Rep Theatre;	Scottish Women Convention
Dundee University International Families' Group;	Scottish Women in Business;
Dundee University;	Scottish Women's Aid
Dundee Voluntary Action;	Scottish Women's Convention;
Dundee Women's Aid	Shelter Scotland Dundee;
Dundee Women's Festival	Sisters Uncut;
East Dunbartonshire Council	Skills Development Scotland;
East Renfrewshire Council	SNBTS
Edinburgh and Lothians Regional Equality Council	Social Work Department
Edinburgh Central Mosque;	South Bank Centre
Edinburgh City Council,	South East Integration Network;
Edinburgh Rape Crisis Centre;	Spiers Centre
Edinburgh University's Islamic Society	St Andrews University;
Empower Women for Change	Tayside Contracts;
Engender;	The Great Big Trust (Heather)
Equalities Leads	The Hidden Gardens
Equality Transport Action Group Edinburgh;	The Hub Community Centre
ESOL Forum;	The Steeple Church Dundee;
EUSA digital ambassadors program	The Well Multi Cultural Centre.
Faith in Community Scotland Dundee;	The Wise Group
Falkirk Islamic Centre;	Third Sector Equality Forum;
Forrester High School	Towards Employment Team Angus;
GCVS	University of Edinburgh
Gilded Lily;	University of Highlands and Islands Perth College
Glasgow Citizens Advice Bureaus;	University of West of Scotland;
Glasgow Citizens Advice Direct;	V&A Museum of Design Dundee;
Glasgow City College;	Violence Against Women Partnerships;
Glasgow City Council,	Volunteer Centre Dundee,
Glasgow Clyde College	Volunteer Centre Edinburgh;
Glasgow Museum Resource Centre	Volunteer Centre Glasgow,
Glasgow Transport Police;	WEA;
Glasgow University Muslim Association	West Lothian Councils
Glasgow Women's Library;	WEvolution;
Homestart;	White Ribbon campaign;
Hutcheson Grammar School	Wise Women
Interfaith Glasgow;	Women 50:50;
Interfaith Scotland;	Women's Equality Steering Group;
International Women's Group;	Women's Enterprise Scotland;
Inverness Masjid	Woodfarm Educational Trust;
Iqra Women's Group Ayrshire;	Wrasac Dundee
Janice Aitken: Artist	WSREC
	Youth Community Support Agency;
	Yusuf Youth Initiative;

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STRATEGIC REPORT

Achievement and performance

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 £527,529, for the period were £21,654.

At the end of the financial period reserves were £69,510.

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

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 must 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 organisation's 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.

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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.

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.

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

**Report of the Trustees
For The Year Ended 31 March 2018**

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

Sustainability and Risk management

The Board have examined the major strategic and operational risks, which the organisation 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 2018. 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 organisation 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:

- ACOSVO "Path to Impact" project to identify areas of organisational development
- Scottish Government approved 'Lasting Difference' sustainability toolkit
- GCVS capacity building workshops
- CYPFEIF & ALEC Fund Networking and Learning Exchanges
- VAF Writing an Effective Funding Strategy

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.

Amina - The Muslim Women's Resource
Centre

Report of the Trustees
For The Year Ended 31 March 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC432921 (Scotland)

Registered Charity number

SC027690

Registered office

Citywall House
32 Eastwood Avenue
Glasgow
G41 3NS

Trustees

R Ahmed	Chair	
A Khand	Vice Chair	
A Abdalla	Treasurer	
Dr H Al-Jubouri		- resigned 6.9.17
F Thomas		
J A Hassan		
B Younas		- resigned 27.4.17
R Khan		
S Rashid		
N El-Nakla		- resigned 17.8.17

Company Secretary

R Khan

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, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on6-8-18..... 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 2018**

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

Opinion

We have audited the financial statements of Amina - The Muslim Women's Resource Centre (the 'charitable company') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. 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.

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 2018 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- 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; and

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

Opinion on other matters prescribed by the Companies Act 2006

- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

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: 6-8-18

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

**Statement of Financial Activities
For The Year Ended 31 March 2018**

		Unrestricted funds £	Restricted funds £	Total 2018 funds £	Total 2017 funds £
	Not es				
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	3,856	-	3,856	3,938
Charitable activities	4				
Salaries and running costs		-	526,318	526,318	527,788
Other trading activities	3	19,009	-	19,009	12,880
Other income		-	-	-	79
Total		22,865	526,318	549,183	544,685
 EXPENDITURE ON					
Charitable activities	5				
Salaries and running costs		<u>1,211</u>	<u>526,318</u>	<u>527,529</u>	<u>537,374</u>
NET INCOME		21,654	-	21,654	7,311
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>47,856</u>	<u>-</u>	<u>47,856</u>	<u>40,545</u>
TOTAL FUNDS CARRIED FORWARD		<u>69,510</u>	<u>-</u>	<u>69,510</u>	<u>47,856</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

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

**Statement of Financial Position
At 31 March 2018**

	Notes	Unrestricted funds £	Restricted funds £	Total funds £	2018 Total funds £	2017 Total funds £
CURRENT ASSETS						
Debtors	11	235	-	235	3,180	3,180
Cash at bank and in hand		<u>95,943</u>	<u>56,494</u>	<u>152,437</u>	<u>95,936</u>	<u>95,936</u>
		<u>96,178</u>	56,494	152,672	99,116	99,116
CREDITORS						
Amounts falling due within one year	12	(26,668)	(56,494)	(83,162)	(51,260)	(51,260)
NET CURRENT ASSETS		<u>69,510</u>	-	<u>69,510</u>	<u>47,856</u>	<u>47,856</u>
TOTAL ASSETS LESS CURRENT LIABILITIES						
		<u>69,510</u>	-	<u>69,510</u>	<u>47,856</u>	<u>47,856</u>
NET ASSETS		<u>69,510</u>	-	<u>69,510</u>	<u>47,856</u>	<u>47,856</u>
FUNDS						
Unrestricted funds	14			<u>69,510</u>	<u>47,856</u>	<u>47,856</u>
Restricted funds				-	-	-
TOTAL FUNDS				<u>69,510</u>	<u>47,856</u>	<u>47,856</u>

The financial statements were approved by the Board of Trustees on6-8-18..... 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 2018

	Notes	2018 £	2017 £
Cash flows from operating activities:			
Cash generated from operations	1	<u>56,501</u>	<u>(10,236)</u>
Net cash provided by (used in) operating activities		<u>56,501</u>	<u>(10,236)</u>
		—————	—————
Change in cash and cash equivalents in the reporting period		56,501	(10,236)
Cash and cash equivalents at the beginning of the reporting period		<u>95,936</u>	<u>106,172</u>
Cash and cash equivalents at the end of the reporting period		<u>152,437</u>	<u>95,936</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 2018**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES	2018	2017
	£	£
Net income for the reporting period (as per the statement of financial activities)	21,654	7,311
Adjustments for:		
Decrease/(increase) in debtors	2,945	(2,163)
Increase/(decrease) in creditors	<u>31,902</u>	<u>(15,384)</u>
Net cash provided by (used in) operating activities	<u>56,501</u>	<u>(10,236)</u>

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

**Notes to the Financial Statements
For The Year Ended 31 March 2018**

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' 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.

The charity receives grants in respect of various projects. 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

	2018	2017
	£	£
Donations	<u>3,856</u>	<u>3,938</u>

3. OTHER TRADING ACTIVITIES

	2018	2017
	£	£
Fundraising events	10,766	6,145
General fee income	<u>8,243</u>	<u>6,735</u>
	<u>19,009</u>	<u>12,880</u>

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

**Notes to the Financial Statements - continued
For The Year Ended 31 March 2018**

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2018 £	2017 £
Grants	Salaries and running costs	<u>526,318</u>	<u>527,788</u>

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

	2018 £	2017 £
Scottish Government PECF Fund - Helpline	120,161	98,385
Scottish Government VAWG Fund	67,079	67,459
Scottish Government ALEC Fund	70,000	70,000
Edinburgh City Council - Helpline	4,220	-
NHS Tayside Community Innovation Fund	8,992	500
Spirit of Women	11,524	-
Women's Fund for Scotland	5,000	-
Dundee City Council	64,760	59,246
People's & Communities Fund	84,000	86,000
Community Jobs Scotland - Helpline	5,000	13,679
Rank Foundation – Time to Shine	3,698	-
DVA Small Grants	3,982	-
Royal Bank of Scotland	20,300	21,800
Rank Foundation	24,171	25,400
People's Health Trust	14,847	22,131
Santander	3,800	-
People's Project	-	46,000
Community Jobs Scotland – Edinburgh Hub	6,107	1,649
Community Jobs Scotland – Employability & Enterprise Project	7,677	4,477
Community Jobs Scotland – Befriending Project	-	4,063
Moncur Trust	-	2,000
Over To You – Helpline	1,000	-
Garfield Weston Foundation	-	5,000
	<u>526,318</u>	<u>527,788</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 6) £	Support costs (See note 7) £	Totals £
Salaries and running costs	<u>525,573</u>	<u>1,956</u>	<u>527,529</u>

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

**Notes to the Financial Statements - continued
For The Year Ended 31 March 2018**

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2018	2017
	£	£
Staff costs	392,632	377,554
Property expenses	24,469	28,096
Insurance	1,122	1,082
Telephone and IT	11,570	15,887
Postage and stationery	4,995	8,104
Promotion and advertising	11,519	8,047
Sundries	648	607
Volunteer expenses	4,164	4,542
Training and consultancy	23,869	14,769
Staff travelling expenses	9,806	10,176
Affiliation fees	200	601
Recruitment	250	1,180
Events and service user costs	40,329	32,910
If I had a girl... production	-	31,899
	<u>525,573</u>	<u>535,454</u>

7. SUPPORT COSTS

		Governance costs £
Salaries and running costs		<u>1,956</u>

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

	2018	2017
	Salaries and running costs	Total activities
	£	£
Auditors' remuneration	1,956	1,920

8. TRUSTEES' REMUNERATION AND BENEFITS

No trustees' received remuneration in the year ending 31 March 2018 (2017: £nil).

Trustees' expenses

Trustees' expenses were reimbursed to:

	2018	2017
J A Hassan	101	156
Dr H Al-Jubouri	-	95
F Thomas	17	22
R Khan	140	117
R Ahmed	86	-
A Khand	182	-
S Rashid	132	44
Y Ferrigan	-	81
A Abdalla	35	-

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

**Notes to the Financial Statements - continued
For The Year Ended 31 March 2018**

9. STAFF COSTS

	2018	2017
	£	£
Wages and salaries	<u>392,632</u>	<u>377,554</u>

Amounts payable to key management personnel in the year was £63,482 (2017; £52,787).

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

	2018	2017
	<u>26</u>	<u>25</u>

No employees received emoluments in excess of £60,000.

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	3,938	-	3,938
Charitable activities			
Salaries and running costs	-	527,788	527,788
Other trading activities	11,880	1,000	12,880
Other income	<u>79</u>	<u>-</u>	<u>79</u>
Total	15,897	528,788	544,685
EXPENDITURE ON			
Charitable activities			
Salaries and running costs	<u>8,586</u>	<u>528,788</u>	<u>537,374</u>
Total	8,584	528,788	537,374
NET INCOME	7,311	-	7,311
RECONCILIATION OF FUNDS			
Total funds brought forward	40,545	-	40,545
TOTAL FUNDS CARRIED FORWARD	<u>47,856</u>	<u>-</u>	<u>47,856</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Trade debtors	<u>235</u>	<u>3,180</u>

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

**Notes to the Financial Statements - continued
For The Year Ended 31 March 2018**

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Trade creditors	11,635	10,817
Social security and other taxes	8,236	5
Accrued expenses	6,797	2,761
Deferred grants	<u>56,494</u>	<u>37,677</u>
	<u><u>83,162</u></u>	<u><u>51,260</u></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 statement of financial position date).

13. LEASING AGREEMENTS

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

	2018	2017
	£	£
Within one year	<u>2,600</u>	<u>2,600</u>

14. MOVEMENT IN FUNDS

	At 1.4.17	Net movement in funds	Transfers between funds	At 31.3.18
	£	£	£	£
Unrestricted funds				
General fund	47,856	21,654	(38,000)	31,510
Designated – Earmarked Funds	-	-	38,000	38,000
	<u>47,856</u>	<u>21,654</u>	-	<u>69,510</u>
	-----	-----	-----	-----
TOTAL FUNDS	<u><u>47,856</u></u>	<u><u>21,654</u></u>	<u><u>-</u></u>	<u><u>69,510</u></u>

Designated – Earmarked Funds are funds earmarked for charitable costs and activities post year end.

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

**Notes to the Financial Statements - continued
For The Year Ended 31 March 2018**

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	22,865	(1,211)	21,654
Restricted funds			
Violence Against Women Project	83,601	(83,601)	-
Helpline & Development Project	130,383	(130,383)	-
Employability & Enterprise Project	124,771	(124,771)	-
Befriending Project	24,171	(24,171)	-
Building Bridges Project - Dundee	14,847	(14,847)	-
Refugee Support Project - Dundee	68,741	(68,741)	-
Edinburgh Hub	76,106	(76,106)	-
Rank Foundation	<u>3,698</u>	<u>(3,698)</u>	<u>-</u>
	<u>526,318</u>	<u>(526,318)</u>	<u>-</u>
TOTAL FUNDS	<u><u>549,183</u></u>	<u><u>(527,529)</u></u>	<u><u>21,654</u></u>

Comparatives for movement in funds

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

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

**Notes to the Financial Statements - continued
For The Year Ended 31 March 2018**

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	15,895	(8,584)	7,311
Restricted funds			
Violence Against Women Project	113,459	(113,459)	-
Helpline & Development Project	112,063	(112,063)	-
Employability & Enterprise 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	<u>71,649</u>	<u>(71,649)</u>	<u>-</u>
	<u>528,790</u>	<u>(528,790)</u>	<u>-</u>
TOTAL FUNDS	<u><u>544,685</u></u>	<u><u>(537,374)</u></u>	<u><u>7,311</u></u>

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

**Detailed Statement of Financial Activities
For The Year Ended 31 March 2018**

	2018	2017
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	3,856	3,938
Other trading activities		
Fundraising events	10,766	6,145
General fee income	<u>8,243</u>	<u>6,735</u>
	19,009	12,880
Charitable activities		
Grants	526,318	527,788
Other income		
Bank interest	<u>-</u>	<u>79</u>
Total incoming resources	549,183	544,685
EXPENDITURE		
Charitable activities		
Wages	392,632	377,554
Property expenses	24,469	28,096
Insurance	1,122	1,082
Telephone and IT	11,570	15,887
Postage and stationery	4,995	8,104
Promotion and advertising	11,519	8,047
Sundries	648	607
Volunteer expenses	4,164	4,542
Training and consultancy	23,869	14,769
Staff travelling expenses	9,806	10,176
Affiliation fees	200	601
Recruitment	250	1,180
Events and service user costs	40,329	32,910
If I had a girl... production	<u>-</u>	<u>31,899</u>
	525,573	535,454
Support costs		
Governance costs		
Auditors' remuneration	<u>1,956</u>	<u>1,920</u>
Total resources expended	527,529	537,374
Net income	<u>21,654</u>	<u>7,311</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 2018

	2018		2017	
	£	£	£	£
Helpline and Development Project				
Grant Received – PECF Fund		120,161		98,385
Grant Received – Community Jobs Scotland		5,000		13,679
Grant Received – Edinburgh City Council		4,220		
Grant Received – Over to You		1,000		
		130,381		112,063
Attributable expenditure:				
Wages	100,271		87,636	
Property Expenses	5,400		6,106	
Telephone, Internet & IT	3,106		1,384	
Stationery & Equipment	856		1,617	
Printing & Promotion	6,164		2,056	
Sundries	-		248	
Volunteer expenses	1,408		1,153	
Training and consultancy	3,532		2,617	
Staff travelling expenses	2,356		2,065	
Recruitment	250		530	
Affiliation fees	100		601	
IT expenses	-		2,157	
Events & service user costs	5,538		3,073	
Insurance & legal	600		300	
Auditors' remuneration	800		520	
		(130,381)		(112,063)
(Deficit)/Surplus		-		-

Amina - The Muslim Women's Resource Centre

Detailed Statement of Financial Activities
For The Period Ended 31 March 2018

	2018		2017	
	£	£	£	£
Ending Violence Against Women & Girls Project				
Grant Received – VAWG Fund		67,079		67,459
Grant Received – People’s Project		-		46,000
Grant Received – Spirit of Women		11,524		
Grant Received – Women’s Fund for Scotland		5,000		
		<u>83,603</u>		<u>113,459</u>
Attributable expenditure:				
Wages	54,768		59,442	
If I Had A Girl ... Production	-		31,899	
Property Expenses	3,800		5,021	
Telephone, Internet & IT	1,598		1,000	
Stationery & Equipment	738		1,040	
Printing & Promotion	1,665		2,670	
Sundries	-		98	
Volunteer expenses	462		670	
Training and consultancy	10,183		1,296	
Staff travelling expenses	1,693		2,096	
Affiliation fees	100		-	
IT expenses	-		1,000	
Events & service user costs	8,074		6,427	
Insurance & legal	222		300	
Auditor remuneration	300		500	
		<u>(83,603)</u>		<u>(113,459)</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 2018

	2018		2017	
	£	£	£	£
Edinburgh Hub				
Grant Received – ALEC Fund		70,000		70,000
Grant Received – Community Jobs Scotland		<u>6,107</u>		<u>1,649</u>
		76,107		71,649
Attributable expenditure:				
Wages	53,526		47,637	
Property Expenses	6,700		5,760	
Telephone, Internet & IT	1,415		1,000	
Stationery & Equipment	684		3,245	
Printing & Promotion	1,024		1,319	
Sundries	448		-	
Volunteer expenses	247		290	
Training and consultancy	4,080		2,544	
Staff travelling expenses	2,296		2,128	
Recruitment	-		450	
IT expenses	-		2,045	
Events & service user costs	5,587		5,031	
Insurance & legal	-		200	
Audit	100			
		<u>(76,107)</u>		<u>(71,649)</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 2018

	2018		2017	
	£	£	£	£
Employability & Enterprise Project				
Grant Received – People’s & Communities Fund		84,000		86,000
Grant Received – Royal Bank of Scotland		20,300		21,800
Grant Received – NHS Tayside		8,992		500
Grant Received – Community Jobs Scotland		7,677		4,477
Grant Received – Garfield Weston Foundation		-		5,000
Grant Received – Moncur Trust		-		2,000
Grant Received – Santander		3,800		
		<u>124,769</u>		<u>119,777</u>
Attributable expenditure:				
Wages	91,338		85,151	
Property Expenses	5,876		7,101	
Telephone, Internet & IT	3,000		1,200	
Stationery & Equipment	1,967		1,632	
Printing & Promotion	1,929		1,163	
Sundries	200		260	
Volunteer expenses	1,052		1,370	
Training and consultancy	3,839		6,963	
Staff travelling expenses	2,191		2,369	
IT expenses	-		3,777	
Events & service user costs	12,977		7,891	
Insurance & legal	200		200	
Auditor remuneration	200		700	
		<u>(124,769)</u>		<u>(119,777)</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 2018

	2018		2017	
	£	£	£	£
Befriending Project				
Grant Received – Rank Foundation		24,171		25,400
Grant Received – Community Jobs Scotland		-		4,063
		<u>24,171</u>		<u>29,463</u>
Attributable expenditure:				
Wages	19,563		23,518	
Property Expenses	500		1,020	
Telephone, Internet & IT	500		500	
Stationery & Equipment	100		208	
Printing & Promotion	150		200	
Volunteer expenses	232		345	
Training and consultancy	286		373	
Staff travelling expenses	162		395	
Recruitment	-		-	
Events & service user costs	2,428		2,804	
Insurance & legal	50		-	
Auditor remuneration	<u>200</u>		<u>100</u>	
		(24,171)		(29,463)
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 2018

	2018		2017	
	£	£	£	£
Building Bridges Project				
Grant Received – People’s Health Trust		14,848		22,131
		<u>14,848</u>		<u>22,131</u>
Attributable expenditure:				
Wages	8,898		14,049	
Property Expenses	1,000		2,000	
Telephone, Internet & IT	400		399	
Stationery & Equipment	100		145	
Printing & Promotion	-		152	
Volunteer expenses	208		266	
Training and consultancy	600		610	
Staff Travelling expenses	7		50	
IT Expenses	-		490	
Events & service user costs	<u>3,635</u>		<u>3,970</u>	
		(14,848)		(22,131)
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 2018

	2018		2017	
	£	£	£	£
Refugee Support Project				
Grant Received – Dundee City Council		64,760		59,246
St Andrews University Internship fees		-		1,000
Grant Received – Integrated Care Small Grants		3,982		
		<u>68,742</u>		<u>60,246</u>
Attributable expenditure:				
Wages	59,562		51,537	
Property Expenses	1,192		1,088	
Telephone, Internet & IT	1,551		511	
Stationery & Equipment	550		216	
Printing & Promotion	589		487	
Volunteer expenses	554		448	
Training and consultancy	1,318		366	
Staff travelling expenses	930		1,072	
Recruitment	-		200	
IT expenses	-		424	
Events & service user costs	2,090		3,715	
Insurance & Legal	50		82	
Auditor remuneration	356		100	
		<u>(68,742)</u>		<u>(60,246)</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 2018

	2018		2017	
	£	£	£	£
Rank Foundation				
Grant Received – Rank Foundation		3,698		
		<hr/>		<hr/>
		3,698		
Attributable expenditure:				
Wages	3,497			
Training and consultancy	30			
Staff travelling expenses	171			
	<hr/>		<hr/>	
		(3,698)		
Surplus/(Deficit)		<hr/>		<hr/>
		-		-
		<hr/>		<hr/>