

# **THE MOTHERS' UNION PROVINCE OF SCOTLAND**

**Scottish Charity Number SC036459**

## **Trustees' Annual Report and Accounts for the Year Ended 31<sup>st</sup> December 2019**

### **Bank**

Clydesdale Bank, Perth Branch, 158/162 High Street, Perth PH1 5UH

### **Independent Examiner**

David Gow

### **Structure and Governance**

The Mothers' Union Province of Scotland ('the Province') is part of the worldwide Mothers' Union and is governed by its Constitution, which was last modified and adopted by the Provincial Council at its meeting on 29 April 2014. The Constitution incorporates the objects and regulations of The Mothers' Union, 24 Tufton Street, London SW1P 3RB, registered charity number 240531 (referred to as Central MU in this report and accounts).

### **Current Trustees**

Chioma Ojinna (Diocesan President – Aberdeen & Orkney)

Helen Godfrey (Diocesan President – Edinburgh)

Jill Cameron (Diocesan President – Glasgow & Galloway)

Deborah Munday (Diocesan President – Moray, Ross & Caithness)

Sarah Gammell (Diocesan President – St Andrews, Dunkeld and Dunblane with Brechin)

### **Contact Address**

c/o Paul Hindle, Honorary Treasurer, 40 Garngaber Avenue, Lenzie, Glasgow G66 4LL

### **Recruitment and appointment of Trustees**

The trustees are the Provincial President and the Diocesan Presidents of the five active dioceses.

The previous Provincial President's term ended on 31 December 2018 and she was not eligible for re-election. In the absence of a suitable candidate being nominated, the Trustees have had to make alternative arrangements. These have been to elect one of their number to represent the Province at Central MU meetings and to rotate the chairmanship of the Trustee meetings and the Provincial Council meetings. During the year the Constitution has been reviewed to take account of changes in the Central MU constitution and the needs of the

Province. The changes proposed have been widely consulted upon and the new constitution is expected to be adopted in early 2020.

## **Management**

The Province is managed by the Trustees assisted by the Provincial Officers, who are appointed by the trustees and approved by the Provincial Council. The Provincial Officers current during the period of this report were Sarah Gammell (Hon. Secretary) and Paul Hindle (Hon. Treasurer).

The Primus of the Scottish Episcopal Church, currently the Most Revd. Mark Strange, is our Patron. He continues to be very supportive in all that we do and all that the Mothers' Union stands for, although he is not involved in the day to day management of the Province.

The Province was represented at the Central MU's Worldwide Council and on its Britain and Ireland Committee by Deborah Munday.

The Central MU constitutional changes approved by the Privy Council and brought into effect in April 2018 created a new role of Zonal Trustee. The Zonal Trustee sits on the Central MU's Worldwide Board, but is not involved in the day to day management or operation of the Province by virtue of holding that role. However, the present holder of the Zonal Trustee role for Scotland is currently also the Hon. Treasurer of the Province. The revised constitution of the Province will recognise the Zonal Trustee and make provision for a consultative role in Provincial affairs.

The Trustees met formally on three occasions during the year in addition to holding two meetings of the Provincial Council.

## **Charitable Objectives**

- To uphold Christ's teaching on the nature of marriage and promote its wider understanding.
- To encourage parents to bring up their children in the faith and life of the Church.
- To maintain a worldwide fellowship of Christians united in prayer, worship and service.
- To promote conditions in society favourable to stable family life and the protection of children.

## **Activities and achievements**

The Mothers' Union members in the Province continued throughout 2019 to respond and reach out to their communities and beyond through their various projects. In some cases, they form partnerships with like-minded organisations so that together they can each play a part in helping families and individuals at their time of need. There is no barrier to helping whomever they can.

Mothers' Union members provide or take parting providing play areas at visiting times in two prisons in Scotland (Low Moss and Glenochil).

Small knitted garments for premature babies and gowns for stillborn babies are given to hospitals as well as welcome packs for emergency admissions. Hats for seafarers, Fiddle blankets, and bonding squares are also made.

New baby packs, toothbrushes/toothpaste for Malawi and underwear for Africa are some of the items made or collected for overseas projects.

Items which are collected and donated for local distribution include Christmas gifts for the housebound, pants for prisoners on remand, Christmas cards to prisoners, Toiletries and towels for prisoners on release, cards for prisoners to send. We also put together emergency toilet bags for local hospitals and women's refuges.

Members enjoy providing facilities for breast-feeding and nappy changing at one of the summer's agricultural show grounds.

We provide short holidays for families who need to get away for a while and where appropriate, we work in partnership with other organisations to support the respite they can offer. A particular highlight was a new venture in collaboration with North Ayrshire Woman's Aid (WA) Group and the Field Study Centre (FSC) to provide a holiday on the Isle of Cumbrae for seven mothers and 14 children – whose ages ranged from 3 to 15 between 14th -16th October 2019. As well as providing a complete break for the participants, it was highly educational and enjoyable. It has attracted considerable interest beyond the Province and looks set to be replicated elsewhere throughout the Great Britain and Ireland.

We are raising the profile of domestic abuse to church members, the wider public, within prisons and praying for the victims. We take part in the 16 days of Activism against Gender Based Violence by holding services and other events across the Province.

Other programmes include visits to Care Homes, Special Church services, Quiet days, Messy Church, an annual Pop-Up Charity shop to raise funds and provide an outreach opportunity, responding to a national MU Summer Appeal, providing a Spiritual Befriending Service for victims of trafficking and support for local food banks.

Annually, we organise a 48-hour residential Retreat at Kinnoull in Perth. In 2019 it attracted 22 retreatants. It was led by the Revd Martin Roff and provided an opportunity for spiritual reflection and prayer in a tranquil setting. The retreat is open to all from across the Province and beyond. Financial assistance is provided where needed to ensure that finance is not a barrier to attending.

The Province is represented on several national bodies; the Scottish Government Cross Party Prison group, the World Day of Prayer, the Scottish Interfaith Group on Domestic Abuse, ACTs (Action of Churches Together) Anti Human Trafficking Group and the Interdenominational Forum of Christian Women's organisations. Provincial representatives were guests of several other Christian women's organisations at their annual meetings and other significant events.

We have three facilitators trained in a new Central MU initiative called MULO (Mothers' Union Listening, Observing and Acting). MULO has proved to be powerful in finding out what members and their communities need and can offer each other. The programme has

been trialled in one Scottish diocese with encouraging results. We are now working on extending the programme to other places across Scotland. It is also hoped that MULO A will be valuable to the mission of the Scottish Episcopal Church and help strengthen links between MU and the church and perhaps help to develop new branches at churches where MU does not currently exist.

Our Community Development Workers overseas are supported by our members.

Prayer is integral and underpins all we do.

### **Trustee's remuneration and expenses**

The trustees did not receive any remuneration. They received travel expenses for journeys undertaken on behalf of the Province at actual cost for public transport or at the follow-on rate approved by Her Majesty's Revenue and Customs for using their own private cars, currently 25p per mile. In addition, the Trustees received reimbursement at actual cost for purchases made on behalf of Province.

### **Financial Review**

Unrestricted funds showed a deficit of £1,732.02. This was due mainly to a donation made to the Central MU and the cost of providing an AFIA holiday for a family supported by Aberdeen and Orkney Diocese. The Trustees consider these are good uses of the charity's reserves. At the year end, the Province had unrestricted reserves amounting to £ 7,747.80. It is the policy of the charity to maintain unrestricted funds at the level which equates to at least four months' unrestricted expenditure. The current level of reserves exceeds the requirements of this policy.

There was a small deficit of £196.88 in the total of Restricted Funds. The three main funds, Retreat, Training and General Meeting Trip, aim to break even. The Retreat Fund is showing a surplus of £557.00, which was mainly due to advanced payments for the 2020 Retreat exceeding advanced payments for the 2019 Retreat. The 2019 Retreat showed a deficit of £103.00. This was expected after using funds from the Province to subsidise 50% of a place. The fund at the year-end is holding a reserve of £1,840.49, which after deducting the advance payments for the 2020 retreat of £1,110 is available as contingency and to provide financial assistance to those who may need it in order to make the Retreat affordable.

There was no General Meeting Trip in 2019, so the reserve in the fund remains unchanged at £752.69.

The Training Fund showed a deficit of £753.88. This was entirely due to no grant being received from the Central MU during the year. This is a situation that may continue, so the Trustees are looking at alternative sources of funding. At the year end, the Fund has a reserve of £553.61.

Finally, the Overseas Fund, which holds funds collected for use by the Central MU Overseas Fund, showed no activity during the year and has a zero balance at the year end, the latter being the intended position.

### **Statement of Risk**

The Province has no paid employees and the Central MU arranges insurance cover on behalf of the Province and the dioceses in Scotland to cover the activities of their volunteers. The risks to the Province of undertaking its activities are kept under regular review by the trustees and officers and, in particular, the risks involved in an individual activity or programme are fully considered prior to embarking on the same.

### **Statement of Trustees' Responsibilities**

The Trustees are required to prepare proper financial statements for each financial year showing the charity's receipts and payments, including surplus or deficit for that period.

The Trustees are responsible for ensuring that proper accounting records are kept which disclose with reasonable accuracy at any time the financial position of the charity and which enables them to ensure that the financial statements comply with the Charities and Trustee Investments (Scotland Act 2005) and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf.

  
A handwritten signature in black ink, appearing to be 'Deborah Munday', is written above a horizontal line.

Deborah Munday, Trustee

Date 31<sup>st</sup> August 2020

**THE MOTHERS' UNION - PROVINCE OF SCOTLAND  
SCOTTISH CHARITY NO. SC036459**

**STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2019**

<b>RECEIPTS</b>	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2019 £</b>	<b>Total 2018 £</b>
Provincial	1	57.96		57.96	1,115.67
Retreat	2		4,550.00	4,550.00	4,020.00
Training	3		66.00	66.00	770.16
Prov. President's Expenses	4	750.00		750.00	937.50
Insurance	5	645.86		645.86	583.57
General Meeting Trip	6			-	-
Central MU Overseas Donations				-	-
General Meeting Scotland Sales Income	7	49.50		49.50	276.50
Jewellery Sales Income	8				180.27
<b>TOTAL RECEIPTS</b>		<b>1,503.32</b>	<b>4,616.00</b>	<b>6,119.32</b>	<b>7,883.67</b>
<b>PAYMENTS</b>					
Provincial	9	(1,629.05)		(1,629.05)	(165.40)
Prov. President's Expenses	10	(88.98)		(88.98)	(720.91)
Retreat	11		(3,993.00)	(3,993.00)	(3,510.00)
Training	12		(819.88)	(819.88)	(754.70)
Insurance	13	(495.31)		(495.31)	(702.26)
General Meeting Trip			-	-	-
Central MU Overseas Donations			-	-	-
General Meeting Scotland Expenses	14	(400.00)		(400.00)	
Jewellery Sales Costs					(156.00)
AFIA costs	15	(622.00)		(622.00)	
<b>TOTAL PAYMENTS</b>		<b>(3,235.34)</b>	<b>(4,812.88)</b>	<b>(8,048.22)</b>	<b>(6,009.27)</b>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<b>(1,732.02)</b>	<b>(196.88)</b>	<b>(1,928.90)</b>	<b>1,874.40</b>

**THE MOTHERS' UNION - PROVINCE OF SCOTLAND  
SCOTTISH CHARITY NO. SC036459**

**STATEMENT OF BALANCES AS AT 31<sup>ST</sup> DECEMBER 2019**

**FUNDS RECONCILIATION**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2019 £</b>	<b>Total 2018 £</b>
Cash at bank and on hand on 31 December 2018	9,479.82	3,343.67	12,823.49	10,949.09
Surplus / (Deficit) for year	(1,732.02)	(196.88)	(1,928.90)	1,874.40
<b>Cash at bank and on hand on 31 December 2019</b>	<b>7,747.80</b>	<b>3,146.79</b>	<b>10,894.59</b>	<b>12,823.49</b>

**BANK AND CASH BALANCES**

Current Account			10886.04	12,816.84
Cash on hand			8.55	6.65
		<b>Total Funds</b>	<b>10,894.59</b>	<b>12,823.49</b>

The notes on the following three pages form an integral part of these accounts.

Approved by the Trustees and signed on their behalf



Deborah Munday, Trustee

Date 31<sup>st</sup> August 2020

NOTES:- INCOME

<b>1 Provincial</b>		£
	Payment to G&G Speaker sent to Province in error (from Largs Guild)	100.00
	Payment sent to G&G Diocese	(100.00)
	Bank Interest	57.96
	<b>Total</b>	<b>57.96</b>
<b>2 Retreat</b>		
	Payments Received from Members for current year (net of refunds)	3,440.00
	Payments Received from Members for next year	1,110.00
	<b>Total</b>	<b>4,550.00</b>
	Three payments totalling £450 for the 2019 Retreat were received in 2018	
<b>3 Training</b>		
	Central MU Training Grant	-
	Provincial Meeting Levy	66.00
	Provincial Meeting Donations	-
	<b>Total</b>	<b>66.00</b>
<b>4 Provincial President Expenses</b>		
	Central MU Grant	750.00
	<b>Total</b>	<b>750.00</b>
<b>5 Insurance</b>		
	Diocesan Insurance Contributions	
	Aberdeen & Orkney	75.90
	Edinburgh (for 2018 & 2019)	222.36
	Glasgow & Galloway	159.59
	Moray, Ross & Caithness (for 2018, 2019 payment received after year end)	78.05
	St Andrews, Dunkeld & Dunblane with Brechin	109.96
	<b>Total</b>	<b>645.86</b>
<b>6 General Meeting Trip</b>		
	No trip in 2019	-
<b>7 General Meeting Scotland Sales Income</b>		
	Sales of surplus items during 2019	49.50
	<b>Total</b>	<b>49.50</b>
<b>8 Jewellery Sales Income</b>		
	Internet Orders	-
	<b>Total</b>	<b>-</b>

NOTES:- EXPENDITURE

<b>9 Provincial</b>		<b>£</b>
Trustee Meeting Expenses	Trustees & Treasurer	(173.15)
Payment of A&O insurance from A&O Fund	Insurance income	(75.90)
Retreat subsidy from A&O Fund	Retreat Income	(80.00)
General Fund Donation	Central MU	(1,300.00)
<b>Total</b>		<b>(1,629.05)</b>

**10 Provincial President Expenses**

	P Jean McPherson Richardson	(88.98)
<b>Total</b>		<b>(88.98)</b>

This payment relates to expenses incurred in 2018.

**11 Retreat**

		<b>£</b>
Expenses & Gift for Leader	Revd. Martin Roff	(123.00)
Accommodation Cost	St Mary's Monastery, Kinnoull	(3,870.00)
Printing (gifted)	St Cyprian's, Lenzie	(0.00)
<b>Total</b>		<b>(3,993.00)</b>

**12 Training**

Provincial Council Expenses	Attendees Travel & Catering	(470.10)
	Room Hire (St Ninian's, Perth)	(160.00)
Trustee Training	Room Hire (St Ninian's, Perth)	(80.00)
MULOA	Attendees Travel	(109.78)
<b>Total</b>		<b>(819.88)</b>

**13 Insurance**

Insurance Premiums	Central MU	(495.31)
<b>Total</b>		<b>(495.31)</b>

**14 General Meeting Scotland Expenses**

	St John's, Princes St, Edinburgh	(200.00)
	St Mary's Cathedral, Edinburgh	(200.00)
<b>Total</b>		<b>(400.00)</b>

**15 AFIA Costs**

Holiday for Family from A&O Diocese	Vacation Rental	(622.00)
<b>Total</b>		<b>(622.00)</b>

**NOTES:- RESTRICTED/DESIGNATED FUNDS**

<b>Fund</b>	<b>Balance at</b>	<b>Income</b>	<b>Expenditure</b>	<b>Balance at</b>
	<b>31 December</b>			<b>31 December</b>
	<b>2018</b>			<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Retreat</b>	1,283.49	4,550.00	(3,993.00)	1,840.49
<b>Training</b>	1,307.49	66.00	(819.88)	553.61
<b>General Meeting Trip</b>	752.69	-	-	752.69
<b>Central MU Overseas Fund</b>	-	-	-	-
<b>Total</b>	<b>3,343.67</b>	<b>4,616.00</b>	<b>(4,812.88)</b>	<b>3,146.79</b>
<b>A&amp;O Designated Fund</b>	1,073.77	-	(777.90)	295.87

A Restricted Fund is money that has been given for a particular purpose.

A Designated Fund is money the Trustees will generally use to support a particular purpose, but there is flexibility for them to use it for other purposes. The A&O Designated Fund arose as a result of the closure of the Mothers' Union Diocese of Aberdeen & Orkney as a registered charity. The Trustees use this money to support the ongoing work of this Diocese.

The receipts in the Retreat Fund are paid by members and others to cover the costs of accommodation and expenses for the Provincial Retreat and the expenditure is those costs. The fund aims to break even. The increase in the fund is due mainly to £660 more income for the 2020 retreat being received in 2019 than was received in 2018 for the 2019 retreat. The 2019 Retreat generated a net deficit of £103.00 after taking into account all receipts and payments associated with it. £80 of this deficit relates to a place subsidised 50% by the Province and 50% from the A&O Fund.

The Training Fund meets the cost of training members and travel expenses to Provincial Meetings. The fund has previously received a grant for the Central MU, but did not do so in 2019. The only income this year was a small levy from attendees at Provincial Meetings.

The Province has facilitated the attendance by members at the Mothers' Union General Meeting. There were insufficient expressions of interest in 2019 to make planning a trip viable. The surplus in the Fund has been retained to facilitate attendance at the Mothers' Union General Meeting in future years.

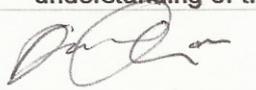
The MSH Overseas Fund holds donations received for the benefit of the Mothers' Union Overseas Fund administered by the Central MU. There have been no transactions in 2019. The fund heading is retained to facilitate the channelling of donations via the Province if needed in future.

**NOTE:- BASIS OF ACCOUNTING**

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

# OSCR

Office of the Scottish Charity Regulator

		<b>Independent examiner's report on the accounts</b>						v2
<b>Report to the trustees/members of</b>	Charity name	<b>The Mothers' Union, Province of Scotland</b>						
<b>Registered charity number</b>		<b>SC036459</b>						
<b>On the accounts of the charity for the period</b>	Period start date				Period end date			
	Day	Month	Year		Day	Month	Year	
	1	January	2019	to	31	December	2019	
<b>Set out on pages</b>	6 to 10 inclusive						(remember to include the page numbers of additional sheets)	
<b>Respective responsibilities of trustees and examiner</b>	The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.							
<b>Basis of independent examiner's statement</b>	My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.							
<b>Independent examiner's statement</b>	In the course of my examination, no matter has come to my attention <del>[other than that disclosed on the attached page*]</del>							
	<p>1. which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none"> <li>• to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li> <li>• to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li> </ul> <p>have not been met, or</p> <p>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>							
<b>Signed:</b>					<b>Date:</b>	2 September 2020		
<b>Name:</b>	David Gow							
<b>Relevant professional qualification(s) or body (if any):</b>	Chartered Accountant (retired)							
<b>Address:</b>	12 Alder Road							
	Milton of Campsie							
	Glasgow							
	G66 8HH							

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