

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

**Scottish Charity Number SC036459**

## **Trustees' Annual Report and Accounts for the Year Ended 31<sup>st</sup> December 2015**

### **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 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**

Jean McPherson Richardson (Provincial President)  
Chris Crosley (Diocesan President – Aberdeen & Orkney)  
Angela Sibley (Diocesan President – Edinburgh)  
Ann Glenesk (Diocesan President – Glasgow & Galloway)  
Catherine Green (Diocesan President – Moray, Ross & Caithness)  
Linda Brownlie (Diocesan President – St Andrews, Dunkeld and Dunblane)

### **Contact Address**

c/o Paul Hindle, 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 Provincial President is elected by the Diocesan Presidents and the four unit coordinators from each diocese from the names submitted by the membership, and shall hold office for a term of three years and shall be eligible for re-election for one further term of three years.

## **Management**

The Charity is managed by the trustees assisted by the Provincial Officers who are appointed by the trustees and approved by the Provincial Council. The current Provincial Officers are Linda Brownlie (Hon. Secretary – also a trustee) and Paul Hindle (Hon. Treasurer).

## **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**

Mothers' Union members provide play areas at visiting times in four prisons in Scotland (Greenock, Perth, Low Moss and Glenochil), provide toiletries in Cornton Vale and give Christmas cards to inmates in all these prisons as well as Kilmarnock.

Small knitted garments for premature babies and gowns for stillborn babies are given to hospitals as well as welcome packs for emergency admissions.

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 also offer parenting courses for mothers and fathers.

We are raising the profile of domestic abuse to church members and the wider public and praying for the victims. We also provide toiletries for women's refuges.

Our Community Development Workers overseas are supported by our members.

Prayer is integral in all we do.

## **Report from Provincial President**

The Mothers' Union members continued throughout 2015 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 whoever they can.

In the Autumn of 2014, we had begun to put the ideas of campaigning into action and, after discussion at a Provincial Council meeting, agreed to link with other organisations in supporting the development of anti-trafficking legislation. This continued into 2015 and contributed to the Human Trafficking and Exploitation (Scotland) Act 2015, which was passed by the Scottish Parliament in October 2015.

As a Trustee of both the MU Worldwide Board of Trustees and the Britain and Ireland Board

(B&I Board), the Provincial President attended all of their meetings (two for the Worldwide Board and four for the B&I Board). Together with all the Diocesan Presidents of the Province she attended the annual Worldwide Council meeting at Swanwick and the Annual Meeting in the Diocese of Southwell and Nottingham.

The Provincial President was a guest of both the Church of Scotland Guild's Annual Meeting and the United Free Church of Scotland Ladies Day.

A Provincial Conference was held in Perth the theme of which was "working with and serving the church more". It was facilitated by two staff from the Central MU and The Rev Thomas Brauer, St Andrews' Diocesan Missioner. It was open to all members and each diocese had representation. Current schemes were shared and then each diocese drew up an action plan "Dreaming Dreams". The Provincial President of the MU All Ireland was also in attendance.

There was also another successful 48 hour residential Retreat which was open to all members from across the Province.

A recipe book was produced by a Glasgow and Galloway member for use across the Province. It is a basic, easy to use guide to preparing tasty meals on a budget and is being offered free to charitable causes. It is being sold within and by members for £1.00 per copy to help offset the costs of production. It has been well received by a variety of organisations.

The organisation continues to send a representative to the two meetings of the Interdenominational Forum of Christian Women's organisations. It includes the Union of Catholic Mothers, Church of Scotland Guild, United Reformed Church Women's Union, Methodist Women of Britain, United Free Church of Scotland, Scottish Baptist Women's Fellowship, Congregational Confederation Women's Fellowship and of course the MU Scotland.

As it was the final year of the triennium, elections were held throughout the Province and at all levels. The Provincial President was re-elected to serve another triennial term as was the Diocesan President of Moray, Ross and Caithness. A new DP of Glasgow and Galloway was elected, with the remaining three dioceses being in administrative transition with a view to resolving the situation in 2016. All had a diocesan leader in a temporary position.

In addition, a member was elected to the MU Enterprise Board. This is a Limited Company within the MU but run separately from the main organisation. It is responsible for sales of goods, building maintenance and room lettings at Mary Sumner House, Westminster (the Central MU Office).

The Trustees held electronic meetings as and when required and there were two Provincial Council meetings held during the year.

### **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 small deficit of £6.11. At the year end, the charity had unrestricted reserves amounting to £6,016.74. 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 deficit of £1,455.31 in the total of Restricted Funds. The two largest funds in terms of turnover, Retreat and General Meeting Trip, aim to break even. The Retreat Fund is showing a deficit of £475, which was expected due to the timing of income and expenditure. The 2015 Retreat made a surplus of £160 after taking into account all income and expenditure related to it. The fund at the year end is holding a net positive balance related to the 2016 Retreat of £690 and a reserve of £337.95, which is available as contingency and to provide financial assistance to those who may need it in order to make the Retreat affordable. The General Meeting Trip 2015 showed a surplus of £1 at the year end and, after taking into account deposits received in 2015, the trip made a surplus of £151. The year end balance of £752.69 is the reserve in the fund. The Training Fund showed a deficit of £981.31 due to running a Provincial Conference. The Dioceses in the Province agreed to provide funds from their own training budgets to support this event, so the current negative balance of £251.80 in the fund is expected to be remedied in 2016. 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.

P McPherson Richardson

P Jean McPherson Richardson, Provincial President

Date 29th August 2016.

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

**STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2015**

<b>RECEIPTS</b>	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2015 £</b>	<b>Total 2014 £</b>
Provincial	1	30.00		30.00	
Retreat - current year	2		2,000.00	2,000.00	3415.00
- next year			1,155.00	1,155.00	1650.00
Training	3		833.04	833.04	845.75
Prov. President's Expenses	4	750.00		750.00	750.00
Insurance	5	665.79		665.79	672.70
General Meeting Trip	6		3,666.00	3,666.00	5,780.50
Provincial Conference	7		285.16	285.16	
Central MU Overseas Donations					134.66
Bookmark Sales					153.00
<b>TOTAL RECEIPTS</b>		<b>1,445.79</b>	<b>7,939.20</b>	<b>9,384.99</b>	<b>13,401.61</b>
<b>PAYMENTS</b>					
Provincial	8	(68.50)		(68.50)	(565.00)
Prov. President's Expenses	9	(649.86)		(649.86)	(730.94)
Retreat - current year	10		(3,165.00)	(3,165.00)	(3,340.00)
- next year			(465.00)	(465.00)	(360.00)
Training	11		(518.73)	(518.73)	(1,035.16)
Insurance	12	(733.54)		(733.54)	(736.23)
Provincial Conference	13		(1,580.78)	(1,580.78)	
General Meeting Trip	14		(3,665.00)	(3,665.00)	(5,686.00)
Central MU Overseas Donations					(255.61)
Bookmark Printing Costs					(85.00)
<b>TOTAL PAYMENTS</b>		<b>(1,451.90)</b>	<b>(9,394.51)</b>	<b>(10,846.41)</b>	<b>(12,793.94)</b>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<b>(6.11)</b>	<b>(1,455.31)</b>	<b>(1,461.42)</b>	<b>607.67</b>

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

**STATEMENT OF BALANCES AS AT 31<sup>ST</sup> DECEMBER 2015**

<b>FUNDS RECONCILIATION</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2015 £</b>	<b>Total 2014 £</b>
Cash at bank and on hand on 31 December 2014	6,022.85	2,984.15	9,007.00	8,399.33
Surplus / (Deficit) for year	(6.11)	(1,405.31)	(1,411.42)	607.67
<b>Cash at bank and on hand on 31 December 2015</b>	<b>6,016.74</b>	<b>1,578.84</b>	<b>7,545.58</b>	<b>9,007.00</b>

**BANK AND CASH BALANCES**

Current Account	7532.08	8991.60
Cash on hand	13.50	15.40
<b>Total Funds</b>	<b>7,545.58</b>	<b>9,007.00</b>

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

Approved by the Trustees and signed on their behalf

  
P Jean McPherson Richardson, Provincial President - Trustee

Date August 29th 2016

**NOTES:- INCOME**

<b>1 <u>Provincial</u></b>		£
<b>Donation to Province</b>		30.00
	<b>Total</b>	<b>30.00</b>
<b>2 <u>Retreat</u></b>		
<b>Payments Received from Members for current year</b>		2000.00
<b>Payments Received from Members for next year</b>		1155.00
	<b>Total</b>	<b>3155.00</b>
<b>3 <u>Training</u></b>		
<b>Central MU Training Grant</b>		733.54
<b>Provincial Meeting Levy</b>		87.00
<b>Provincial Meeting Donations</b>		12.50
	<b>Total</b>	<b>833.04</b>
<b>4 <u>Provincial President Expenses</u></b>		
<b>Central MU Grant</b>		750.00
	<b>Total</b>	<b>750.00</b>
<b>5 <u>Insurance</u></b>		
<b>Diocesan Insurance Contributions</b>	Aberdeen & Orkney	103.60
	Edinburgh	114.51
	Glasgow & Galloway	214.46
	Moray, Ross & Caithness	77.63
	St Andrews, Dunkeld & Dunblane	155.59
	<b>Total</b>	<b>665.79</b>
<b>6 <u>General Meeting Trip</u></b>		
<b>Payments for tickets from members making their own accommodation arrangements</b>		68.00
<b>Payments members for trip including tickets</b>		3598.00
	<b>Total</b>	<b>3,666.00</b>
	£150 of deposits for the 2015 trip were received in 2014	
<b>7 <u>Provincial Conference</u></b>		
<b>Travel Contributions from attendees</b>		245.00
<b>Diocesan Contribution (advance)</b>	MU in Moray Ross & Caithness	40.16
	<b>Total</b>	<b>285.16</b>



## NOTES:- EXPENDITURE

### 8 Provincial

<b>Gifts for Visitors to the Province</b>	Sue Hoare	(18.50)
<b>Booking deposit for 2016 PP Re-commissioning Event</b>	St Ninian's Cathedral, Perth	(50.00)
	<b>Total</b>	<b>(560.92)</b>

### 9 Provincial President Expenses

<b>Prov. Pres. Expenses</b>	Jean McPherson Richardson	(612.46)
	Margaret Slater (deputising)	(37.40)
	<b>Total</b>	<b>(649.86)</b>

Includes £156.15 paid to the Provincial President in January 2015 in respect of expenses incurred in 2014. £234.90 was paid in January 2016 in respect of expenses incurred in 2015. Therefore the net expenses incurred in 2015 were £728.61.

### 10 Retreat

<b>Expenses for Leader</b>	Fiona Fidgin	(200.00)
<b>Accommodation Cost</b>	Girlguiding Scotland	(2,925.00)
<b>Printing</b>	St Cyprian's, Lenzie	(40.00)
<b>Deposit for 2016 Accommodation</b>	Conforti Institute, Coatbridge	(465.00)
	<b>Total</b>	<b>(3,630.00)</b>

The total cost of the 2015 retreat was £3,490 including a deposit of £360 paid in the prior year. In addition, some retreatants were offered a reduced cost to allow them to attend. This is shown as a £100 reduction in retreat income (note 2).

### 11 Training

<b>Provincial Council Expenses</b>	Meeting Attendees	(518.73)
	<b>Total</b>	<b>(518.73)</b>

### 12 Insurance

<b>Insurance Premiums</b>	Central MU	( 733.54)
	<b>Total</b>	<b>( 733.54)</b>

### 13 Provincial Conference

<b>Organising committee accommodation</b>	PWAMM (NCOC Perth)	(102.50)
<b>Conference organiser expenses</b>	Committee members	(136.50)
<b>Travel expenses</b>	Conference attendees	(291.78)
<b>Conference accommodation &amp; catering</b>	PWAMM (NCOC Perth)	(1,050.00)
	<b>Total</b>	<b>( 1,580.78)</b>

### 14 General Meeting Trip

<b>General Meeting Tickets</b>	The Royal Centre, Nottingham	( 221.00)
<b>Accommodation</b>	IoW Tours	( 3,444.00)
	<b>Total</b>	<b>( 3,665.00)</b>

## NOTES:- RESTRICTED FUNDS

<u>Fund</u>	<u>Balance at 31 December 2014</u>	<u>Income</u>	<u>Expenditure</u>	<u>Balance at 31 December 2015</u>
Retreat	1,502.95	3,155.00	(3,630.00)	1,027.95
Training	729.51	1,118.20	(2,099.51)	(251.80)
General Meeting Trip	751.69	3,666.00	(3,665.00)	752.69
Central MU Overseas Fund	-	-	-	-
<b>Total</b>	<b>2,984.15</b>			<b>1,528.84</b>

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

The receipts in the Retreat Fund are paid by members 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 reduction in the fund is due mainly to the difference in timing of payments received from members in respect of the 2015 and 2016 Retreats. The 2015 Retreat generated a net surplus of £160 after taking into account advanced payments received and a deposit paid in 2014. £465 was paid out during 2015 as a deposit to the venue for the 2016 Retreat and £1,155 was received in income.

The Training Fund receives grants from Mothers' Union, Mary Sumner House, London and a small levy from attendees at Provincial Meetings. The Fund meets the cost of training members and travel expenses to Provincial Meetings. The primary reason for the deficit is the expense of holding a very successful Provincial Conference in Perth. The Fund paid travelling expenses in order to ensure that affordability would not be a barrier to attending. The Dioceses within the Province have agreed to provide funds from their own training budgets to support this event, therefore the current negative balance of £251.80 is expected to be remedied during 2016.

The Province has facilitated the attendance by members at the Mothers' Union General Meeting. The 2015 meeting was held in Nottingham and was attended by 25 members, 8 of whom made their own accommodation arrangements. The General Meeting Trip Fund receives payments towards the cost from members and pays the cost of members' tickets and accommodation and depending on location and numbers, travel may also be provided. Travel was not provided in 2015. The Fund aims to break even. This aim was broadly achieved for the 2015 trip, with a small surplus of £151.00 being generated when deposits received in 2014 are taken into account. This was due to expenditure for local transport in the Nottingham area not being required. The surplus in the Fund has been retained to provide assistance to those who may have financial difficulty in attending 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 Province's parent charity. The entire balance in this fund was transferred to that fund in 2014 and there have been no transactions in 2015.

### 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

## Independent examiner's report on the accounts 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>	<table border="0"> <tr> <td colspan="3" style="text-align: center;">Period start date</td> <td colspan="3" style="text-align: center;">Period end date</td> </tr> <tr> <td style="text-align: center;">Day</td> <td style="text-align: center;">Month</td> <td style="text-align: center;">Year</td> <td style="text-align: center;">to</td> <td style="text-align: center;">Day</td> <td style="text-align: center;">Month</td> <td style="text-align: center;">Year</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">January</td> <td style="text-align: center;">2015</td> <td style="text-align: center;">to</td> <td style="text-align: center;">31</td> <td style="text-align: center;">December</td> <td style="text-align: center;">2015</td> </tr> </table>	Period start date			Period end date			Day	Month	Year	to	Day	Month	Year	1	January	2015	to	31	December	2015
Period start date			Period end date																		
Day	Month	Year	to	Day	Month	Year															
1	January	2015	to	31	December	2015															
<b>Set out on pages</b>	6 to 10 <span style="float: right; font-size: small;">(remember to include the page numbers of additional sheets)</span>																				

**Respective responsibilities of trustees and examiner**

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.

**Basis of independent examiner's statement**

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.

**Independent examiner's statement**

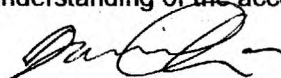
In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

23 March 2016

Name: David Gow

Relevant professional qualification(s) or body (if any):

Chartered Accountant (retired)

Address: 12 Alder Road

Milton of Campsie

Glasgow

G66 8HH