

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

**Scottish Charity Number SC036459**

## **Trustees' Annual Report and Accounts for the Year Ended 31<sup>st</sup> December 2018**

### **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**

Jean McPherson Richardson (Provincial President to 31 December 2018)

Helen Godfrey (Diocesan President – Edinburgh)

Jill Cameron (Diocesan President – Glasgow & Galloway)

Catherine Green (Diocesan President – Moray, Ross & Caithness to 30 June 2018)

Deborah Munday (Diocesan President – Moray, Ross & Caithness from 2 September 2018)

Elizabeth Benton (Diocesan President – St Andrews, Dunkeld and Dunblane with Brechin to 31 December 2018)

### **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. Aberdeen & Orkney does not currently have a Diocesan President, but its interests are represented by a member in a non-voting capacity.

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 holds office for a term of three years and is eligible for re-election for one further term of three years. The Provincial

President current during the period of this report was re-elected for a second term commencing at the beginning of the year 2016 and her term ended on 31 December 2018.

## **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.

Our Provincial President served as Trustee on the Central MU Worldwide Board and on its Britain and Ireland Board. In addition, she represented Scotland at the Central MU Annual Meeting in Swansea. The total time commitment to these activities alone was in excess of 27 days plus considerable preparation time.

The Central MU saw its proposed constitutional changes approved by the Privy Council and brought into effect in April 2018. The Province is in the process of reviewing its own constitution and structures to see what consequential and other changes are needed.

## **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 2018 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 three prisons in Scotland (Greenock, 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 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. During the year, the Provincial President hosted a national AFIA (Away from It All) training day, led by a specialist member of staff from the Central MU, in order to give more impetus to providing these holidays. The participants have agreed to form themselves into a provincial AFIA Team so that they could exchange and share information, etc. about this holiday/breaks scheme.

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 2018 it attracted 22 retreatants. It was led by the Revd Les Ireland 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. Our Provincial President was a guest of several other Christian women's organisations at their annual meetings and represented the Province at the Perth & Kinross Kirking of the Council Ceremony. In addition, she accepted invitations to visit Mothers' Union members' groups around Scotland

The Provincial President also attended two significant national MU events. The first was the Central MU joining the Community the Cross of Nails, Coventry. The ceremony was held in the Chapel at Mary Sumner House where the symbolic Cross of Nails will reside. This worldwide recognition is awarded to organisations to acknowledge their commitment to reconciliation projects. It was a privilege to represent Scotland at this unique event.

The second occasion was the presentation of the of the Cross of St Augustine by the Archbishop of Canterbury to the worldwide President, Lynne Tembey. It is the Archbishop's

gift in recognition of service to the Anglican communion worldwide and it is the first time that anyone in the MU has received such an accolade. The event was even more significant as it took place during the final thanksgiving evensong hosted by the Archbishop for the Central MU Trustees at Lambeth Palace to recognise their three years of serving on the Board.

One member from the Province served on the Mothers' Union Enterprises Board. This is a wholly-owned trading subsidiary of the Central MU. It is responsible for generating income for the Central MU through the sale of goods, such as greeting cards and decorative items, and the provision of conference services and office letting at Mary Sumner House, Westminster (the Central MU Office).

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 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 surplus of £1,348.94. This was due mainly to the closure of the Aberdeen and Orkney Diocese Mothers' Union Charity. The Province received the entirety of the funds held by that charity at closure. At the year end, the Province had unrestricted reserves amounting to £9,479.82. 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 surplus of 525.46 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 £510.00, which was mainly due to advanced payments for the 2019 Retreat and lower than expected leader expenses. The 2018 Retreat made a surplus of £225.00 after taking into account all income and expenditure related to it. The fund at the year-end is holding a reserve of £ 1,283.49, which after deducting the advance payments for the 2019 retreat of £450 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 2018, so the reserve in the fund remains unchanged at £752.69. The Training Fund showed a small surplus of £15.46. At the year end, the Training Fund has a reserve of £1,307.49. With extra training expenditure expected in 2019, this reserve is likely to be reduced significantly. 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**

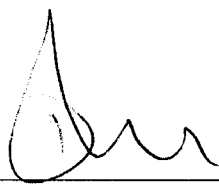
The Province has no paid employees and the Central MU arranges insurance cover on behalf of the Province and the dioceses in Scotland to cover the activities of their volunteers. The risks to the Province of undertaking its activities are kept under regular review by the trustees and officers and, in 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.



Deborah Munday, Trustee

Date 1.8.2019

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

**STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018**

<b>RECEIPTS</b>	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2018 £</b>	<b>Total 2017 £</b>
Provincial	1	1,115.67		1,115.67	4.40
Retreat - current year	2		4,020.00	4,020.00	5,737.00
Training	3		770.16	770.16	793.09
Prov. President's Expenses	4	937.50		937.50	750.00
Insurance	5	583.57		583.57	515.98
General Meeting Trip	6				-
Central MU Overseas Donations					-
General Meeting Scotland Sales Income	7	276.50		276.50	4,404.50
General Meeting Scotland Donations					3,442.60
Jewellery Sales Income	8	180.27		180.27	2,558.00
General Meeting Loans Received					1,500.00
<b>TOTAL RECEIPTS</b>		<b>3,093.51</b>	<b>4,790.16</b>	<b>7,883.67</b>	<b>19,705.57</b>
<b>PAYMENTS</b>					
Provincial	9	(165.40)		(165.40)	-
Prov. President's Expenses	10	(720.91)		(720.91)	(423.24)
Retreat	11		(3,510.00)	(3,510.00)	(5,352.06)
Training	12		(754.70)	(754.70)	(351.15)
Insurance	13	(702.26)		(702.26)	(708.09)
General Meeting Trip					-
Central MU Overseas Donations					-
General Meeting Scotland Sales Costs					(4,087.47)
General Meeting Scotland Expenses					(1,264.27)
Jewellery Sales Costs	14	(156.00)		(156.00)	(2,078.00)
General Meeting Loans Repaid					(1,500.00)
<b>TOTAL PAYMENTS</b>		<b>(1,744.57)</b>	<b>(4,264.70)</b>	<b>(6,009.27)</b>	<b>(15,764.28)</b>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<b>1,348.94</b>	<b>525.46</b>	<b>1,874.40</b>	<b>3,941.29</b>

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

**STATEMENT OF BALANCES AS AT 31<sup>ST</sup> DECEMBER 2018**

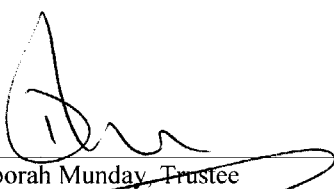
<b>FUNDS RECONCILIATION</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2018 £</b>	<b>Total 2017 £</b>
Cash at bank and on hand on 31 December 2017	8,130.88	2,818.21	10,949.09	7,007.80
Surplus / (Deficit) for year	1,348.94	525.46	1,874.40	3,941.29
<b>Cash at bank and on hand on 31 December 2018</b>	<b>9,479.82</b>	<b>3,343.67</b>	<b>12,823.49</b>	<b>10,949.09</b>

**BANK AND CASH BALANCES**

Current Account	12,816.84	10945.64
Cash on hand	6.65	3.45
<b>Total Funds</b>	<b>12,823.49</b>	<b>10,949.09</b>

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

Approved by the Trustees and signed on their behalf

  
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 Deborah Munday, Trustee

Date 1.8.2019

NOTES:- INCOME

		£
<b>1 <u>Provincial</u></b>		
Bank Interest		41.90
Closing funds from Aberdeen & Orkney Diocese MU (after deduction of Insurance premium for the Diocese)		1,073.77
<b>Total</b>		<b>1,115.67</b>
<b>2 <u>Retreat</u></b>		
Payments Received from Members for current year (net of refunds)		3,570.00
Payments Received from Members for next year		450.00
<b>Total</b>		<b>4,020.00</b>
One payment of £165 for the 2018 Retreat was received in December 2017		
<b>3 <u>Training</u></b>		
Central MU Training Grant		702.26
Provincial Meeting Levy		66.00
Provincial Meeting Donations		1.90
<b>Total</b>		<b>770.16</b>
<b>4 <u>Provincial President Expenses</u></b>		
Central MU Grant		750.00
<b>Total</b>		<b>750.00</b>
<b>5 <u>Insurance</u></b>		
Diocesan Insurance Contributions	Aberdeen & Orkney	105.82
	Edinburgh (for 2017. 2018 received after year-end)	119.70
	Glasgow & Galloway	209.07
	Moray, Ross & Caithness (received after year-end)	0.00
	St Andrews, Dunkeld & Dunblane with Brechin	148.98
<b>Total</b>		<b>583.57</b>
<b>6 <u>General Meeting Trip</u></b>		
No trip in 2018		-
<b>7 <u>General Meeting Scotland Sales Income</u></b>		
Sales of surplus items during 2018		276.50
<b>Total</b>		<b>276.50</b>
<b>8 <u>Jewellery Sales Income</u></b>		
	Internet Orders	180.27
<b>Total</b>		<b>180.27</b>



**NOTES:- EXPENDITURE**

<b>9 Provincial</b>		<b>£</b>
	MULOA Project Costs	Central MU (109.00)
	Domestic Abuse Campaign Materials	Reimbursement to Paul Hindle (56.40)
	<b>Total</b>	<b>(165.40)</b>

**10 Provincial President Expenses**

P Jean McPherson Richardson	(711.21)
Margaret Slater (deputising)	(9.70)
<b>Total</b>	<b>(720.91)</b>

Includes £445.50 paid to the Provincial President in 2018 in respect of expenses incurred in 2017.

**11 Retreat**

		<b>£</b>
Expenses & Gift for Leader	Revd. Les Ireland	(90.00)
Accommodation Cost	St Mary's Monastery, Kinnoull	(3,420.00)
Printing (gifted)	St Cyprian's, Lenzie	(0.00)
<b>Total</b>		<b>(3,510.00)</b>

**12 Training**

Provincial Council Expenses	Attendees Travel & Catering	(447.55)
	Room Hire & Catering (NCOG Perth)	(148.15)
	Room Hire (St Ninian's, Perth)	(105.00)
AFIA Training	Attendees Travel	(54.00)
<b>Total</b>		<b>(754.70)</b>

**13 Insurance**

Insurance Premiums	Central MU	(702.26)
<b>Total</b>		<b>(702.26)</b>

**14 Jewellery Sales Costs**

Payments to supplier	(156.00)
<b>Total</b>	<b>(156.00)</b>

## NOTES:- RESTRICTED 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>2017</b>			<b>2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Retreat</b>	773.49	4,020.00	(3,510.00)	1,283.49
<b>Training</b>	1,292.03	770.16	(754.70)	1,307.49
<b>General Meeting Trip</b>	752.69	-	-	752.69
<b>Central MU Overseas Fund</b>	-	-	-	-
<b>Total</b>	<b>2,818.21</b>	<b>4,790.16</b>	<b>(4,264.70)</b>	<b>3,343.67</b>

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

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 some income for the 2019 retreat being received in 2018. The 2018 Retreat generated a net surplus of £225.00 after taking into account all receipts and payments associated with it. The cost of the 2019 retreat has been reduced to avoid increasing the reserve in this fund.

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 income and expenditure in 2018 were similar to each other resulting in a small surplus of £15.46. Increased meeting and travel costs as a result of training requirements in the first year of a triennium are likely to require the use of reserves in this fund.

The Province has facilitated the attendance by members at the Mothers' Union General Meeting. There were insufficient expressions of interest in 2018 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 Province's parent charity. The entire balance in this fund was transferred to that fund in 2014. There have been no transactions since because such funds have been sent directly to the Central MU from members and dioceses. 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>	<b>Charity name</b>	The Mothers' Union, Province of Scotland							
<b>Registered charity number</b>		SC036459							
<b>On the accounts of the charity for the period</b>	<b>Period start date</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>to</b>	<b>Period end date</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>
		1	January	2018			31	December	2018
<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> ]								
	<ol style="list-style-type: none"> <li>which gives me reasonable cause to believe that in any material respect the requirements: <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> </li> </ol>								
	have not been met, or								
	<ol style="list-style-type: none"> <li>to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ol>								
<b>Signed:</b>						<b>Date:</b>	14 June 2019		
<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.