

Registered Company No: SC327308

Registered Charity No: SC039852

SCOTTISH WOMEN'S CONVENTION
(A company limited by guarantee)
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

SCOTTISH WOMEN'S CONVENTION
(A company limited by guarantee)
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

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SCOTTISH WOMEN'S CONVENTION

(A company limited by guarantee)

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Name: Scottish Women's Convention

**Registered Office and
Operational Address:** STUC Building
333 Woodlands Road
Glasgow
Scotland
G3 6NG

Charity Registration Number: SC039852

Company Registration Number: SC327308

Trustees: Agnes Tolmie (Chairperson)
Julie Hall
Patricia Donnelly
Tanveer Parnez
Elspet MacIntosh
Suzanne Conlin
Sarah Cumming
Girijamba Polubotha

Senior Management Team: Evelyn Fraser

Independent examiners: Wylie & Bisset LLP
168 Bath Street
Glasgow
G2 4TP

Bankers: The Co-operative Bank
29 Gordon Street
Glasgow
G2 4TP

SCOTTISH WOMEN'S CONVENTION

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED

31 MARCH 2015

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st March 2015. The legal and administrative information on page one forms part of this report.

Directors and Trustees

The directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees who served during the year and since the year-end were as follows:

Agnes Tolmie
Julie Hall
Patricia Donnelly
Tanveer Parnez
Elspet MacIntosh
Suzanne Conlin
Sarah Cumming
Girijamba Polubotha

The charitable company currently has no company secretary, as permitted by the Companies Act 2006.

Structure, Governance and Management

- Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 5 July 2007. The company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of being wound up members are required to contribute an amount not exceeding £1.

- Recruitment and Appointment of Trustees

Trustees are recruited by the current Board and the initial approach is made from the Chair, with full consent of Board.

Board members are recruited for skills and knowledge in management and finance and experience of the issues affecting women in Scotland. Election of Board Members takes place at Scottish Women's Convention A.G.M. The current Board has a term of office until end of the current funding term, as ratified at A.G.M. in November 2014.

**SCOTTISH WOMEN'S CONVENTION
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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED
31 MARCH 2015**

Structure, Governance and Management cont.

- Trustee Induction and Training

Training and skills assessment for Board members is ongoing through their term of office. Board members are kept updated of any changes in charitable legislation by the Development Manager.

The Board and the Development Manager take decisions re workplan, allocation of budgets and recruitment of staff.

The Development Manager reports to the Board on a regular basis, ensures that the policies of the Scottish Women's Convention are up to date and meets with best practice. The Development Manager manages the Scottish Women's Convention staff team ensuring they receive appropriate support and supervision.

- Risk Management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and Activities

The purpose of the Scottish Women's Convention is to promote the equality of women and to work towards the elimination of prejudice and discrimination against women. By communicating and consulting with women in Scotland we hope to provide the opportunity for them to influence public policy development and generally to participate in Scottish civic life.

Through the Convention's policy work, round table and celebratory events the SWC strives to have contact with women and relevant organisations. The SWC aims to provide an effective way of consulting with a diverse range of women in Scotland.

The Scottish Women's Convention has a network of over 300,000 women from relevant organisations throughout Scotland.

The Scottish Women's Convention does not have a volunteer programme or finances to support this.

Achievements and Performance

The Scottish Women's Convention engaged with and provided opportunities to participate in events to over 1500 women during 2014/15. The Scottish Women's Convention increased and raised awareness of issues affecting women to relevant policy and decision makers, including politicians, by holding a series of activities.

These included:

- A series of Referendum Conferences within the geographical areas of Glasgow, Livingston, Dundee, Aberdeen, Inverness, Orkney, Greenock
- International Women's Day – almost 400 women attended this celebration. The theme was 'What Women Want, What Women Need'.
- A Referendum Conference for Young Women
- 2 consultation events (in Glasgow) on further devolved powers for Scotland
- 50/50 Equal Representation Conference

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED

31 MARCH 2015

Achievements and Performance cont'd

The Scottish Women's Convention has delivered the previously described activities by engaging with women in a significant number of localities throughout Scotland. The Scottish Women's Convention has informed local policy and decision makers of the issues relevant to women living in the following Local Authority areas:

- Aberdeen
- Aberdeenshire
- Angus
- Argyll and Bute
- Clackmannanshire
- Comhairle nan Eilean Siar
- Dumfries and Galloway
- Dundee
- East Ayrshire
- East Dunbartonshire
- East Lothian
- East Renfrewshire
- Edinburgh
- Falkirk
- Fife
- Glasgow
- Highland
- Inverclyde
- Midlothian
- Moray
- North Ayrshire
- North Lanarkshire
- Orkney
- Perth and Kinross
- Renfrewshire
- Scottish Borders
- Shetland
- South Ayrshire
- South Lanarkshire
- Stirling
- West Dunbartonshire
- West Lothian

The SWC also works with women through our Geographical Information Groups where women in locations throughout Scotland contribute on an ad hoc basis to key policy areas.

Financial Review

The Scottish Women's Convention is solely funded for core activities by Scottish Government.

Resources received from the Scottish Government allow the Scottish Women's Convention to meet its key aims and objectives as per funding proposal.

Donations are received from Scottish Women Convention supporters to assist with costs for international speakers etc. for International Women's Day celebrations. These donations are used solely for this purpose.

The Scottish Women's Convention does not have any material holdings.

Reserves Policy

The Trustees have set a policy whereby they seek to have three to six months of running costs in reserves which is between £47,000 and £94,000. The current unrestricted general reserves at 31 March 2015, not tied up in fixed assets, were £12,858, which is short of the desired level. This is something the charity hopes to increase in the future.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED
31 MARCH 2015

Plans for Future Periods

The Scottish Women's Convention is funded by the Scottish Government until March 2016. The work plan for the financial year 2015/16 will be compiled by the Board. The Scottish Women's Convention activities include:

- International Women's Day 2016.
- Consultation events in locations throughout Scotland including Falkirk, Benbecula, Nairn, Ullapool, Arran and Hamilton.
- A Hustings event for the UK General Election.
- A Conference for Older Women focusing on key policy areas.
- A Conference of Young Women.
- Proposed hustings events for the Scottish Parliament elections in 2016.

Trustees' Responsibilities

The trustees (who are also directors of Scottish Women's Convention for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) and the provisions of the charity's constitution. 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies regime of the Companies Act 2006.

Approved by the Trustees and signed on their behalf by:



Name: Agnes Tolmie

Date: 4/12/15

SCOTTISH WOMEN'S CONVENTION
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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SCOTTISH WOMEN'S CONVENTION

I report on the accounts of the charity for the year ended 31 March 2015 which are set out on pages 7 to 15.

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) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) 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 view given by 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 8 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.

A matter has come to my attention as follows:

The Trustees are concerned over a material uncertainty regarding future funding, therefore casting doubt over the charity's ability to continue as a going concern in the future. As explained in Note 1 a) the charity has continued to trade post year as there is sufficient income to meet any liabilities that fall due. On this basis, the trustees consider it appropriate to prepare the financial statements on a going concern basis. The financial statements do not include the adjustments that would result if the charity was unable to continue as a going concern.



Jenny Simpson BSc (Hons), FCA, DChA
Wylie & Bisset LLP
Chartered Accountants
168 Bath Street
Glasgow
G2 4TP

Date: 10 December 2015

SCOTTISH WOMEN'S CONVENTION
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(including Income and Expenditure Account)

FOR THE YEAR ENDING 31 MARCH 2015

	Notes	Unrestricted £	Restricted £	2015 Total £	2014 Total £
Incoming Resources					
Incoming resources from generated funds					
Voluntary income	3	1,190	170,013	171,203	211,750
Investment income	4	65	-	65	52
Incoming resources from charitable activities	5	5,500	-	5,500	3,468
Total Incoming Resources		<u>6,755</u>	<u>170,013</u>	<u>176,768</u>	<u>215,270</u>
Resources expended					
Charitable activities	6	1,764	183,267	185,031	191,261
Governance costs	7	2,767	-	2,767	3,751
Total Resources Expended		<u>4,531</u>	<u>183,267</u>	<u>187,798</u>	<u>195,012</u>
Net incoming/(outgoing) resources before transfers		2,224	(13,254)	(11,030)	20,258
Transfers		5,064	(5,064)	-	-
Net income/(expenditure) for the year		<u>7,288</u>	<u>(18,318)</u>	<u>(11,030)</u>	<u>20,258</u>
Reconciliation of Funds					
Total funds brought forward	14,15	9,888	21,000	30,888	10,630
Total funds carried forward	14,15	<u>17,176</u>	<u>2,682</u>	<u>19,858</u>	<u>30,888</u>

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

SCOTTISH WOMEN'S CONVENTION**(A company limited by guarantee)****BALANCE SHEET AT 31 MARCH 2015**

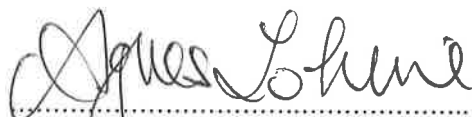
	Notes	£	2015 £	2014 £
FIXED ASSETS				
Tangible Assets	11		4,318	972
CURRENT ASSETS				
Debtors	12	23,926		11,219
Cash at bank and in hand		<u>11,220</u>		<u>32,059</u>
		35,146		43,278
Creditors: amounts falling due within one year	13	<u>(19,606)</u>		<u>(13,362)</u>
NET CURRENT ASSETS			15,540	29,916
NET ASSETS			<u>19,858</u>	<u>30,888</u>
Unrestricted Funds				
	15		17,176	9,888
Restricted Funds				
	14		2,682	21,000
TOTAL FUNDS			<u>19,858</u>	<u>30,888</u>

For the year ended 31 March 2015 the company was entitled to exemption under section 477 of the Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These Accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Trustees and signed on their behalf.


Name: Agnes Tolmie


Name: Suzanne Conlin

Date: 4/12/15

Registered Company No: SC327308

SCOTTISH WOMEN'S CONVENTION

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2015

1. Accounting Policies

a) Basis of preparation

The financial statements have been prepared under the historic cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable UK Accounting Standards and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

The Trustees are concerned over a material uncertainty regarding future funding from the Scottish Government. The charity has continued to trade post year end as there is currently sufficient income to meet any liabilities that fall due. Funding granted from the Scottish Government for future periods will be unknown until December 2015, post signing of the accounts. Without funding from the Scottish Government for future periods, the charity will be unable to realise its charitable objectives and activities and therefore be unable to trade as a going concern.

b) Fund accounting

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

c) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.

Income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

SCOTTISH WOMEN'S CONVENTION

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2015

1. Accounting Policies (continued)

d) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the external scrutiny fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource.

e) Tangible fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised, including any incidental expenses of acquisition.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Fixtures and fittings	-	25% on cost
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f) Taxation

The company is a charitable company within the meaning of Section 467 of the Corporation Tax Act 2010. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 of Part 11 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied for charitable purposes only.

2. Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

SCOTTISH WOMEN'S CONVENTION
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NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2015

3. Voluntary Income

	Unrestricted £	Restricted £	2015 Total £	2014 Total £
Scottish Government – Annual Grant	-	170,013	170,013	180,000
Donations received	1,190	-	1,190	4,750
Scottish Government – Book Grant	-	-	-	1,500
Scottish Government – Referendum Grant	-	-	-	25,500
	<u>1,190</u>	<u>170,013</u>	<u>171,203</u>	<u>211,750</u>

4. Investment Income

	Unrestricted £	Restricted £	2015 Total £	2014 Total £
Interest received	<u>65</u>	<u>-</u>	<u>65</u>	<u>52</u>

5. Incoming resources from Charitable Activities

	Unrestricted £	Restricted £	2015 Total £	2014 Total £
Gender Equality	<u>5,500</u>	<u>-</u>	<u>5,500</u>	<u>3,468</u>

6. Resources Expended- Charitable Activities

	Direct Costs £	Support Costs £	2015 Total £	2014 Total £
Gender Equality	<u>185,031</u>	<u>-</u>	<u>185,031</u>	<u>191,261</u>

7. Resources Expended – Governance Costs

	Direct Costs £	Support Costs £	2015 Total £	2014 Total £
Annual return fee	13	-	13	13
AGM costs	1,506	-	1,506	2,822
Independent examiners' fee	1,248	-	1,248	916
	<u>2,767</u>	<u>-</u>	<u>2,767</u>	<u>3,751</u>

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2015

8. Net Outgoing Resources for the Year

This is stated after charging:

	2015 £	2014 £
Depreciation	1,718	452
Independent Examiners Remuneration	1,230	1,194
Under/(over) accrual in prior year	18	(278)
	<u>18</u>	<u>(278)</u>

9. Staff Costs and Numbers

Staff costs were as follows:

	2015 £	2014 £
Salaries and wages	83,029	96,521
Social Security Costs	5,092	7,944
Other pensions	2,365	3,580
Total	<u>90,486</u>	<u>108,045</u>

No employee received emoluments of more than £60,000 (2014: None).

The average number of employees during the year, calculated on the basis of fulltime equivalents, was as follows:

	2015 Number	2014 Number
Administration paid staff	4	5
Total	<u>4</u>	<u>5</u>

10. Trustees' Remuneration and Related Party Transactions

During the year £4,169 (2014: £3,484) of expenses were reimbursed to 8 (2014: 5) Trustees in respect of travel and meeting expenses. No Trustees received any remuneration during the year (2014: Nil).

No Trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2014 – Nil).

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2015

11. Tangible Fixed Assets

	Fixtures, fittings and equipment £	Total £
Cost or valuation		
At 1 st April 2014	15,810	15,810
Additions	5,064	5,064
At 31 March 2015	<u>20,874</u>	<u>20,874</u>
Depreciation		
At 1 st April 2014	14,838	14,838
Charge for the year	1,718	1,718
At 31 st March 2015	<u>16,556</u>	<u>16,556</u>
Net book values		
At 31 st March 2015	<u>4,318</u>	<u>4,318</u>
At 31 st March 2014	<u>972</u>	<u>972</u>
	£	£
Direct charitable purposes	<u>4,318</u>	<u>4,318</u>

12. Debtors

	2015 £	2014 £
Prepayments	2,965	245
Other debtors	20,961	10,974
	<u>23,926</u>	<u>11,219</u>

SCOTTISH WOMEN'S CONVENTION
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NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2015

13. Creditors: Amounts falling due within one year

	2015	2014
	£	£
Creditors	8,070	11,857
Accruals	1,549	1,505
Deferred income	9,987	-
	<u>19,606</u>	<u>13,362</u>

Deferred Income comprises;

	£	£
Balance at 1 April 2013	-	45,000
Amount released to income	-	(45,000)
Amount deferred in year	9,987	-
	<u>9,987</u>	<u>-</u>

14. Restricted Funds

	Movement in funds				Balance at 31/03/2015
	Balance at 01/04/2014	Incoming resources	Expenditure (gains)/losses	Transfers	
	£	£	£	£	£
The Scottish Government – Annual Grant	-	170,013	167,331	-	2,682
The Scottish Government – Referendum Grant	21,000	-	15,936	(5,064)	-
	<u>21,000</u>	<u>170,013</u>	<u>183,267</u>	<u>(5,064)</u>	<u>2,682</u>

Purpose of restricted funds:

Scottish Government Annual Grant – this income is for use on the charity's 3 year business plan. At the year end the balance carried forward consists of £2,682 of payments made during 2014/15 for events taking place during 2015/16, therefore for accounting purposes these payments have been treated as prepaid and will be recognised as expenditure during 2015/16.

Scottish Government Referendum Grant – this income was to be used towards referendum events the charity put on throughout 2014 and an IT upgrade – this grant was fully spent at the year end.

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2015

15. Unrestricted Funds

	Movement in funds				Balance at 31/03/2015 £
	Balance at 01/04/2014 £	Incoming resources £	Expenditure (gains)/losses £	Transfers £	
General charitable funds	8,916	6,755	2,813	-	12,858
Designated fund:					
Fixed Assets	972	-	1,718	5,064	4,318
	<u>9,888</u>	<u>6,755</u>	<u>4,531</u>	<u>5,064</u>	<u>17,176</u>

The designated fixed asset fund represents the value of the charity's funds which are tied up in assets.

Transfers relate to fixed asset additions during the year, purchased using restricted grant income.

16. Analysis of Net Assets between Funds

	Tangible fixed assets £	Net Current Assets £	Total £
Restricted funds	-	2,682	2,682
Unrestricted funds	4,318	12,858	17,176
Total funds	<u>4,318</u>	<u>15,540</u>	<u>19,858</u>

17. Control

The charity is controlled by its Directors, the Trustees.

18. Lease Commitments

At 31 March 2015 the charity had annual commitments of £6,754 (2014: £6,754) under non-cancellable operating leases, in respect of property. The lease expires on 31 March 2016.