

CHARITY NO: SC039852

COMPANY NO: SC327308

SCOTTISH WOMEN'S CONVENTION
(A company limited by guarantee)
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

SCOTTISH WOMEN'S CONVENTION

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

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SCOTTISH WOMEN'S CONVENTION

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

REFERENCE AND ADMINISTRATIVE INFORMATION

Trustees	Agnes Tolmie (Chairperson) Patricia Donnelly Tanveer Parnez Elspet Angus Suzanne Conlin Sarah Cumming Girijamba Polubotha
Senior Management	Evelyn Fraser
Principal Office	STUC Building 333 Woodlands Road Glasgow Scotland G3 6NG
Charity Number:	SC039852
Company Number:	SC327308
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

Report of the Trustees for the year ended 31 March 2017

The Trustees present their annual report and financial statements of the charity for the year ended 31 March 2017.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

The legal and administrative information on page one forms part of this report.

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 December 2016.

- **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.

SCOTTISH WOMEN'S CONVENTION

Report of the Trustees for the year ended 31 March 2017

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 roadshow, round table, conference 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 2016/17. 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 Roadshows within the geographical areas of Dingwall, Ballater, Stornoway and Inverclyde.
- Roundtable events were also held in 4 locations throughout Glasgow and in Bellshill.
- International Women's Day – almost 400 women attended this celebration. The theme was 'Empowering Women'.
- 2 Hustings events for the Scottish Parliament elections
- EU Referendum Conference
- 'Women for Sale?' Conference
- Social Security Consultation event
- Brexit Conference

SCOTTISH WOMEN'S CONVENTION

Report of the Trustees for the year ended 31 March 2017

Plans for Future Periods

The Scottish Women's Convention is funded by the Scottish Government until June 2020. The work plan for the financial year 2017/18 will be compiled by the Board. The Scottish Women's Convention activities include:

- International Women's Day 2018.
- Roadshow activities in locations throughout Scotland including Bathgate, a rural location and a Scottish island.
- Young Women's Conference
- Conferences which relate to current issues for women.

Trustees' responsibilities in relation to the financial statements

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

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the 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 judgements 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

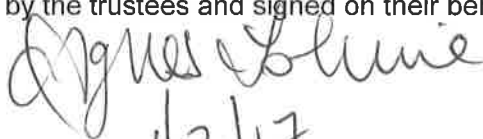
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the Statement of Recommended Practice: applicable to charities preparing their accounts in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102 (effective 1 January 2015)) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the trustees and signed on their behalf by:

Name:



NAME: AGNES TOLMIE

Date:

1/12/17

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF SCOTTISH WOMEN'S CONVENTION FOR THE YEAR ENDED 31 MARCH 2017

I report on the accounts of the charity for the year ended 31 March 2017, which are set out on pages 7 to 16.

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 respects 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 Regulationshave 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.



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

Date: 12 December 2017

SCOTTISH WOMEN'S CONVENTION
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2017
(Including an Income and Expenditure account)

	Note	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £
Income and endowments from:							
Donations and legacies	4	4,250	180,000	184,250	1,663	179,987	181,650
Charitable activities	5	-	3,000	3,000	225	3,000	3,225
Investments	6	3	-	3	18	-	18
Total Income		4,253	183,000	187,253	1,906	182,987	184,893
Expenditure on:							
Charitable activities	8	21,331	183,000	204,331	3,643	185,669	189,312
Total Expenditure		21,331	183,000	204,331	3,643	185,669	189,312
Net expenditure for the year		(17,078)	-	(17,078)	(1,737)	(2,682)	(4,419)
Transfers between funds		-	-	-	-	-	-
Net movement in funds		(17,078)	-	(17,078)	(1,737)	(2,682)	(4,419)
Funds reconciliation							
Total Funds brought forward as previously stated		14,148	-	14,148	17,176	2,682	19,858
Prior year adjustment		-	-	-	(1,291)	-	(1,291)
Total funds brought forward as restated	15	-	-	-	15,885	2,682	18,567
Total Funds carried forward	15	(2,930)	-	(2,930)	14,148	-	14,148

The Statement of Financial Activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

SCOTTISH WOMEN'S CONVENTION

BALANCE SHEET AS AT 31 MARCH 2017

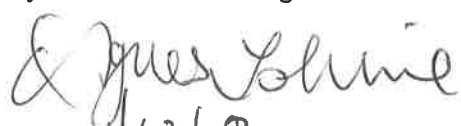
	Note	2017	2016
		£	£
Fixed assets:			
Tangible assets	12	<u>1,158</u>	<u>2,738</u>
		1,158	2,738
Current assets:			
Debtors	13	7,358	21,271
Cash at bank and in hand		<u>1,060</u>	<u>3,613</u>
Total Current assets		<u>8,418</u>	<u>24,884</u>
Liabilities:			
Creditors falling due within one year	14	<u>12,506</u>	13,474
Net Current (liabilities)/assets		(4,088)	11,410
Net (liabilities)/assets		<u>(2,930)</u>	<u>14,148</u>
The funds of the charity:			
Unrestricted funds	15	(2,930)	14,148
Restricted funds	15	-	-
Total charity funds		<u>(2,930)</u>	<u>14,148</u>

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to the member of the company.

For the year ended 31 March 2017 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.

Approved by the trustees and signed on their behalf by:

Name: 
Date: 11/12/17

Name: 

COMPANY NO: SC327308

NAME: AGNES TOLMIE

01/12/17
NAME: SUZANNE CONLIN

SCOTTISH WOMEN'S CONVENTION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

1. Accounting Policies

(a) Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity constitutes a public benefit entity as defined by FRS 102.

At the year end the charity had net current liabilities of £(4,088) and net liabilities of £(2,930) which may cast doubt on the charity's ability to remain a going concern. Subsequent to the year end the charity has received confirmation of 3 years funding from Scottish Government of £180,000 per year. The charity has prepared budgets and cash flows which show that they are able to pay all liabilities as they fall due. The financial statements have therefore been prepared on going concern basis.

(b) Funds structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created funds for specific purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed, or through the terms of an appeal.

Further details of each fund are disclosed in note 15.

(c) Income recognition

Income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations, are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Income from government and other grants, whether 'capital' or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

SCOTTISH WOMEN'S CONVENTION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

1. Accounting Policies

(c) Income recognition contd.

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

(d) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

- Expenditure on charitable activities includes expenditure on activities undertaken to further the purposes of the charity and their associated support costs;

Irrecoverable VAT is charged as a cost against the activity for which the expenditure is incurred.

(e) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised. Refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

(f) Allocation of governance costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and costs associated with running board meetings.

Governance costs have been apportioned directly to the cost of charitable activities.

(g) Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised and valued at historical cost. Depreciation is charged as follows:

Fixtures, Fittings and Equipment	Basis 25% Straight Line
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(h) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

SCOTTISH WOMEN'S CONVENTION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

1. Accounting Policies continued

(i) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

(j) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(k) Pensions

The charity makes contributions to employee's personal pension plans. Employers contributions up to 7% are made which must be matched by employees. The Trust has no liability beyond making its contributions and paying across the deductions for the employee's contributions.

(l) Taxation

The company is a charity within the meaning of Section 467 of the Corporation Tax Act 2010. Accordingly, the charity 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.

(m) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2. Legal status of the charity

The charity is a registered Scottish charity.

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.

3. Related party transactions and trustees' expenses and remuneration

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2016: £nil).

Travel and subsistence costs of £2,858 (2016: £3,797) were paid to 7 trustees (2016: 8) in the year. £2,236 was paid on behalf the 7 trustees (2016: £3,335) in respect of travel and subsistence. No expenses were waived by trustees (2016: nil).

During the year no trustee had any personal interest in any contract or transaction entered into by the charity (2016: none).

SCOTTISH WOMEN'S CONVENTION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

4. Income from donations and legacies

	2017	2016
	£	£
Scottish Executive	180,000	179,987
Donations	4,250	1,663
	<u>184,250</u>	<u>181,650</u>

5. Income from charitable activities

	2017	2016
	£	£
Gender equality	3,000	3,225
	<u>3,000</u>	<u>3,225</u>

6. Investment income

	2017	2016
	£	£
Interest on cash deposits	3	18
	<u>3</u>	<u>18</u>

7. Allocation of governance costs

Governance costs:	2017	2016
	£	£
Independent Examiners' remuneration	948	1,896
Companies House	13	13
Costs of meetings	3,576	2,984
	<u>4,537</u>	<u>4,893</u>

Governance costs are allocated fully to costs of charitable activities

SCOTTISH WOMEN'S CONVENTION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

8. Analysis of expenditure on charitable activities

	2017	2016
	£	£
Networking	507	367
Staff costs	97,448	88,124
IT	5,870	6,723
Stationery	7,091	6,549
Rent & Rates	14,913	14,797
Insurance expenses	1,147	917
Trustee expenses	2,236	4,564
Other events/stalls	7,761	6,632
Promotion costs	3,299	7,506
IWD	12,631	13,616
Roadshow	6,825	7,370
Printing	5,721	5,369
International	14,011	5,134
Conference costs	16,794	10,764
Young women	-	3,638
Volunteering costs	1,725	770
Depreciation	1,580	1,580
Training	235	-
Governance costs (note 7)	4,537	4,893
	<u>204,331</u>	<u>189,312</u>

9. Analysis of staff costs and remuneration of key management personnel

	2017	2016
	£	£
Salaries and wages	87,881	80,966
Social security costs	4,277	6,882
Pension costs	1,904	1,946
Total staff costs	<u>94,062</u>	<u>89,794</u>
Key Management Personnel	<u>31,738</u>	<u>32,463</u>

The charity made £1,904 (2016: £1,946) to employee's personal pension plans.

No employees had employee benefits in excess of £60,000 (2016: Nil).

	2017	2016
	No.	No.
The average weekly number of persons, by headcount, employed by the charity during the year was:	<u>5</u>	<u>4</u>

SCOTTISH WOMEN'S CONVENTION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

14. Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	9,004	10,289
Other creditors and accruals	3,502	3,185
	<u>12,506</u>	<u>13,474</u>

15. Analysis of charitable funds

Analysis of Fund movements	Restated 2015 Balance b/fwd £	Income £	Expenditure £	Transfers £	2016 Fund c/fwd £
Unrestricted funds					
Fixed assets	4,318	-	1,580	-	2,738
Total designated funds					
General funds	11,567	1,906	2,063	-	11,410
Total unrestricted funds	<u>15,885</u>	<u>1,906</u>	<u>3,643</u>	<u>-</u>	<u>14,148</u>
Restricted fund					
Scottish Government Employability and Social Security Conference	2,682	179,987	182,669	-	-
	-	3,000	3,000	-	-
Total restricted funds	<u>2,682</u>	<u>182,987</u>	<u>185,669</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS	<u>18,567</u>	<u>184,893</u>	<u>189,312</u>	<u>-</u>	<u>14,148</u>

Analysis of Fund movements	2016 Balance b/fwd £	Income £	Expenditure £	Transfers £	2017 Fund c/fwd £
Unrestricted funds					
Fixed assets	2,738	-	1,580	-	1,158
Total designated funds					
General funds	11,410	4,253	19,751	-	(4,088)
Total unrestricted funds	<u>14,148</u>	<u>4,253</u>	<u>21,331</u>	<u>-</u>	<u>(2,930)</u>
Restricted fund					
Scottish Government Employability and Social Security Conference	-	180,000	180,000	-	-
	-	3,000	3,000	-	-
Total restricted funds	<u>-</u>	<u>183,000</u>	<u>183,000</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS	<u>14,148</u>	<u>187,253</u>	<u>204,331</u>	<u>-</u>	<u>(2,930)</u>

a) The unrestricted funds are available to be spent for any of the purposes of the charity.

The Trustees have created the following designated funds:

Fixed assets fund reflects funds tied up on the net book value of the fixed assets.

SCOTTISH WOMEN'S CONVENTION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

15. Analysis of charitable funds contd.

b) Restricted funds comprise:

The Scottish Government Annual Grant for use on the charity's 3 year business plan.

Scottish Government Grant for the Employability and Social Security Conference of £3,000.

16. Net assets over funds

2016	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2016 £
Fixed assets		2,738	-	2,738
Debtors	21,271	-	-	21,271
Bank & Cash	3,613	-	-	3,613
Creditors due < 1 year	(13,474)	-	-	(13,474)
	<u>11,410</u>	<u>2,738</u>	<u>-</u>	<u>14,148</u>

2017	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2017 £
Fixed assets	-	1,158	-	1,158
Investments	-	-	-	-
Debtors	7,358	-	-	7,358
Bank & Cash	1,060	-	-	1,060
Creditors due < 1 year	(12,506)	-	-	(12,506)
	<u>(4,088)</u>	<u>1,158</u>	<u>-</u>	<u>(2,930)</u>

17. Lease Commitments

At 31 March 2017 the charity had commitments of £2,251 (2016: £6,754) in respect of property lease which expires on 31 July 2017.