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REGISTERED COMPANY NUMBER: SC205665 (Scotland)  
REGISTERED CHARITY NUMBER: SC029979

**REPORT OF THE BOARD MEMBERS AND  
AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 MARCH 2012  
FOR  
THE MOIRA ANDERSON FOUNDATION**

TUESDAY



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**for the year ended 31 March 2012**

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## THE MOIRA ANDERSON FOUNDATION

### REPORT OF CHAIR

for the year ended 31 March 2012

The Moira Anderson Foundation, which it is my privilege to chair, is a charity that takes action on childhood sexual abuse, our name personalising this, in memory of little Moira Anderson, a victim of such abuse, who disappeared in 1957 and whose story was the subject of the book written by Sandra Brown OBE who founded our charity.

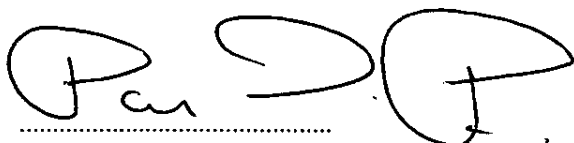
Childhood sexual abuse is one of worst forms of childhood abuse because although it is now known to be endemic it is hugely unreported - as the Jimmy Savile story has so graphically illustrated. And it causes not only extreme unhappiness and stress for so many children but can do great long term psychological damage to those who suffer it, and adversely affects their adult lives.

Our charity believes that intervention to identify it and prevent it is crucial. We do this by raising public awareness of CSA in many different ways - through our website; in the various events and functions that we organise; and through the books and plays which have been written by a number of those associated with us. Both Sandra Brown's "One Of Our Ain" and Matthew McVarish's "To Kill A Kelpie" (which has also been filmed) are powerful and striking works of art which express the heartbreak of childhood sexual abuse. We also devise training for those who work with children to detect the signs of CSA so that intervention can be effected.

Finally we offer help and support from our national centre in Airdrie to victims of CSA and their families, of all ages, extending to play therapy, counselling and other forms of psychotherapy. These should be available under the NHS but resources are so limited, we have to fill the gap. Our work is successful and most of those that we help prefer to see themselves as survivors, not victims.

Mention should be made of the international dimension of CSA. This is a worldwide problem and the Foundation has established a partnering arrangement with a US charity called Stop the Silence, located in Maryland and led by the charismatic Dr Pamela Pine. We have learned a lot by sharing our experiences.

All of this immensely useful and valuable work would not be possible without the co-ordinated efforts of our first rate, totally committed Board Members, Board Advisors and Board Committee Members; our staff at Mavisbank Street, led so ably by Gillian Urquhart; our counsellors; our cadre of volunteers; our clients themselves, many of whom give so much back to the charity; our Patrons and the Friends of MAF; our supporters in public life including Pamela Nash MP; Alex Neil MSP and Her Majesty's Advocate Frank Mulholland QC; and last and not least our funders both within the public sector and grant giving charities which provide our core funding but which is enhanced by the many events and projects promoted and organised not only by the board but spontaneously by our many friends and supporters in the community - there is no question that these funds are our lifeblood. I would like to express my warmest thanks to all of those who support us in all of these different ways. Raising funds is plainly vital to sustain the valuable work that we do and I can report that it is something that has the ongoing and urgent attention of the Board: we encourage members of the public and business who care, as we do, about reducing CSA to become Friends and to join us in raising funds for this great cause.



Paul D Pia

Chair, 19 November 2012

## THE MOIRA ANDERSON FOUNDATION

### FOUNDER'S REPORT BY SANDRA BROWN OBE for the year ended 31 March 2012

Time flashes by when you're busy, they say, and certainly there has been a huge amount of work- along with some fun!-happening over the period we reflect on here.

Personal highlights include events at SCVO's Charity Awards and North Lanarkshire's VOSCARS which brought successes, as well as attending March's magnificent MAF Ball immediately on my return from a special anniversary trip with my husband Down Under. A terrific night, hosted beautifully by Colin Scougall- with so many friends of the Foundation present- really was icing on the cake.

I have thoroughly enjoyed the formation of many Partnerships during Paul Pia's tenure as Chair, and pay tribute to him for his exceptional vision. I am sure they will prove fruitful for the charity's future. One with Dundee City Council, and the local Rotary Club, Abertay, stands out. Thanks to their joint sponsorship, all S3 school pupils in the area have benefited from our visits to spread the word about "Stay Safe". Colin and myself were warmly welcomed as we delivered over a dozen performances of my play. We have made many friendships and realised that the messages from "One of Our Ain" have made a real impact on pupils, and helped preserve the safety of future generations.

We are gathering more and more information for our website, and it is grand that key resources from our "Stay Safe" pack are provided there free for teachers to download for use with their pupils. The website, social networking and our newsletters have really improved our communications.

Finally, it's excellent to see client services flourishing under Gillian Urquhart's management at MAF, she ensures that her team make clients the focus of everything we do. It is a real compliment to the staff that once clients cross the doorstep, many are happy to form relationships that span months or even years, thanks to the trust that emerges. Gillian's calm philosophy and her team's caring approach is reflected in the comfortable and safe surroundings for clients. Thanks to our relocation in 2010, and Gillian's own skills and experience, she has taken the charity from 'very good' to 'outstanding' in our field. I hear clients often comment that they feel part of something very special when they visit. That means a great deal to me, and highlights that we have a dedicated team with first class leadership who take great pride in what they do. And- as they are always thinking about what else they can do for clients and their families- they do it brilliantly!

I am so glad that our Board Members have viewed it as a major priority to ensure all staff are trained and have access to good external staff development, and equally, that they are kept motivated so that they too can have a real sense of fulfilment in their career. A fantastic Manager, and team, high client referrals, and a friendly, professional workplace...the charity continues to grow very much in the right direction. I'm sure Moira herself would be so proud of the work done in her name.

*Sandra Brown OBE*  
Sandra Brown OBE  
Founder, 19 November 2012

# THE MOIRA ANDERSON FOUNDATION

## REPORT OF THE BOARD MEMBERS for the year ended 31 March 2012

The Board Members who are also trustees and directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2012. The Board Members have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

## REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Company number**  
SC205665 (Scotland)

**Registered Charity number**  
SC029979

**Registered office**  
50 Lothian Road  
Festival Square  
Edinburgh  
EH3 9WJ

**Principal address**  
3 Mavisbank Street  
Airdrie  
ML6 0JA

### Board Members

S Brown	
F Leggat	
S Pollock	
K Gilchrist	- resigned 19.9.11
W McCloy	
J McGill	
C Scougall	- appointed 17.4.12
M B Mega	
M Wallace	
P Pia	
J Pettigrew	

**Company Secretary**  
Burness LLP

**Auditors**  
HW Edinburgh  
Chartered Accountants and  
Statutory Auditors  
Q Court, 3 Quality Street  
Edinburgh  
EH4 5BP

**Bankers**  
Airdrie Savings Bank  
Savings Bank Buildings  
56 Stirling Street  
Airdrie  
Lanarkshire  
ML6 0AW

**Solicitors**  
Burness LLP  
50 Lothian Road  
Festival Square  
EDINBURGH  
EH3 9WJ

## THE MOIRA ANDERSON FOUNDATION

### REPORT OF THE BOARD MEMBERS

for the year ended 31 March 2012

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The charity is controlled by its governing document, a memorandum and articles of association, and constitutes a limited company, limited by guarantee, as defined by the Companies Acts.

#### Recruitment and appointment of new directors

During the operational year April 2011 to March 2012, the Board saw one resignation from long term Trustee Rev Kay Gilchrist due to work commitments, and the unanimous re-appointment of Colin Scougall effective from April 2012. Also, Marcello Mega opted to become an adviser to the Board, helping with specific media-related projects.

#### Induction and training of new Board Members

Board members continue to receive the benefit of the continuing special advisers on legal matters and on HR and Health & Safety Issues. Paul Pia our Chair joined us as a trustee in November 2010 having previously been an external advisor on legal matters, and so we have enjoyed the benefit of his expertise on charity law and governance. A Board development day was held in January 2011, and a follow up session has been planned for October 2012.

#### Organisational structure 2011-2012

Chairs since launch of Charity:

Adam Ardrey 2000-2002  
Fiona Leggat 2002-2004  
Catherine Thomson 2004 - 2008  
Janet McGill 2008 - 2010  
Paul Pia from 2010

Honorary Patron - Janet Anderson Hart

Patrons - Liz Lochhead, Sara Trevelyan and Lord Jamie Erskine. Diana Lamplugh OBE sadly passed away in 2011. New Patron Mrs Lee Conetta, who is a very respected Scots- Italian being the owner of di Maggio's chain, and other businesses, joined MAF as a Patron in autumn 2011 and held a special lunch for business women in her home to mark the occasion, raising the sum of £1,300.

Honorary Founder - Sandra Brown OBE

Company Members - Sandra Brown OBE, Sheena Pollock and Colin Scougall.

Present Board Members - Sandra Brown OBE, Fiona Leggat, Bill McCloy, Janet McGill, Sheena Pollock, Jack Pettigrew, Paul Pia, Colin Scougall and Margaret Wallace. Staff Representative: Gillian Urquhart.

Board Advisers - Morag Thomson, Marcello Mega and Matthew McVarish

#### Wider network

- Member of SCVO
- Member of Voluntary Action North Lanarkshire (VANL)
- Member of COSCA Counselling and Psychotherapy in Scotland
- Member of the British Association for the Study and Prevention of Child Abuse and Neglect
- Member of the X Party Parliamentary Working Group on Survivors of Child Sexual Abuse
- Member of the Child Protection Independent Providers Forum which covers North and South Lanarkshire
- We are affiliated to the Suzy Lamplugh Trust
- Founder member of Justice for Children (a coalition of Children's Charities to campaign for legal change)
- Member of the In Care Survivors Scotland Monitoring Group
- Member of the National Reference Group for devising strategic work for Survivor Scotland ended 2011
- We work in Partnership with Open Secret (Falkirk) developing collaborative interventions re CSA
- We work in Partnership with Stop the Silence, a US-based organisation with similar aims to tackle CSA
- We are also working in Partnership with Dundee City Council over the period of this report
- We have Partnerships with Brannock High School, Motherwell, and Coatbridge F.E. College
- We work with Witness Service and also with VIA (Victim Information and Advice) to provide support to clients going through the judicial process, and also liaise with the Criminal Injuries Compensation Authority.

## THE MOIRA ANDERSON FOUNDATION

### REPORT OF THE BOARD MEMBERS

for the year ended 31 March 2012

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Related parties

We have informal links with:

- Lone Parent Project, South Lanarkshire and Burnbank Family Centre, Hamilton
- Children 1st incorporating ChildLine and Parentline
- Kingdom Abuse Survivors Project, Fife
- Eighteen and Under, Dundee
- Rape & Abuse Line, Dingwall
- Safe Space, Dunfermline
- Women's Rape & Sexual Abuse Centre, Dundee
- Women's Rape & Sexual Abuse Centre, Perth & Kinross
- Breaking the Silence, Kilmarnock, Ayrshire
- PETAL (People Experiencing Trauma and Loss), Families after Murder, SAVI
- Scottish Women's Aid nationally and locally, Monklands Women's Aid
- Lanarkshire Rape Crisis
- Victim Support, Scotland and also several agencies dealing with offenders, eg. Apex Scotland, Stop it Now

#### Risk management

The Board appointed Ellis Whittam providers of employment law, HR and Health & Safety Services, to minimise the Regulatory Risk of non-compliance with these important areas. Their role is to provide unlimited assistance by telephone, email and video conferencing in respect of all staffing aspects of the Foundation to the Board Members - to draft employment law related documents, letters and contract agreements as necessary. It is the consensus of the Board that this appointment (maintained in the operational year) and also the reviewing of all employee related handbooks, policies and procedures (with help in re-drafting those requiring upgrading) minimises possibility of future risk. Legal expenses insurance has also been put in place with the firm to protect the charity should any future Employment Tribunal claim be made against it. This would ensure the provision of a dedicated legal adviser or advocate, with any claims professionally and robustly defended on behalf of MAF. The insurance also provides cover for any compensation awarded to an individual against the charity amounting to £100,000 per claim with an annual cap of £1 million.

The initial service period is for 3 years and is intended for organisations with an annual payroll of under £100K. Agreement is up for renewal in 2013. The Board Members believe that members have consistent and up to date advice on correct personnel and related legal issues and significant cover for legal claims. Whilst health and safety prosecutions cover is for defence legal costs only, it is currently suitable for the size of the charity, the business and circumstances.

Given the increasingly difficult financial world for the whole Voluntary Sector, the Board has increased its focus on funding applications and fundraising to ensure sufficient revenue is available to meet future operational needs while retaining appropriate levels of unrestricted reserves as detailed elsewhere.

## THE MOIRA ANDERSON FOUNDATION

### REPORT OF THE BOARD MEMBERS

for the year ended 31 March 2012

### OBJECTIVES AND ACTIVITIES

#### Objectives and aims

The Moira Anderson Foundation was established in 2000 and has now supported some 1350 individual and family cases since inception.

In the operational year to 31 March 2012, we have seen an increase in referrals of 5%. Calls to the centre continue to be high, with many enquiries about information on services available from potential referrers, eg, GPs, health visitors, head teachers and clients themselves. All age groups are represented, and both genders. Of 174 new referrals, 133 were females and 41 were males, with those under 18 years of age numbering 48. **The most noticeable rise is the increase in young men and male children coming forward (a 175% jump).**

From April 1st 2012- due to Comic Relief funding criteria to provide counselling for those under 25, among other things- we intend to log client statistics under this age cut-off. rather than age 18 as we have done to date.

#### Core Objectives and Aims

- We will continue to provide information, and assist children and adults affected by sexual abuse. This may often be support through a court case, and counselling, and may include group support under the guidance of a qualified counsellor and trained volunteers.
- We will continue to provide various types of therapy including play therapy and through other therapeutic services provided by accredited professional sessional workers, normally registered with COSCA or other recognised bodies. We will also continue to assist with supporting Criminal Injuries applications as required.
- We will support those survivors abused in care settings such as residential homes, and provide advocacy, help with access to records, and other documentation through either doing what we can or signposting them to the service called INCSSS. We will assist those taking cases to the confidential forum set up by the Government.
- We will continue to lobby for the rights of children who have to go to court to give evidence, and campaign for the introduction of trained intermediaries. Our aim is to remove the requirement for children, young people or other very vulnerable adults to be present at criminal trials at all.
- We will continue to deliver a number of training initiatives as well as training for our own volunteers.
- We will continue to deliver our campaign called "Safe Hands" a comprehensive programme which provides a foundation for personal safety and child protection, and is aimed at seeing our communities made safer places.
- We will push for additional funding for a major project incorporating "Safe Hands" strategies, to go into local secondary and primary schools, and utilising the successful play about Moira Anderson "One of Our Ain".
- We will continue with awareness raising of the prevalence of Childhood Sexual Abuse (CSA) and we will provide this at a national level as well as within local areas, through the training described, through media campaigns and through presentations to a wide variety of groups, e.g., churches, Children's Panel, health visitors, politicians.
- We will continue as members of the Parliamentary X-Party Group for Survivors of CSA and contribute to responses it provides on various issues, eg, the recommendations of the Carloway Report on corroboration.
- We will keep on target to the best of our ability with the 5 key objectives detailed in the charity's 3 year development plan for 2008-2012, and have devised similar objectives for April 2012 - March 2015 (see below).

The work of the Charity is split into the following focus areas:

1. **Core Provision** - Client Support - this is about growing our current services and widening client menu options
2. **Enabling Services** - this is about growing our current group of therapists & volunteers
3. **Training & Education** - this is about expanding training & awareness raising programmes
4. **Legislative/Networking/Research** - this is about keeping abreast of these areas and the opportunities to be gained by working in partnership with other agencies
5. **Growth and Sustainability of the Charity** - this is about improving operations, to ensure survival - through its key people, its Governance, its staff and sessional workers, its volunteers, and appropriate development of plans, policies and procedures complying with requirements of the Office of the Scottish Charities Regulator.



## THE MOIRA ANDERSON FOUNDATION

### REPORT OF THE BOARD MEMBERS for the year ended 31 March 2012

#### OBJECTIVES AND ACTIVITIES Objectives and aims

Specific Goals for 2011-2012 (as part of our three year development plan)

*Listed are the key performance areas and objectives for 2011-2012 (re-visited at a Board Development Day held in January 2011). Implementing consultancy advice and expertise, MAF's targets were to:*

- i) Support more individuals affected by CSA by increasing our activities, upgrade accommodation, boost volunteer numbers, client numbers, hours and access to a safe, friendly environment
- ii) Build public awareness by revisiting Training initiatives, identify funding to take Programmes into a new phase with Partner/s and liaise more with other agencies who refer, or schools, to increase our impact through further early intervention project work
- iii) Design further training materials as resources that have potential to create possible income revenue and begin to develop marketing strategies
- iv) Build recognition of the charity at international, and national level and locally, developing supporter bases particularly in the communities of Lanarkshire where based, through social networks, politicians, interagency work, and by other means such as Friends of the Foundation.

#### How well were targets met?

**i) Fully Achieved.** The premises at Mavisbank have proved ideal and have attracted clients steadily. During the operational year the centre has regularly had extended opening more than one evening a week, and recruitment and training of a new group of volunteers was successfully run over the period. We have developed good relationships with our landlords, and are currently 24 months into a 3 year lease. Staff liaised regularly with Healthy Working Lives, and there are incentives for staff to enjoy healthy lunches and take exercise and regular breaks, with nomination for a Bronze Award. Trustee Jack Pettigrew has maintained a very high level IT provision over 2011- 12. Security has been improved and an additional buzzer installed.

Some upgrading of accommodation to meet an identified demand for complementary therapies is planned for autumn/winter 2012 dependent on funding replacing the short term grant of £8K which was provided during the operational year by the Longterm Conditions Alliance. This would provide a dedicated therapy area upstairs.

Our activities have decidedly increased. The charity has provided a regular evening session for older children to cater for them so we have more flexible hours. Improved access for clients is promoted via our website, and Facebook/Twitter communications on our website are now being better monitored and streamlined by staff.

**ii) Partly Achieved.** A real success story over 2010-11 was the "Stay Safe" Drama Project, a campaign taken into secondary schools to raise awareness of the dangers posed by sexual offenders, and utilising the Founder's play about the Moira Anderson case "One of Our Ain", with follow on workshops for pupils to discuss the issues raised in the piece. Happily, the early intervention messages of our campaign have recently gone into secondary schools in the City of Dundee thanks to a partnership put in place with the Council and sponsorship by the local Abertay Rotary. The relationship was launched after a successful showcase of the play at the High School of Dundee in Sep 2011. Sandra Brown then delivered a presentation to Rotarians in January 2012 and a very well evaluated 2 day course of our "Safe Hands" training to school Guidance representatives in March 2012. The Second Phase of "Stay Safe" will roll out to all secondary schools in the City between April-Dec.

We are keen however to see wider recognition of the benefits of our programme within Lanarkshire, with 3 schools inviting the charity to deliver well-received performances, and we intend pushing for further talks with the Education Department so that funding for it is identified and a cohesive rota of schools done during session 2013-2014. Networking with other agencies happened to a limited extent due to staff coverage, but it is hoped that a new post funded by Comic Relief, starting from April 2012- March 2012 will go some way to boost networking.

**iii) Partly Achieved.** The funding from the Strathclyde Police Community Safety Partnership to help produce our Resources Pack (end of 2010) was hugely instrumental to drive our Early Intervention Campaign. Sadly we have not been able to source further funding to help develop more information packages or identify funding that would boost our marketing of materials. We did however, benefit from the expertise of a marketing consultant for a session, which included positive feedback about our packs, newsletters, website and brand.

The training portfolio was expanded to FE staff and special needs assistants in Lanarkshire, and to Tayside school and health representatives. We continue to try to develop ways of attracting the interest of a wide range of diverse agencies to generate future income, but MAF does not have marketing staff or a research strand, and we have no capacity to distribute materials nationally. One collaborative success, however, was the development of a CSA brochure with which we assisted Napier University, co-ordinating interviews with existing clients who were able to share under confidential guidelines, what kinds of help had worked for them. The publication which was funded by Survivor Scotland, appeared in Spring 2012, and is already well-regarded.

## THE MOIRA ANDERSON FOUNDATION

### REPORT OF THE BOARD MEMBERS for the year ended 31 March 2012

#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

A spin off from "Stay Safe" has been that where pupils were moved by Moira's story, money was raised for us, and this continued into 2012. Additionally, feedback led to the nomination of MAF for Campaign of the Year at SCVO's charity awards; we were delighted to be finalists June 2011. Our original target was to access 1,200 young people so this objective was exceeded, approximately 5,000 in West Lothian accessing the performances. (With 9 secondaries in Dundee we estimate a similar coverage in Tayside shortly.) Acknowledgement of this work was received at the North Lanarkshire Council 'VOSCARS' evening, where MAF's "Stay Safe" campaign was shortlisted for the Category of Making Scottish Communities Safer. An award for a long-service volunteer was also presented, and a certificate for our volunteer training received as well on the same evening.

iv) **Fully Achieved.** Our target to establish relationships with key political persons and engage their attention definitely occurred in the operational year. Following an invitation to speak at our AGM of 2011, Monklands MSP Alex Neil has shown a very genuine interest in our work, as has his local agent, Councillor Michael Coyle and family. The MSP has also held luncheon engagements over the year with Paul Pia, our Chair and the Founder and been very helpful on a number of occasions, raising crucial issues on our behalf.

Attempts to engage the interest of Health and Education VIPs has been more convoluted, but appears to be bearing fruit, so that we hope to see major steps forward with relationships in these departments in 2012-2013.

Wider recognition of MAF outside Scotland certainly occurred in 2010-2011, with a run of 8 performances of her play by Founder Sandra Brown, to coincide with Tartan Week, April 2010, and good links established with the American-Scottish Foundation and press and film coverage. These connections have been maintained and built on during 2011-12 with the establishing of our Partnership with US agency **Stop the Silence** which led to a visit by its CEO Dr Pamela Pine in July 2011. This transatlantic Partnership was cemented by the appointment of Matthew McVarish as their European Ambassador, and by our electing Matt as a Board Advisor with his special areas of expertise being client services - as a former client user- and on Creative Arts/ Fundraising.

Matt's successful play on CSA "*To Kill A Kelpie*" was originally promoted by MAF in Glasgae's Festival. Thanks to efforts by Founder Sandra Brown, Paul Pia our Chair, and Matt himself with a funding application and interview, funding of £20K was granted by Creative Scotland which allowed the play to go to New York in Spring 2012 and to California in September, finishing with a special performance at the University of San Diego at a conference on Violence and its causes. All theatre programmes made mention of MAF as a Partner of Stop the Silence, and Matt made a point in each post-show discussion to promote the work of the Foundation.

(Matt successfully undertook a walk from Barcelona to Perpignan over the Pyrenees to raise funds for both agencies and plans to do a bigger walk within Europe in May 2013 to further promote the Partnership.)

Sandra Brown also hopes to raise the profile of the charity in March 2013, having been invited to speak to the **UN Commission on the Status of Women**, whose theme will be Violence against Women and Children. The end of the operational year saw her first book published in France, by Presse de la Cite, so that it is now in ten languages, and in fact, will go into large print versions as well as e-book format in the autumn of 2012.

We have also worked very hard to build on the expansion of our local supporters network, and raised over £5K for example at a Sportsman's Dinner ably organised by staff member Bill McCloy in November 2011. While Bill retires on December 31 2012 we are confident he will remain in touch with the charity and welcome his hope to continue as a Trustee of MAF. Given his long service and vast experience, this is good for our sustainability and future growth as the networks Bill has developed on behalf of the Foundation can only be helped by nurturing them. A good indication of this is the fact that a similar Dinner he is holding in November 2012 is already a sell out event. By bringing nationally known sports 'faces' to support our fundraisers, Bill has ensured that the likes of Alan Rough and Jim Leishman spread the word about what we do, and why we need help.

#### OTHER KEY AIMS (Ongoing areas of our action planning for activities continue to be):

Policies	a	Review policies and procedures (people, operational, child protection and financial).
Monitoring	b	Define what reporting procedures the Board requires in order to evaluate more effectively.
Roles and Responsibilities	c	Board Members to delegate responsibility/ decision making through sub committees.
Funding	d	Increase long term funding streams. Link the funding to the service proposition. Attract more diverse revenue streams. Develop a Marketing Strategy. Draw up Service Levels Agreements with agencies.
Executive	e	Find funding for Manager Post, to assist staff development/other salaries.
Premises	f	Identify areas with regard to future expansion related to client services and use of volunteers.
Communication and PR	g	Improve internal/external communication, and use of PR to boost our fundraising efforts.

## THE MOIRA ANDERSON FOUNDATION

### REPORT OF THE BOARD MEMBERS for the year ended 31 March 2012

#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

**a) POLICIES-** Ongoing process using consultant expertise, and in line with national procedures e.g. MAF is compliant with Protection of Vulnerable Groups disclosure, and GIRFEC (Getting It Right for Every Child)

**b) MONITORING-** is additionally addressed by Associates advising Board. Lesley Montgomery continues to provide clinical supervision to staff who directly support clients, and is an independent, external consultant. Good monitoring mechanisms are in place, the Manager keeping Board Members fully abreast of operations.

Leigh Robinson's appointment as Bookkeeper in 2011-12 has proved highly successful and a future target is to provide her with extra hours as MAF grows as just one day per week has proved highly effective. Working directly with the Treasurer, with checking procedures in place, and the help of the admin and clerical assistant covering day to day banking, Leigh has proved to be vigilant and has devised useful cross-checking systems.

A further mechanism for MAF to ensure quality assurance systems are working is a Partnership with Coatbridge College that was to be developed over 2010-2011, with regard to training, and has now gone forward. It is very much hoped that a joint conference will also be convened over the period 2012-2013 with the college.

**c) ROLES & RESPONSIBILITIES-** Sub groups have met on specific tasks, directed by the Board. As there have been no recent staffing issues arising, the HR sub-group has not met frequently, but set up interviews in March 2012 for recruitment of the Comic Relief post, and an additional part-time post to provide cover.

Staff team meetings are held regularly, as are monthly meetings for volunteers. Smoother rapport has been developed in feeding information to Board Members, and statistical information is now improved and easier to digest.

**d) FUNDING** - Ongoing process. In 2011 some major applications were successful for 2-3 years funding. We are very aware we do not have a marketing strategy and we intend to keep addressing this issue. A major breakthrough was in achieving a 3 year grant of over £77K from *Comic Relief* in December 2011, conditional on the appointment of staff by April 2012. Service Level Agreements remain unlikely in the present economic situation. We enjoyed a contractual agreement with West Lothian Council, but that with Dundee City Council is more ad hoc in style, entirely due to their budget cuts. However, signs appear encouraging that in the operational year 2012-13 we could see a service level agreement put in place by at least one NHS Trust.

**e) EXECUTIVE DEVELOPMENT** - Fully met, core-funding from the Scottish Government for 2011- 2014 was successfully granted to help secure our Manager's vital post. Gillian Urquhart's SVQ at Level Four In Management Studies was supported by Board Members during 2010-2011 and her studies proved highly successful, with graduation in autumn 2011. We are happy to report that Maria Hanlon, Client Support Co-ordinator, has benefited from similar support from that period in order to gain a qualification in Cognitive Behavioural Therapy. Her study involves major weekend commitment over 2 years, but Maria has also utilised her learning in the work environment to good effect. The Board Members have been happy to help finance both these endeavours, and where possible staff continue to benefit from external training to develop their skills in various areas. Training has covered a wide range of interests from Acu-Detox courses to ones on Emotional Intelligence.

**f) PREMISES-** Fully met, thanks to the Government Resilience grant (2009-10) to assist charities affected by recession, we now have premises fit for purpose. For 2012-2013 however, we plan to make use of one upstairs area currently underused to adapt it-given funding to expand our menu for clients- to a complementary therapies room. This adaptation is based on evidence that shows clients, particularly those with physical health needs who were able to access aromatherapy, Indian Head Massage, etc, gave very good feedback during the past year when some short-term funding was available and which was utilised in the last two quarters.

**g) COMMUNICATION** - Ongoing, there is consistent progress with communication areas, and updating of databases is constant. Our newsletters have proved popular and help 'spread the word' effectively when presentations are done to large groups, or when mailshots are taking place. Over the period there was limited involvement by some volunteers in admin and IT, this is hoped to grow over 2012-13, with several having had training in funding writing to assist with the constant rounds of grant applications. It is our intention to re-focus on volunteers and their usage.

## THE MOIRA ANDERSON FOUNDATION

### REPORT OF THE BOARD MEMBERS

for the year ended 31 March 2012

#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

Fundraising Efforts- our own efforts greatly stepped up a gear over 2011-12 and we held good fundraiser events almost every month of the year. The two major successes in terms of money raised were our March Ball 2012 (£6K plus) and the Sportsman's Dinner (£5K) but many smaller events eg a Ceilidh and a Bag Pack at ASDA Coatbridge also did well to raise £1K and £2K respectively, as did a Cabaret Evening raising over £1K.

MAF ran its first Christmas Fayre. This proved a winning effort and raised £1,600; we plan a bigger event in a larger venue and for a longer period next time. Over the year 2011-12 our events planning was healthy and consistent.

PR/External communication is mainly by electronic means - flyers, letters, Board Members information etc, but normal mail is used for notification of appointments, and texting is now familiar for reminder of the latter so that the MAF mobile phone is well used. The mainstream media tend to look for quotes on specific cases particularly those involving Offenders being placed on the register, Internet pornography cases, or MAF's comments on statistics. The latter led to a major Sunday Mail piece on where sex offenders are housed with a post code survey showed pre-dominance in the Monklands and elsewhere in Lanarkshire which we highlighted.

For press releases, the expertise of Marcello Mega is normally sought.

##### Significant activities

1. Good media coverage raised the charity's profile, particularly in Tayside where the Dundee Courier highlighted and then reviewed the Founder's play in Trinity Hall, then followed this up with a double page spread involving Abertay Rotary and WRASAC as well. This interview led to Sandra attending a fundraiser for several charity walkers in Aberfeldy in November 2011, and sitting at the next table to JK Rowling, she was able to engage the attention of the author in the work MAF does. An approach to Volant Trust, the writer's own foundation, was submitted January 2012, and their Board Members held over our submission till they meet in October.

2. Our campaigning role continues through our involvement with the Cross-Party Group on Survivors. More multi-agency links are in the process of being formed. An approach by Bill McCloy meant a meeting was taken forward with the Scottish Police College to establish rapport. Fundraising was done on behalf of MAF by the Blue Knights a police motorcyclist organisation (£1K cheque presented later in autumn 2012.) In 2012-13 we hope to take the play and our training into the College.

3. The Founder spoke at many events nationally on MAF's work- with talks to a wide range of organisations from Churches, to colleges - Telford, Coatbridge and West Lothian - on child protection issues, over and above Safe Hands training, and of course a large number of secondary schools were visited with the play and drama workshops. Of over 300 pupils, the first group in Spring who saw the play during performances at Harris Academy and St Paul's High School Dundee, 98% rated it as 'Excellent' or 'Good.'

One Rotary presentation in January at Abertay resulted in a donation of £500, following sponsorship help towards the schools Tayside campaign of £750. Cheques were presented during the year at school assemblies where pupils have raised funds including Airdrie Academy, Coltness High School and Bathgate Academy.

4. We continued to be involved in the National Strategy initiative to tackle the prevalence of CSA, working with the possibility of setting up a restorative justice pilot for those survivors abused in Care Homes. Approximately 100 people who were former Quarriers Homes residents participated in the Time to Be Heard Pilot forum where they were able to relate their experiences of growing up in care to a panel. Time to Be Heard then published its independent findings- which now forms a significant record about how children in care were treated in the past- and they can be found on the Government's website: [www.survivorscotland.org.uk](http://www.survivorscotland.org.uk)

5. We continued to contribute to the development of In-Care Survivors Service Scotland. The consortium was successful in a joint bid to the Long-Term Conditions Alliance and clients at MAF benefitted - our alternative treatments menu expanded greatly. This funding when shared was for £8K and was for one year, but thought to be of considerable help to many; we hope to take it forward, and ideally harness further practitioners in training as well as experienced complementary therapists to assist those with health issues over the next two years.

6. Our Play Therapy Suite continues to be a first class practice environment for play therapists in training. We recruited several more therapists during the period after Tricia Hughes resigned at our November AGM.

7. We ensured our pool of Volunteers were able to access further relevant training in areas of interest to them.

## THE MOIRA ANDERSON FOUNDATION

### REPORT OF THE BOARD MEMBERS

for the year ended 31 March 2012

#### ACHIEVEMENT AND PERFORMANCE

As a good percentage of targets for the financial year have been met, the recent performance of the charity has been remarkably stable and consistent at a time of economic recession, and worries about public donations.

#### Charitable activities- Client Management

Client services continue to be working well. Over the period under review, although we have had to maintain waiting lists due to our funding situation, we supported another 174 new clients representing a 5% increase, which follows a year in which clients effectively doubled after our relocation. The overall figure, slightly higher than the 168 seen in 2010-2011, consists of 133 females and 41 males. Though there is a marked increase in the number of men being referred or self-referring, it is still predominantly females who openly seek help.

In our previous twelve months, young females numbered 29 and young males 8. Over 2011-2012, the number of young people seen was approx. 73. Females totalled 50 and males 22. The latter represents a 175% rise.

This means in the last financial year we saw copious numbers of brand new cases of CSA and met many children and young people currently affected by it, as well as continuing to help existing clients or supporting those former clients who want to keep in touch.

Whilst we recognise that a pattern is for historical abuse to emerge at some point for many individuals, there is no doubt that we are seeing messages about speaking up early starting to trickle through, and a climate is being created that we are helping to drive, where it is more likely victims will not remain silent for decades.

Persons coming through our door often have parents and siblings who also need other forms of support, due to the trauma of CSA. Geographical remoteness is a factor for some, but others simply need to hear advice. Much time has been spent in assisting families from as far afield as London, Seattle and the Western Isles.

We have evidence that client-agency relations are very good. In the period under scrutiny only one complaint was received, and dealt with quickly, with awareness of reasons being influenced by the person's addictions issue and its impact on her parenting. Due to the rate of client numbers, the most noticeable strain was perceived in the role of the Client Support Co-ordinator. The need for an assistant colleague, first noted in autumn 2010, reached a critical point in the last quarter of the year. Funding requested initially fell through, but was successful through *Comic Relief*. The new staff post to alleviate this pressure was put in place for the start of 2012-2013, therefore involving a slight re-organisation of staff and an additional part-time staff member.

Client evaluations are uniformly high and feedback remains encouraging. Record keeping systems and processes for storing confidential data are much improved, levels of privacy for working are conducive to confidential calls relating to clients; there is a good secure and protected working environment. Housekeeping is well managed; rooming is something we are about to address in the new year due to pressure on different spaces, and this will involve some refurbishment of one room. There are good training facilities for volunteers and good surroundings for both their meetings, and Trustee Board Meetings. Volunteers have also put effort into re-organising the back yard area, and making it more user friendly with plant pots, seating and a barbecue area.

#### Financial Procedures

We are confident that our financial protocols continue to meet all the required criteria.

#### Education & Training & Volunteers

**Education:** We are now taking forward elements regarding quality systems and internal verification with Coatbridge College. While aiming for a Training of Trainers programme to be developed and delivered jointly with the College in Partnership by 2013-2014 may be too ambitious, nevertheless a Partnership is now in place and a joint piece of work in the shape of organising a conference on Child Protection Issues is feasible shortly.

**Training:** Our Safe Hands course continues to receive high ratings. In March, 2012, evaluations from Tayside educationalists and health professionals who attended two days of the programme included these comments:

*"Excited about the strategies and how we will use them in future... Very informative and thought provoking... Positive about the messages which this programme passes on... I have found more determination and strength to help children remain safe through this training. A very sensitive issue dealt with in structured, safe way..."*

The Dundee secondaries are all using our Stay Safe Packs and Guidance Staff download further ideas from our website resources. Both the Packs and the additional teaching materials have received good feedback.

## THE MOIRA ANDERSON FOUNDATION

### REPORT OF THE BOARD MEMBERS for the year ended 31 March 2012

#### ACHIEVEMENT AND PERFORMANCE

**Volunteers:** We improved systems for estimating volunteer hours in the financial year, and also our systems for keeping statistics. Our volunteers helped throughout the year with clerical support, with client befriending and supporting fundraising efforts, as well as tackling funding writing for smaller grant applications. However, a priority for 2012 was to re-focus on how to interview and recruit equally suitable people, and then train them so that MAF can utilise the many different skills folk offer.

We have an ongoing need for quality volunteers, for engaging them with the training we have on offer, and on keeping them once they have undergone training so that the charity benefits from the investment shown. We decided that the best way to address this whole area was to re-focus on the roles, tasks, and hours completed of those we already have before embarking on a new training programme which we now require to update and re-design. A decision was taken by Board Members that individual appraisals of each existing MAF volunteer would be carried out after the summer of 2012 to allow us time to consider whether our aims and their expectations are a reasonable match. This exercise has duly gone ahead, its findings will be utilised at the Development Session for Board Members and Staff planned for October 2012. The work done will inform planning for future recruitment in 2013, which is designed to better identify their aspirations and likely commitment as well as providing an improved framework for utilising volunteers' skills appropriately.

#### Board Governance

During the operational year, the Board continued to discuss the status of policies, procedures and practices following the appraisal carried out by Paul Pia during the period. Paul's knowledge of the role which the Office of the Scottish Charities Regulator has is invaluable, with its emphasis on monitoring that Board Members are doing their job properly, and acting in accordance with the constitution originally devised. It is the intention of the Board to re-visit the constitution during 2012-2013. We are grateful for the advice of Paul, who was elected as our Chair in 2010 and Burness, our lawyers, on all legal matters.

Paul ensures that not only are we performing well, and with integrity, but that we are also acting to the right standards of care for our clients and our staff, and volunteers. We are extremely glad to have the expertise of our very experienced and highly regarded Treasurer, Sheena Pollock and Bookkeeper Leigh Robinson to ensure that our financial systems operate in a clear, cohesive manner and cheque signatories are aware of their duties.

The input of Board Members who assist with HR proceedings, in particular, Fiona Leggat and advisor Morag Thomson is immense. We are indebted to them and to Ellis Whittam, our HR consultants.

Governance of the Board received favourable feedback at our Development Day for Board Members and Staff held January 2011 and we expect to benefit from the planned October 2012 session where we will re-visit our action plan targets and identify what is working well and what could be working better. We are also grateful for the advice received from our Auditors so that we are made aware of new regulations emerging which affect MAF.

#### Delivery of Strategic Goals

MAF has delivered services to a very encouraging level and during a persistent hard hitting financial recession.

We believe we have continued to catch the attention of high profile funders such as Comic Relief owing to the quality of what we deliver and our unique 'brand'. We are the only agency north of the Border dealing with CSA that they have chosen to fund 2012-2015. We expect them to feature our work on national television in 2013.

Government elections in Spring 2011 meant some important funding decisions were 'held over' and economic turbulence affecting many charities, was further exacerbated by big budget cuts for local authorities. We were given a supportive visit by the Scottish Government in Spring 2011 which evidenced goodwill towards MAF. We were also pleased at the interest shown in our Partnership with *Stop the Silence*, and their invitation for us to bring Dr Pamela Pine to meet them at St Andrew's House in Edinburgh a few months later.

The challenges ahead are hard to predict precisely. Services for those affected by CSA continues to be a sensitive topic worldwide, but we agree with Dr Pine, CEO of our American partner agency, when she declares that it is a global pandemic with huge issues for international health resources. Our services remain very much in demand, and are proven as high quality. Like all charities, if we are affected by funding cuts, however, then we have no choice but to operate a restricted service. Waiting lists inevitably feel the impact of a financial squeeze. Last year we identified with staff various ways of making savings so that counselling service cuts were not draconian; but the moratorium was not easy to administer and came briefly back into operation a few times over 2011-12. Thankfully, even having to do so has not prevented MAF meeting a great number of its aims.

**THE MOIRA ANDERSON FOUNDATION****REPORT OF THE BOARD MEMBERS****for the year ended 31 March 2012****FINANCIAL REVIEW****Reserves policy**

The Board members have continued to monitor reserve funds with diligence. To meet ongoing operating requirements, the Board considers that a reserve equivalent to four months of expenditure is appropriate. These reserves would be required in either crisis situations or in the winding up of operational services to cover mandatory requirements e.g. staff redundancies.

We are grateful to both RBS and to Airdrie Savings Bank for all their support during the financial year.

**Principal funding sources**

Scottish Government - Section 10 - Community Fund - ongoing and secured till 2015. Section 9 - Training and Development Post and Section 16b - Health Client Services Co-ordinator Post (ended March 2012)

The Robertson Trust

Lankelly Chase Foundation

Comic Relief (granted November 2011, operational from April 1st, 2012)

First Group

Souter Charitable Trust

Kelly Family Charitable Trust

Open Secret (Share- Longterm Conditions Alliance Grant)

Client donations, other individuals and the Foundation's own fundraising activities

## THE MOIRA ANDERSON FOUNDATION

### REPORT OF THE BOARD MEMBERS

for the year ended 31 March 2012

#### FUTURE DEVELOPMENTS IN FINANCIAL YEAR 2012-2013

**Training and Education:** to promote further awareness raising, and a variety of early intervention courses, and build further opportunities to take presentations and programmes into schools, colleges and other agencies, with a joint conference involving Coatbridge F.E. College

**Networks:** to widen our list of contacts, including further Rotary Club contacts across Scotland, and including the identification of new therapists who may be able to assist us in their own areas, and build regular contact with other services, in particular NHS, to progress the possibility of developing a Service Level Agreement with at least one Trust

**Partnerships:** we hope to build further partnerships locally and nationally, and strengthen existing partner relationships, including that with *Stop the Silence* in the USA

**Staffing and Staff Development:** to continue support for staff engaging in study to obtain further qualifications, and to identify funding to recruit a suitable person for the existing Development post to be vacated December 31, 2012, ideally enhancing this role to encompass other strands of work

**Communication:** to maintain highly improved IT capacity, and increase distribution of newsletters, posters, leaflets, and resource packs, while regularly monitoring our social networking sites, and making more use of them for promoting fundraisers and awards  
MAF has been nominated for

**PR:** to plan and provide an innovative event on child protection that engages You Tube interest or which generates major publicity to raise the profile of the agency, possibly engaging actors as advised by our former and existing clients and Board Advisors. Also to engage further with the media, identify sponsors for a one-off event and develop relationships proving fruitful with locally and nationally known politicians: and to further raise profile further through invites to Founder

**Volunteers:** to improve utilisation of existing trained volunteers so that there is better, more appropriate use of skills, developing an on-going review of progress, with mini- appraisals annually, and reviewing their recruitment process and redesigning their training programme- (identifying a sponsor or a specific fund for volunteer development) to streamline this whole area of activity

**Finance and Fundraising:** to continue to improve our systems by incorporating further hours for the existing part-time Book keeper who works effectively with the Treasurer, and to allow her the opportunity to engage in fundwriting (alongside several volunteers who have undertaken specific training in this financial year) to ensure an ongoing flow of applications is identified/continued, and to continue to plan and provide a calendar programme of fundraising events to boost income

**Client Services Expansion:** to identify specific funding, and refurbish an existing room to provide a private and confidential setting for complementary therapies which proved an asset in this financial year, and thus increase our client menu to more permanent items being on offer Monday-Friday

**Charity Name and Branding:** to scrutinise the MAF logo, name, strap line etc, and re-examine our identity, in order to ascertain whether we are going in the right direction with current 'label' and designs, and whether we are achieving a reasonable level of recognition by the general public.

#### STATEMENT OF BOARD MEMBERS RESPONSIBILITIES

The Board Members (who are also the trustees and directors of The Moira Anderson Foundation for the purposes of company law) are responsible for preparing the 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 Board Members 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 those financial statements, the Board Members are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Board Members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Board Members are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the Board Members have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.



**THE MOIRA ANDERSON FOUNDATION****REPORT OF THE BOARD MEMBERS  
for the year ended 31 March 2012****STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the Board Members are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

**AUDITORS**

The auditors, HW Edinburgh, will be proposed for re-appointment at the forthcoming Annual General Meeting.

**ON BEHALF OF THE BOARD:**

P Pia - Board Member

Date: 19 November 2012

## **REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES AND MEMBERS OF THE MOIRA ANDERSON FOUNDATION**

We have audited the financial statements of The Moira Anderson Foundation for the year ended 31 March 2012 on pages eighteen to twenty seven. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the members and the charitable company's members and trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members and trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditors under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of Chair, the Founder's report by Sandra Brown OBE and the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES AND MEMBERS OF  
THE MOIRA ANDERSON FOUNDATION**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Trustees.



Gordon Dallas (Senior Statutory Auditor)

for and on behalf of HW Edinburgh

Chartered Accountants and

Statutory Auditors

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

Q Court

3 Quality Street

Edinburgh

EH4 5BP

Date: 19 November 2012

## THE MOIRA ANDERSON FOUNDATION

STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 March 2012

	Notes	Unrestricted funds £	Restricted funds £	31.3.12 Total funds £	31.3.11 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	105,939	71,545	177,484	151,370
Activities for generating funds	3	29,738	-	29,738	23,108
Investment income	4	116	-	116	181
<b>Incoming resources from charitable activities</b>					
Training and education	5	4,892	-	4,892	2,347
<b>Total incoming resources</b>		<b>140,685</b>	<b>71,545</b>	<b>212,230</b>	<b>177,006</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	6	16,148	-	16,148	29,083
<b>Charitable activities</b>					
Training and education	7	4,278	-	4,278	23,421
Counselling and support		78,785	71,819	150,604	162,380
Governance costs	9	6,086	-	6,086	5,939
Other resources expended		-	-	-	7,784
<b>Total resources expended</b>		<b>105,297</b>	<b>71,819</b>	<b>177,116</b>	<b>228,607</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>					
		<b>35,388</b>	<b>(274)</b>	<b>35,114</b>	<b>(51,601)</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>42,342</b>	<b>590</b>	<b>42,932</b>	<b>94,533</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>77,730</b>	<b>316</b>	<b>78,046</b>	<b>42,932</b>

## THE MOIRA ANDERSON FOUNDATION

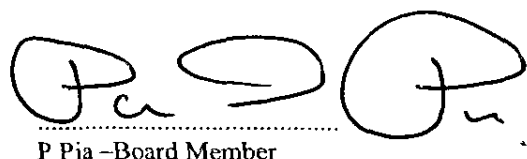
## BALANCE SHEET

At 31 March 2012

	Notes	Unrestricted funds £	Restricted funds £	31.3.12 Total funds £	31.3.11 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	13	8,247	-	8,247	8,977
<b>CURRENT ASSETS</b>					
Stocks		123	-	123	2,692
Debtors	14	10,708	-	10,708	4,556
Cash at bank and in hand		<u>71,580</u>	<u>316</u>	<u>71,896</u>	<u>71,320</u>
		82,411	316	82,727	78,568
<b>CREDITORS</b>					
Amounts falling due within one year	15	(12,928)	-	(12,928)	(44,613)
<b>NET CURRENT ASSETS</b>		<u>69,483</u>	<u>316</u>	<u>69,799</u>	<u>33,955</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		77,730	316	78,046	42,932
<b>NET ASSETS</b>		<u>77,730</u>	<u>316</u>	<u>78,046</u>	<u>42,932</u>
<b>FUNDS</b>	17				
Unrestricted funds				77,730	42,342
Restricted funds				<u>316</u>	<u>590</u>
<b>TOTAL FUNDS</b>				<u>78,046</u>	<u>42,932</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board Members on 19 November 2012 and were signed on its behalf by:



P Pia - Board Member

## THE MOIRA ANDERSON FOUNDATION

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2012

#### 1. ACCOUNTING POLICIES

##### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally 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. Where grant funding is provided in advance of project commencement, the grant income will be deferred.

Any donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

Incoming resources from charitable trading activity are accounted for when earned.

##### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Expenditure includes any VAT which cannot be recovered, and is reported as part of the expenditure to which it relates. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### Cost of generating funds

Costs of generating funds comprise the costs associated with attracting voluntary income.

##### Charitable activities

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

##### Tangible fixed assets

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

Plant and machinery etc	- 25% on reducing balance and 20% on reducing balance
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##### Stocks

Stocks are valued at the lower of cost and net realisable value.

##### Taxation

The charity is exempt from corporation tax on its charitable activities.

## THE MOIRA ANDERSON FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the year ended 31 March 2012

## 1. ACCOUNTING POLICIES - continued

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Board Members.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds which are unrestricted but have been specifically designated for a particular purpose. These funds are accounted for as part of the company's unrestricted funds.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the statement of financial activities on a straight line basis over the period of the lease.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## 2. VOLUNTARY INCOME

	31.3.12	31.3.11
	£	£
Donations	34,938	19,464
Grants	<u>142,546</u>	<u>131,906</u>
	<u>177,484</u>	<u>151,370</u>

Donations include those in kind and include a printer/copier from OKI at its estimated value of £2,900 together with goods donated for fundraising events with an estimated value of £2,763.

Grants receivable were as follows:-

		31.3.12	31.3.11
Scottish Government Section 10	Unrestricted	50,000	50,000
Scottish Government Section 16b	Unrestricted	21,000	33,221
Scottish Government Section 9	Restricted	26,152	25,470
Lankelly Chase	Restricted	15,000	-
Robertson Trust	Restricted	12,500	-
Kelly Family Charitable Trust	Restricted	5,000	-
First	Restricted	3,500	-
Hugh Fraser Foundation	Restricted	3,000	-
Souter Charitable Trust	Restricted	3,000	-
Anonymous	Restricted	3,000	-
Scottish Midland Co-operative	Restricted	250	-
Open Secret	Restricted	-	11,965
Children in Need	Restricted	-	6,000
Allen Lane Foundation	Restricted	-	5,000
Cash for Kids	Restricted	<u>144</u>	<u>250</u>
		<u>142,546</u>	<u>131,906</u>

## 3. ACTIVITIES FOR GENERATING FUNDS

	31.3.12	31.3.11
	£	£
Fundraising events	<u>29,738</u>	<u>23,108</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
for the year ended 31 March 2012

**4. INVESTMENT INCOME**

	31.3.12	31.3.11
	£	£
Deposit account interest	<u>116</u>	<u>181</u>

The company's investment income arises solely from an interest bearing bank deposit account.

**5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Activity	31.3.12	31.3.11
		£	£
Training seminars	Training and education	<u>4,892</u>	<u>2,347</u>

**6. COSTS OF GENERATING VOLUNTARY INCOME**

	31.3.12	31.3.11
	£	£
Advertising and PR	62	2,871
Fundraising cost of events	14,220	8,329
Volunteer expenses	260	210
Support costs	<u>1,606</u>	<u>17,673</u>
	<u>16,148</u>	<u>29,083</u>

Fundraising cost of events includes the dinner dance in March 2012 with costs of £4,178 to raise income of £6,696.

Support costs in 2010/11 included those of the funding writer of £15,762 which were met by the Resilience Fund. There were no such costs in the current year.

**7. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Support costs (See note 8)	Totals
	£	£	£
Training and education	4,249	29	4,278
Counselling and support	<u>79,860</u>	<u>70,744</u>	<u>150,604</u>
	<u>84,109</u>	<u>70,773</u>	<u>154,882</u>



## THE MOIRA ANDERSON FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the year ended 31 March 2012

## 8. SUPPORT COSTS

	Administration £	Manager £	Premises £
Costs of generating voluntary income	442	-	796
Training and education	-	-	-
Counselling and support	<u>15,891</u>	<u>23,222</u>	<u>16,091</u>
	<u>16,333</u>	<u>23,222</u>	<u>16,887</u>

	Equipment hire, maintenance and depreciation £	Telephone, postages and stationery £	Legal and professional £	Totals £
Costs of generating voluntary income	224	144	-	1,606
Training and education	-	29	-	29
Counselling and support	<u>4,270</u>	<u>3,368</u>	<u>7,902</u>	<u>70,744</u>
	<u>4,494</u>	<u>3,541</u>	<u>7,902</u>	<u>72,379</u>

Activity	
Administrator	Staff time
Manager	Staff time
Travel	Usage
Premises	Usage
Equipment hire and maintenance	Usage
Telephone, postages and stationery	Usage
Legal and professional	Usage

Legal and professional costs include the cost of employment support services of £2,476 together with bookkeeping/payroll costs of £5,426.

## 9. GOVERNANCE COSTS

	31.3.12 £	31.3.11 £
Auditors' remuneration	5,520	5,288
Legal fees	530	619
Bank charges	<u>36</u>	<u>32</u>
	<u>6,086</u>	<u>5,939</u>

## 10. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.12 £	31.3.11 £
Depreciation - owned assets	2,432	2,598
Other operating leases	10,583	12,272
Deficit on disposal of fixed asset	<u>799</u>	<u>1,259</u>

## THE MOIRA ANDERSON FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the year ended 31 March 2012

## 11. TRUSTEES' REMUNERATION AND BENEFITS

As a remunerated development worker, W McCloy, who also acts as a trustee, received remuneration of £7,804 (2011 - £7,657). No other remuneration was paid or benefits provided in respect of other trustees for the year ended 31 March 2012 nor for the year ended 31 March 2011.

## Trustees' Expenses

As a board member, Sandra Brown received travel expenses in the period of £1,734 (2011-£1,395). In addition, training courses were run by Sandra Brown at a total cost of £3,700 (2011 - £864). At the year end, an amount of £1,201 (2011 - £1,158) was included in creditors in this respect.

No other trustees received reimbursement of expenses during the year and, other than as referred to above and the related party note, there were no other such payments to trustees during the year to 31 March 2012.

## 12. STAFF COSTS

	31.3.12	31.3.11
	£	£
Wages and salaries	72,068	79,574
Social security costs	4,883	5,075
Other pension costs	<u>2,756</u>	<u>2,387</u>
	<u>79,707</u>	<u>87,036</u>

The average monthly number of employees during the year was as follows:

	31.3.12	31.3.11
Management, administration, fundraising	3	3
Support workers	<u>2</u>	<u>2</u>
	<u>5</u>	<u>5</u>

There were no employees receiving more than £60,000 per year.

The charity will contribute to an employees pension plan from date of initial employment where that employee decides to make their own contributions. Provision is therefore made in respect of continuing employees, unless the employee has intimated that they do not wish to contribute.

## THE MOIRA ANDERSON FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the year ended 31 March 2012

## 13. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
<b>COST</b>	
At 1 April 2011	20,679
Additions	2,901
Disposals	<u>(5,053)</u>
At 31 March 2012	<u>18,527</u>
<b>DEPRECIATION</b>	
At 1 April 2011	11,702
Charge for year	2,432
Eliminated on disposal	<u>(3,854)</u>
At 31 March 2012	<u>10,280</u>
<b>NET BOOK VALUE</b>	
At 31 March 2012	<u>8,247</u>
At 31 March 2011	<u>8,977</u>

All tangible fixed assets are used for the running and administration of the charity.

## 14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.12 £	31.3.11 £
Other debtors	<u>10,708</u>	<u>4,556</u>

## 15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.12 £	31.3.11 £
Trade creditors	2	(1)
Taxation and social security	1,671	1,733
Other creditors	<u>11,255</u>	<u>42,881</u>
	<u>12,928</u>	<u>44,613</u>

Included within creditors is an amount of £627 (2011 - £2,735) due in respect of pension provisioning for possible contributions to stakeholder plans.

Creditors also includes deferred income on grants and similar income received in advance of £nil (2011 - £28,000). At 31 March 2011, the deferred income represented grants received in advance from the Scottish Government (£12,500), The Souter Trust (£3,000) and The Robertson Trust (£12,500).

## THE MOIRA ANDERSON FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the year ended 31 March 2012

## 16. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	31.3.12 £	31.3.11 £
Expiring:		
Between one and five years	<u>10,750</u>	<u>10,250</u>

The premises are leased for three years until September 2013 but with an annual break option.

## 17. MOVEMENT IN FUNDS

	At 1.4.11 £	Net movement in funds £	At 31.3.12 £
<b>Unrestricted funds</b>			
General fund	42,342	35,388	77,730
<b>Restricted funds</b>			
Section 9 Grant Funding	(2,196)	2,196	-
Open Secret-Complimentary Therapy	2,786	(2,786)	-
Lankelly Chase	-	66	66
Scotmid	-	250	250
	590	(274)	316
<b>TOTAL FUNDS</b>	<u>42,932</u>	<u>35,114</u>	<u>78,046</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	140,685	(105,297)	35,388
<b>Restricted funds</b>			
Robertson Trust	12,499	(12,499)	-
Section 9 Grant Funding	26,153	(23,957)	2,196
Cash for Kids	144	(144)	-
Open Secret-Complimentary Therapy	-	(2,786)	(2,786)
Souter Charitable Trust	3,000	(3,000)	-
Anonymous	3,000	(3,000)	-
First	3,500	(3,500)	-
Lankelly Chase	14,999	(14,933)	66
Scotmid	250	-	250
Hugh Fraser Foundation	3,000	(3,000)	-
Kelly Family Charitable Trust	5,000	(5,000)	-
	71,545	(71,819)	(274)
<b>TOTAL FUNDS</b>	<u>212,230</u>	<u>(177,116)</u>	<u>35,114</u>

An overspend of £2,196 on Section 9 funding in 2010-11 was met from the 2011-12 allocation.

# THE MOIRA ANDERSON FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the year ended 31 March 2012

### 17. MOVEMENT IN FUNDS - continued

Robertson Trust	support for care worker
Souter Charitable Trust	counselling support
Anonymous	counselling support
First	counselling support
Lankelly Chase	support for care worker
Hugh Fraser Foundation	counselling support
Kelly Family Charitable Trust	counselling support
Open Secret	support for care worker and to provide complimentary therapies
Scottish Government section 9	support for a training and development officer
Scotmid	landscaping and play area
Radio Clyde Cash for Kids	childrens presents

### 18. RELATED PARTY DISCLOSURES

Sandra Brown wrote the book 'Where there is Evil' which has been adapted for the stage as 'One of our Ain'. Royalty rights from the books remain with Sandra Brown with the royalty rights to the stage production currently in the process of being transferred to the charity.

J Pettigrew, a trustee, undertakes IT consultancy for the Foundation. Since being appointed in February 2011, his business has waived any fees. As the value cannot easily be determined, no adjustment has been made to reflect the notional value of the services provided as recommended under the SORP.

During the year, the charity disposed of a printer/copier to Papillon Private Nursery Limited, a business in which the trustee, Fiona Leggat, is a director and shareholder, for its estimated market value of £400.

### 19. SCOTTISH EXECUTIVE FUNDING

During the year the charity received £50,000 from The Scottish Government under Section 10 of the Social Work (Scotland) Act 1968 as a contribution towards core funding. The expenditure during the year covered by this grant was as follows:

	£
Staff salaries and on costs	11,812
Premises costs	16,934
Equipment, maintenance and depreciation	4,494
Telephone, post, stationery (including printing) and advertising	3,429
Legal and professional (including bookkeeper)	13,952
Travelling expenses	1,734
Miscellaneous expenses	<u>1,477</u>
	<u>53,832</u>

In addition, funding of £21,000 (2011 - £33,221) was received from The Scottish Government to develop and administer a support package for children and adults who have been affected by childhood sexual abuse. Of the funds advanced, £21,000 (2011 - £33,221) was expended during the year.

## THE MOIRA ANDERSON FOUNDATION

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 March 2012

	31.3.12 £	31.3.11 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	34,938	19,464
Grants	<u>142,546</u>	<u>131,906</u>
	177,484	151,370
<b>Activities for generating funds</b>		
Fundraising events	29,738	23,108
<b>Investment income</b>		
Deposit account interest	116	181
<b>Incoming resources from charitable activities</b>		
Training seminars	<u>4,892</u>	<u>2,347</u>
<b>Total incoming resources</b>	212,230	177,006
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Advertising and PR	62	2,871
Fundraising cost of events	14,220	8,329
Volunteer expenses	<u>260</u>	<u>210</u>
	14,542	11,410
<b>Charitable activities</b>		
Staff salaries	37,583	45,418
Social security	2,075	2,603
Pensions	1,032	1,019
Travelling expenses	333	689
Counsellors	33,859	28,633
Books	549	1,354
Volunteer expenses	126	2,275
Training costs	3,700	864
Catering at centre	718	1,535
Subscriptions	343	488
Staff training	3,075	1,134
Sundry expenses	556	91
Client expenditure	160	274
Video production	<u>-</u>	<u>21,163</u>
	84,109	107,540
<b>Governance costs</b>		
Auditors' remuneration	5,520	5,288
Legal fees	530	619
Bank charges	<u>36</u>	<u>32</u>
	6,086	5,939

## THE MOIRA ANDERSON FOUNDATION

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 March 2012

	31.3.12 £	31.3.11 £
<b>Support costs</b>		
<b>Administration</b>		
Administrator salary	14,116	14,944
Administrator social security	974	744
Administrator pension	705	408
Staff recruitment	538	176
	<u>16,333</u>	<u>16,272</u>
<b>Manager</b>		
Manager salary	20,369	19,212
Manager social security	1,834	1,728
Manager pension	1,019	960
	<u>23,222</u>	<u>21,900</u>
<b>Premises</b>		
Rent	10,250	11,583
Insurance	2,529	1,464
Light and heat	2,509	1,883
Repairs and renewals	898	6,251
Cleaning	701	572
	<u>16,887</u>	<u>21,753</u>
<b>Equipment hire, maintenance and depreciation</b>		
Equipment maintenance	1,262	1,084
Depreciation of tangible fixed assets	2,433	2,598
Loss on sale of tangible fixed assets	799	1,259
	<u>4,494</u>	<u>4,941</u>
<b>Telephone, postages and stationery</b>		
Telephone	1,384	2,432
Postage and stationery	2,157	4,017
	<u>3,541</u>	<u>6,449</u>
<b>Legal and professional</b>		
Legal and professional	2,778	29,811
Bookkeeper	5,124	2,592
	<u>7,902</u>	<u>32,403</u>
<b>Total resources expended</b>	<u>177,116</u>	<u>228,607</u>
<b>Net income/(expenditure)</b>	<u>35,114</u>	<u>(51,601)</u>