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Report of the Trustees and
Financial Statements For The Year Ended 31 March 2020
for
Amina - The Muslim Women's Resource
Centre

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**Amina - The Muslim Women's Resource
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For The Year Ended 31 March 2020**

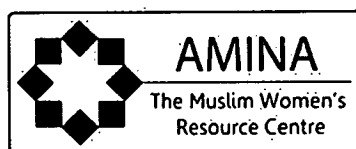
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**Amina - The Muslim Women's Resource
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**Report of the Trustees
For The Year Ended 31 March 2020**

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**Amina - The Muslim Women's Resource
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**Report of the Trustees
For The Year Ended 31 March 2020**

Executive Summary

This report is Amina - the Muslim Women's Resource Centre's trustee report for the financial year ended 31st March 2020. Through sustained service and socially relevant programme delivery, the organisation's board, staff and volunteers continued meeting the organisation's strategic aims of contributing to the ending of violence affecting Muslim women and girls; creating opportunities for Muslim women in realising and strengthening their potential; and developing a strong and effective organisation underpinned by systems that support efficiency.

The organisation went through a period of transition with the change in leadership, and has continued to deliver steadily on its project and programme commitments on the following:

- Helpline and development: provision of free phone listening ear and support service for Muslim women.
- Schools project: tackling negative stereotypes and misconceptions whilst promoting open dialogue and understanding of issues around race and religion.
- Ending Violence Against Women and Girls: informed by Scottish Government's Equally Safe Strategy, the project worked with Muslim and BME women on increasing their awareness and confidence around the understanding of VAWG issues as well as working with mainstream organisations in building their capacity to support Muslim and BME women.
- Mental Health Project: this Glasgow based project built on Amina's mental health work with the University of West of Scotland. This work combined self-care with storytelling and art to engage Muslim and BME women in talking about their experiences of mental health issues.
- Employability: 'Inspiring Aspirations' project aim was to provide employability support to Muslim, BME women across Scotland. The project ended in September 2019.
- Enterprise: funded for a year the 'Empowerment via Enterprise' project was built on previous enterprise delivery work in Dundee. The project successfully delivered workshops on budgeting, financial planning, photography for product sales, business planning and insurance across three cities in Scotland.
- Inspire, Connect and Enable (ICE): this social isolation reduction project encourages and enables Muslim and BME women in Dundee to engage in a range of activities: skill sharing sessions, outdoor trips, and milestone events. Based on service user feedback the project activities have focussed on health and wellbeing, increasing knowledge around rights and entitlement, and learning new skills. The project recruited a new development officer in March and then paused delivery in response to Covid-19 measures.
- V&A tour guide project: this Dundee based two-year project aims to provide creative skills development opportunities to Muslim, BME women, and access to income earning opportunities by training them to become freelance tour guides. The project has trained two cohorts and paused delivery in March in response to Covid-19 measures.
- Resilience project: this Dundee based short-term project aims to build the resilience of Muslim, BME women locally, enabling them to empower themselves with skills, tools, and increased confidence to engage with different emergencies and hate crime effectively. The project started in February and in response to Covid-19 lockdown measures, post March significantly changed its outcomes to capturing emergency impact data and delivering support digitally.
- Women's Friendship Group: this is a Glasgow based social network where Muslim, BME women exchange ideas, have discussions, and join in social events with their group. The WFG engaged in several activities in the last financial year and post Covid-19 lockdown measures have been supported to digitally access our sessions.

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The trustees who are also 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 2020. The trustees have adopted the provisions of 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 (FRS 102) (effective 1 January 2019).

At the 2018 Amina strategy day, an action plan for 2018-2020 was co-produced by staff and Board working together to agree the aims, objectives, actions, and tasks that will enable the stakeholders to deliver on the organisation's business plan. The aims and objectives of the plan focussed on what needs to be done internally to meet external (regional and national) level strategic aims. Our programme delivery is guided by strategic aims set within the organisation's 2023 strategic plan:

- In the next five years Amina will contribute to the ending of violence affecting Muslim and BME women and girls.
- In the next 5 years Amina will create opportunities for Muslim women to realise and strengthen their potential.
- In the next five years, Amina will develop a strong and effective organisation underpinned by systems that support efficiency.

OBJECTIVES AND ACTIVITIES

Objectives and aims

Amina's strategic aims are met by the following objectives:

1. Strategic aim: ending violence affecting Muslim women and girls.

Aim to be achieved by the following objectives:

- The continuation of the on-going VAWG project which will raise awareness and tackle gender-based violence.
- The continuation of the Helpline and Hate Crime project that provides for women at risk to reach help directly and through 3rd party reporting.
- Strategic work with policy makers, mainstream and other relevant organisations to ensure that the needs of Muslim women are considered in the mainstreaming agenda.
- Identify male ambassadors to promote the benefits and work of the programme.
- New target groups will include African, Levant, Youth, converts and non-Muslim men.

2. Strategic aim: create opportunities for Muslim women to realise & strengthen potential.

Aim to be achieved by the following objectives:

- The continuation of personal development programmes and tailored business support through its employability and enterprise work.
- The employability project work to be developed further through work-placement opportunities, leadership programmes, skills sharing and mentoring programmes.
- Development/emergence of specific opportunities through projects such as V&A tour guides.
- To continue reducing isolation by building social connections through projects such as Inspire, Connect and Enable.
- Expand geographic scope in the coming five years through increased targets in current locations and new reach in Inverness and Aberdeen.
- New target groups will include new Scots, Levant, and young people.

3. Strategic aim: strong & effective organisation underpinned by efficient systems.

Aim to be achieved by the following objectives:

- Design and deliver training programme for staff and volunteers linked to strategy, induction, and programme impact.
- Succession planning delivered through managing talent, and access to leadership and management training.
- Embedding and integrating monitoring and evaluation systems across the organisation through the purchase of CRM/M&E tool such as Upshot and with training provided to staff.
- IT systems reviewed for long term cost-efficiency.
- To enhance and improve organisational governance systems, introduce, and implement changes in the board.

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STRATEGIC REPORT

Achievement and performance

Charitable activities

Amina's Board members strengthened the organisations' infrastructure by embedding actions and commitments from the strategic plans developed in the strategic planning day in late 2018-early 2019. Several actions were identified:

- First action one was to identify opportunities where staff and Board were able to align their understanding of the organisations vision and overall mission. Further work on aligning organisation mission, and vision was done through various workshops post March 2020.
- Second action was developing scenarios that considered impact on short-term and long-term funding, and revenue streams for the organisation. Board members and staff dedicated a full day on refreshing fundraising skills and drafting an organisational log frame for short-term funding. This was followed by a full day workshop amongst the Board members and senior managers to draft and agree on the organisational workplan and fundraising strategy for the next 12 months in anticipation of the change in funding landscape due to Brexit and elections. Both these sessions were held in February 2020, before Covid-19 and consequent lockdown measures started having impact on life as we have known.
- Third action was streamlining organisational reporting systems. The tool that was identified was Upshot. Amina has been successful in accessing funds to upgrade and consolidate its internal and external reporting platform via implementation of Upshot. While the thinking and background work on this was done early May last year, the work on this started post March 2020 this year, it is ongoing and in early stages.
- One of the commitments following previous years' strategic planning was to identify and create, research and policy collaboration opportunities with key stakeholders within operational delivery. The purpose of this is to continually gather and analyse real time, community intelligence and evidence on issues which impact Muslim, BME women across Scotland. This commitment has resulted in the development of crucial partnerships later in 2020, one with the University of Glasgow and the other with University of West of Scotland. Post March 2020, these ongoing collaborations have been instrumental in developing Amina's rapid response work on Covid-19.

Board training and membership, and CEO update

- This year the Board furthered its commitment to improve governance, where some members attended 'Understanding Governance' training, which included topics such as relationship between governance and management and success/failure of organisations and the link with governance.
- Our CEO, Samina Ansari, moved on from Amina after 14 years in various roles at Amina; the Board would like to extend its thanks to Samina for her hard work and wish her well with all her future endeavours. An interim CEO was in place for 3 months while the organisation moved to its current Acting Co-CEO arrangement.
- Several new Board members were voted on to the Board by members at the AGM in September due to the end of several Board members terms of appointment; the Board recruited two co-optees this year after undertaking a Board skills audit. Training and induction was undertaken by all new Board members.

Amina MWRC received the following awards

- Volunteer Friendly Award (Achieved for the period September 2018 – September 2021)
- Good Governance Award (for the period April 2018 – April 2021)

Highlights

- Amina was invited to Bank of England's community forum, which was held at the V&A Dundee on the 30th April 2019. Community Forums are platforms set up by Bank of England, where they take in views of the communities through partnering with grassroots community organisations. Amina was the only BME organisation that was invited/attended the forum. This was the first of a series of meetings and since then, especially during the pandemic, this platform was a crucial space to express the impact Covid-19 has had on Muslim, BME women in Dundee.

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- Amina was involved in 'The Judge' film screening with Glasgow Women's Library UK Asian Film Festival: Partnership working with Glasgow Women's Library & UK Asian Film Festival. The film screening was followed by a panel discussion with Shazia Ibrahim & Anila Ansari. Both provided thought provoking insights to the film and used their own life experiences of how they had broken norms within their field of work and the challenges they had to face. This session also sparked a discussion around gender stereotypes and women in high power roles. Women have the power to make changes within their own homes and within the workplace if they are willing to be trailblazers
- At the Asian Film Festival, Amina was involved with setting up a viewing of 'Pinky Memsaab' (A film addressing intersectionality – class and feminism) with another film with a leading Indian thespian appearing as a guest. Having our name and details in the UK Asian Film Festival and having our film "Reclaim the Name" play before the feature film and having information stalls at the screenings of these films enabled us to promote Amina to a different and new audience
- Amina's Employability programme concluded with a national partnership event at The Grand Central Hotel, Glasgow called 'Include Me'. Attended by 28 sector practitioners the event aimed at covering some of the barriers faced by Muslim and Black, minority ethnic women, sharing knowledge of successful measures, including examples of innovative and creative work with the aim of furthering sectoral collaboration. The event was featured on That's TV Glasgow with Amina Chair- Sarah Todd giving an on-camera interview on the issues being raised and the aim of the event.
- With funding from South East Integration Network, we were able to set up an innovative project on the perception of mental health issues in the context of 'jinns' and black magic. The mental health project employed self-care with creative exploration on the concept of mental health illness and black magic within Muslim, BME communities. The pieces created within this project were displayed through a touring art exhibition in Glasgow, Edinburgh; and Dundee. Based on the engagement of this project MSP Patrick Harvey dropped in at Amina Glasgow office to know more about the mental health work being done within the organisation.
- Under the Board's guidance Amina Glasgow's Women's Friendship Group constitution was updated so that the group could set up an account and the group could apply for funding in the future.
- Amina employability staff meeting with DWP Secretary- Paul Schofield, Head of Civil Service. It was a very positive meeting with DWP Secretary wanting to know more about partnership collaborations within the community.
- Cabinet Secretary Aileen Campbell sought a meeting with Amina team at Dundee premises where she was given detailed background on the work Amina is currently doing in Dundee and how this work can be progressed in response to the needs of Muslim, BME women in that city and surrounding areas.
- 'Chalk' was ground-breaking innovative work, capturing five stories of VAWG in short plays, ranging from 'sexting' to sexual harassment at work. This was in partnership with Zero Tolerance and across the four performances during International Women's Day, managed to attract 200 people who learnt about aspects of VAWG they were not familiar with and found out about organisations that support women.
- Primary Prevention Guidance for Community Planning Partners – Church of Scotland and Amina submitted a joint response to this document which was produced by Zero Tolerance.

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- Celebrating Community ‘(S)heroes’ - As part of Amina's International Women's Day celebrations, Amina hosted a dinner celebrating the achievements of Muslim and BME women in Glasgow who dedicated themselves to the betterment of their community. 150 women attended the Amina dinner. 25 nominations were received of women from different ethnic backgrounds and ages and all the nominees were recognised. Ten women signed up to volunteer for Amina. The exhibition 'This reminds me of You' (VAWG) was also displayed with feedback that it was ‘powerful’ and ‘heart moving’.
- In December we had our festive brunches in Glasgow and Dundee, which was an opportunity to showcase our work over the year, to service users and other organisations. Over 70 people attended, and this led to some future partnership working.
- More than 4000 Muslim, Black minority ethnic women and their families benefited from the work the organisation does and around 30 volunteers from diverse backgrounds and across different locations helping Amina in achieving this. The economic value of volunteer support in the delivery of Amina's services is estimated at £30,000.
- Amina continued with the ‘Hardship Fund’ service. This fund was specifically set up to help individual women who find themselves in extremely vulnerable situations with no access to meeting their basic needs. Amina staff initially fundraised for this fund by holding the Ziplide across the Clyde in 2017 and this year continued to fundraise by holding coffee mornings and dinner events, and we now have over £6,000 in the fund. Since the inception of the fund, we have distributed £1,415 to 18 women. The Hardship Fund does not include any sources of funding from statutory or trust grants.

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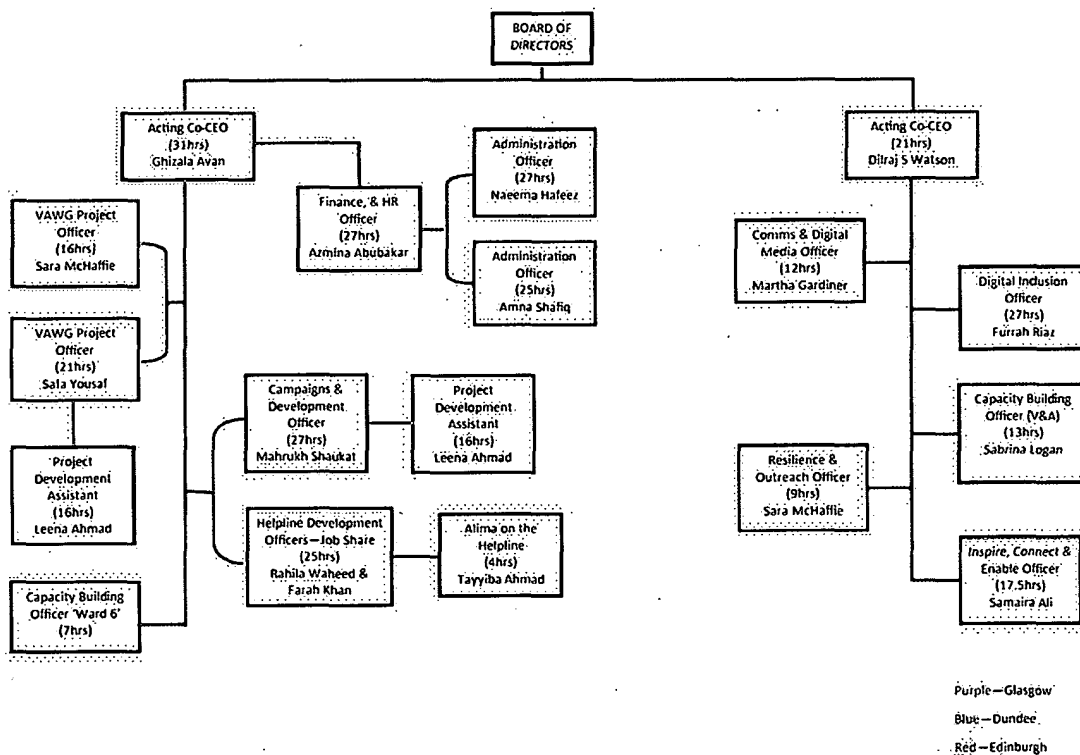
Our presence in media was regular throughout the year with staff and Board responding to issues on islamophobia, hijab, forced marriage, gender inequality and more. Our social media following continued to grow on our various platforms:

Facebook - increased from 4,333 to 4,603 between 28th May 2019 and 30th March 2020

Instagram – increased from 1,017 to over 1,263 between 28th May 2019 and 30th March 2020

Twitter – increased from 2,652 to 2,929 between 18th June 2019 and 30th April 2020

Staffing Structure



As a growing organisation and staff team across three sites, this year we retained the HR services of Law at Work, allowing efficient access to HR advice to the Board and Senior Management Team. Organisation organogram noted above.

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PROGRAMME DELIVERY

Helpline & Development Project

The Amina Muslim Women's Helpline has continued to provide a free phone listening ear and support service for Muslim women. Calls are answered by staff and trained volunteers between the hours of 10am - 4pm on weekdays. From July 2019 to December 2019 we saw a large increase in our helpline calls. We believe that the Ramadan marketing, radio marketing + other forms of marketing led to an increased awareness and access to the Helpline support. Over the last 12 months the Helpline received over 1000 calls and the issues that women called up about were violence against women, marital/relationship issues (including issues of domestic abuse), mental health and social isolation.

- Alima (female Islamic scholar): This has been a weekly service and many women have no one to speak to when they are pregnant, going through the menopause, experiencing abuse, being pushed to marry someone they do not want to marry. Whilst we recognise that religion can be an ideological tool to sustain inequalities and patriarchy, we have also seen how it has empowered women to deal with very challenging situations in their lives e.g. leaving abusive marriages, not marrying someone parents are 'pushing' women to marry.
- Ongoing promotion and marketing of the helpline – we have managed to get our information up on Health Centre Information television screens e.g. in Drumchapel, Maryhill and Possilpark in Glasgow.
- The Shaykh on the helpline employed Islam as a way of empowering women to take control of their lives and for example to not accept VAWG, instigate divorce, challenge extended family interference.
- Young women's helpline - Most women were calling during the general helpline hours, so we decided to continue the support we were providing during weekdays 10am to 4pm. The online chat service, which was specifically set up to reach young women, will continue during the helpline hours. Our data shows that 119 women and young girls (between 21 & 30 years old) used the helpline service.
- Law Clinic Drop In – Due to demand from our service users, we set up the Law Clinic drop-in, in partnership with Castlemilk Law and Money Advice Centre. So far over 25 women have benefitted from this service. The main issues they sought support for are divorce, child custody and immigration.
- Face to face befriending service – This was a development from the telephone befriending service. As women gained more confidence by speaking to a befriender regularly, a request was made by the befriendees to set up a support group for them. Issues discussed include: domestic abuse, spousal visa, second 'wife/mistress', adultery, LGBT, divorce, re-marriage, parental abuse, employment, honour based violence, law, marital home, life/child custody. Around mid-March when Scotland went into lockdown phase, the in-person befriending service transitioned back to phone befriending service. It also moved from a Glasgow only service to Scotland wide.
- In November 2019 Event 1 on islamophobia was held in partnership with MEND and Andulus. We got to tackle a range of issues including: how the definition of Islamophobia can be used and viewed by people outside of the Muslim community vs what it means to people within it; How do you manage a situation where the perpetrator is also from a marginalised group and/or has a relationship with people that you work with?; How do you deal with incidents where the prejudice is subtle and there are other people around? What about the identity of women who are Muslim but do not wear a scarf?
- 3 out of 4 volunteers were able to find employment after helpline training and supporting the helpline in Edinburgh. A further 5 volunteers found employment after serving on the helpline. 2 of the volunteers are now working at Amina and have found that volunteering on the helpline and working at Amina has changed their lives. Some comments are:

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'When I came to Amina, I had no idea of it being there. My daughter rang in and set an appointment. Started the helpline in May 2018 and realized what amazing service is given to the ladies that call in for majority have no one to speak to. At times all that they need is a listening ear. For in their busy lives of taking care of others, be it parents, husbands, brothers, children they hardly get time for themselves or their needs. Knowing they can call Amina 10am-4pm Monday to Friday and have hope that someone would answer and listen to what they have to say may be the reason for them to live on for another day. That is a great feeling to be able to help others sitting on the helpline, serving the women and making a change in their lives. Makes our own lives more enriched and feeling so blessed in life. Changes our own perspective on life itself. I had an amazing team leader Shazia Nadeem and she helped me from day one and made me believe in my abilities and confidence and then my colleague Rahila encouraged me to apply for the Mental Health project job. I did and got it. Having such amazing women to work with who have helped me from Day 1, I feel so privileged. Amina has been doing a great job and will continue to do a fantastic job'
(Previous -Helpline Volunteer, Present - Outreach & Research Assistant)

'I have been encouraged, guided and supported by Shazia (Helpline Development Officer) from my very first day at Amina. She has helped me on my journey here at Amina from becoming a volunteer to progressing to a Befriending Assistant and now a Befriending and Helpline Officer. I appreciate your support Shazia and I cannot thank you enough for everything you have done for me, as I wouldn't be where I am today if it weren't for you'
(Previous Volunteer, current Befriending/Helpline Officer)

'No-one has ever been there for me before. Thank you so much for all your help' Helpline caller

We continued to raise awareness of hate crime and how to tackle it. We produced a film which sets out the process of reporting hate crime very clearly. In partnership with Amal Women's Group in Dublin, we also developed a training for trainers' course on tackling Islamophobia. We have delivered this course twice so far in Glasgow and Edinburgh, and have created 'champions' who are Muslim women, now delivering this course to others in the community. This year also saw a new partnership emerge with Stellar Quines (an organisation that works across Scotland with women to support and encourage them to write), and this led to the creation of Muslim/BME women writing 'letters to perpetrators', which were filmed. These appear on our YouTube channel and we have used these to raise awareness of Islamophobia, racism and sexism at events and training courses – Police Scotland use these films to train their officers on dealing with hate crime.

Schools Project

The Schools' Project involves presenting workshops to predominantly Secondary Schools. These workshops aim to tackle stereotypes and misconceptions, whilst promoting open dialogue and understanding of issues around race and religion. Our work on the schools' project for the year included the following:

- Training provided to six volunteers, representing five ethnic identities that wanted to deliver workshops in schools. The diversity was good for showcasing Muslim women from different backgrounds and to reflect diversity amongst young people in schools so that they can feel represented.

"I felt like I was supported, and it was helpful to go through the issues we might face because it's quite daunting"
"I could've used support and the opportunity to see successful confident Muslim women as I was growing up and I would like to become that woman so that I can do that [for other young women who are still at school]"

- Ran a series of workshops with pupils at St Albert's Primary School in Glasgow to explore a range of issues such as identity, bullying, hate crime. We presented a diverse range of role models for the young girls to engage with. There were children of different abilities and levels of confidence in the class, but they all engaged and participated.

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Schools Project

- Teachers found the workshops delivered by Amina beneficial to their pupils: "I've definitely noticed a difference in the class since you started coming in. They are already more confident and sharing their opinions which has been really good. I'm looking forward to you guys coming back in to work with the girls in the new year" (teacher)
- Interfaith Schools training in Edinburgh. Five women were trained in an interfaith environment on speaking about faith and religion in schools. The session with EIFA focused on recognising challenges and encouraging women to identify personal solutions for their participation on interfaith dialogue and presenting in schools. The mixed environment allowed for participants to test how to share complex ideas with people who are unfamiliar with their religion and learn from others. Working in partnership allowed us to create a pool of volunteers that would feel more comfortable being approached when speaking opportunities arose. A quote from a participant:

"I valued the interaction and the company. The information with regards to how the training could be given when interacting with schools was an excellent guide. The day was well presented."

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Ending Violence Against Women and Girls Project

The Ending Violence against Women and Girls (VAWG) project aims to increase awareness and understanding of issues and relevant services surrounding VAWG affecting Muslim/Black & Minority Ethnic (BME) women in Scotland. It also aims to reduce isolation and increase confidence around raising VAWG issues in their communities. Amina's project is the only Scottish Muslim, BME led and focussed VAWG project that is about prevention, rather than intervention.

The project delivery outcomes are framed by strategic objectives as outlined within the Scottish Government's Equally Safe Strategy. The project worked with Muslim, BME women on increasing their awareness and confidence around understanding VAWG issues. Additionally, work was done with Muslim, BME men to increase awareness of gender-based violence (GBV), and the extent of VAWG and its impact on women.

Key milestones in delivering this work were:

- Amina was invited on the panel for 'Girl Up' which took place at Edinburgh University and was attended by over 160 people. A great opportunity to raise awareness on VAWG issues and how Muslim and BME women are affected and the intersectional nature of issues.
- Amina was invited to participate in the panel discussion organised by students from the Department of Theology, University of Glasgow. The discussion explored Hijab, Equality and Feminism. As part of this, we raised awareness about VAWG and how it impacts on Muslim and BME women.
- The film 'What's My Crime?' was produced and launched on social media to tackle the issue of victim blaming. This has been received very positively by third sector women's organisations – many of which shared this film on their social media platforms.
- Amina partnered with Daisy Project and Glasgow Women's Library to deliver a training session on coercive control. The exhibition 'This reminds me of You' was also set up for the attendees to explore. 'What's My crime?' was screened as well as 'Shifting Sands' a film produced by Glasgow Women's Library exploring coercive control. The participants actively engaged, and some were even vocal about their own experiences. For example, one of the participants pointed at one of the exhibition quotes and said, 'that's me!'. Another spoke about how the film depicted what was happening to her daughter, she didn't feel it was her place to 'interfere' in her daughter's marriage but only after attending the session, realised the impact her son in law's behaviour could be having on her daughter and how it was better for her daughter to seek help.
- Street art outside Dundee House (in Dundee) to raise awareness of VAWG. What this art project did was allow us to get the message out far and wide. We distributed dozens of 16 days programmes and over a hundred 'Any Woman Anywhere' postcards which will hopefully be sent to MSPs, urging them to take action to end VAWG. We were able to explain, with evidence such as crime statistics, why this work is important. We were also able to promote activities such as our forthcoming film night. Our organisation's work was promoted by STV and Tay FM because of the art project. Engaged with 60 people on VAWG issues, and the artwork was seen by far more.
- Partnered with Zero Tolerance to put on a theatrical production called 'Chalk'. Chalk consisted of short plays tackling issues such as 'sexting', sexual harassment at work, forced marriage, domestic abuse, coercive control. These performances were repeated 4 times across the two days. Each set of performance was followed by a one-hour discussion with the audience.
- 'Best of Men' men's workshops focused more on gender equality and healthy relationships and these were delivered to various groups in Glasgow, Dundee, St. Andrews, and Edinburgh. The workshops brought previously unexplored issues. For example, there is the concept of 'ghayrah' which is not discussed openly and frankly. Ghayrah is often translated as 'positive jealousy' or 'protective jealousy'. The Shaykh spent time explaining how it was cultural and not Islamic and how it can lead to abusive behaviours.

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STRATEGIC REPORT

**Achievement and performance
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Ending Violence Against Women and Girls Project

Some comments from our service users and wider community:

'More is to be done on increasing awareness on sensitive matters [VAWG] and what is not considered acceptable. A crime cannot be watered down'

'Truly intersectional approach and portraying gender-based violence and exploring subtleties of women's experiences', 'The breadth of stories but in bite size chunks helped illustrate diverse lived experience', 'I learned that the term 'violence' is a hugely wide one and that the 'subtleties' of the 5 plays nevertheless fall into this category, despite the lack of physical violence' [after viewing 'Chalk']

Employability Project

The Inspiring Aspirations' Employability project continued to deliver on its outcomes from the months of April to September 2019. The project to continued engagement with Muslim, BME women to provide a culturally sensitive, tailored, accessible and comprehensive services and provisions, across Glasgow, Dundee and Edinburgh.

- The 'Inspiring Aspirations' project continued to shape the work in a responsive and collaborative way, identifying and addressing some of the complex barriers specific to the local demographics of each of the cities we work in. From April until September, we worked to deliver our bespoke in-house Employability Training Programme, our interactive mixed ability English Conversation classes, personal development workshops, Skills Training workshops, holistic person centered one to one support. Access to English literacy classes, which included ESOL for Employability, were provided and delivered by our longstanding partners at the Workers Education Association (WEA), and were a key part of the project.
- We continued ongoing jobs clubs in our Glasgow office which began from a request to keep sustained engagement and support after the employability training workshops. This enhanced service allowed continual support to our service users that required longer intensive employability support.
- Additionally, this year we piloted a new simplified employability programme for New Scots and we hosted and facilitated 3 annual events across all three cities. 70 women attended the events and took part in various personal development workshops including drama-based techniques for confidence building, storytelling for self-expression.
- Over the six months the project continued to attract women from diverse backgrounds, from countries of origin such as: Pakistan, Somalia, Yemen, Saudi Arabia, Sudan, Nigeria, India, Syria, Kurdistan, Iran, Morocco, Scotland, Ghana, Afghanistan, Bangladesh. Service user's native language ranged from: Urdu, English, Punjabi, Arabic, Swahili, Kurdish, French, Farsi, Hindi, Sorani, Bengali, Italian, Ghanaian and Persian.
- From April to September 2019 of the funding period we delivered 112 one-to-one individual resource intensive appointments. We have delivered 72.5 hours of English language provisions, including ESOL via our partnership with the Workers Education Association (WEA), to a total of 52 women.

Service user feedback noted below:

'I thought this place was only for Muslim women, but after coming here I feel better and know Amina will help me.'
'I am very grateful for the help I got here; I would never have been able to get this job without it.'
'I am grateful and have changed since I first came here. My daughter had to call and make an appointment for me and made me come to the Employability programme. Then I volunteered and attending lots of other things here and I feel like a different person to how I was when I first came here.'
'Everyone is so helpful and encouraging. I feel I can apply for the jobs and get help to go for it.'

**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2020**

STRATEGIC REPORT

Achievement and performance

Charitable activities

Employability Project

- The funding for the five-year employability programme came to an end in September 2019. Before the conclusion of the programme the project staff organised an annual practitioners' event in Glasgow. Called 'Include ME - Championing Change', the aim of the event was enhancing capacity, encouraging representation and visibility of Muslim and BME women in the Scottish workforce. The event brought together mainstream and other employability service providers offering stakeholders a platform to discuss some of the barriers Muslim, BME women face when accessing labour market opportunities and how these barriers can be addressed, sharing of innovative and creative approaches, sharing of current good practice and enabling a collaborative approach to some of the discussed issues. The event included a guest speaker, workshops, networking, and various engagement activities. Guest speaker for the event was Khadija Mohammed – Senior Lecturer in Education (University of West of Scotland) Co-founder and Chair of the Scottish Association of Minority Ethnic Educators (SAMEE). The workshops were on:
 - o Occupational Segregation - Identify the barrier to progression for Muslim, BME women
 - o Employing creativity within employability - Learning from the example of using creative measures to achieve employability objectives.

Feedback from event attendees:

'Very informative and relaxed course (sic)'

'Raised awareness of number of different groups working with BME women. Excellent networking event.'

'Providing the opportunity to engage in open and honest dialogue.'

'Excellent event: lots of incredibly useful information I will take back to my organisation to inform the development of our work.'

Enterprise Project

In the beginning of 2019, we successfully applied for funding to RBS Skills and Opportunities fund to deliver on an enterprise project that provided support to Muslim and BME aspiring female entrepreneurs across Glasgow, Edinburgh, and Dundee. Building on learning and experience gathered from previous Skills and Opportunities rounds and a pilot project funded by the George and Grace Thomson Trust, we proposed a participant-led enterprise project. Called 'Empowerment via Enterprise' the project was to work with 24 Muslim, BME women (across 3 cities) to deliver 30 workshops on budgeting, financial planning, photography for product sales, business planning and insurance, the project emphasised on marketing and creating an online presence. Based on the ethos of co-production with the project beneficiaries the funding enabled Amina to expand its enterprise work to provide robust support to aspiring Muslim and BME female entrepreneurs in three cities in Scotland. Our previous project was Dundee based with a short series of taster workshops in Edinburgh which highlighted the appetite and unmet support needs existing there. In March 2019 we externally recruited for the development officer and the project came to an end in March 2020. Key project highlights noted below:

- The funding enabled us to roll out the Royal Environmental Health Institute for Scotland, Elementary Food Hygiene Certificate in three cities, Glasgow, Edinburgh, and Dundee. Muslim, BME women that faced financial barriers to growth were given the opportunity to access training and information on starting their own enterprise, develop personal skills and experience in increase in confidence by acquiring accredited training.
- Participants could apply learning to further their employment options and as a means of personal development and growth. Some used the qualifications to start their own home businesses, from ideas arising from a hobby, which then went on to develop as self-employment prospects.

**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2020**

STRATEGIC REPORT

Achievement and performance

Charitable activities

Enterprise Project

- Our learning from this work is that there is further unmet need within Muslim, BME communities for more multilingual workshops that focus on enterprise and wellbeing skills. In the context of multi-lingual support many women wanted to start their own enterprises and they felt intimidated by the amount of paperwork and administration involved. This was overcome by providing hand-outs in English and Arabic. Explanations given in service user's native language was the best way to aid their understanding. Furthermore, there is a need to fund more accredited courses for interpreters or childcare or administration qualifications.
- There is further scope to provide accredited courses annually as much as funding would allow. This would enable women to acquire relevant skills and knowledge, further supporting them in accessing enterprise and employment opportunities.
- If the women were offered stand-alone mental health sessions, they may not attend due to the ingrained social stigma surrounding this in many cultures. However, under the multiple outcomes of the Enterprise project they could access sessions which not only resulted in an increase in financial knowledge but also an increase in confidence and improved wellbeing.
- In December 2019, the Enterprise Development Officer, Farah Khan, was recognised for the work she had put into the project where she won a Glasgow Irn Bru Carnival Centenary Award. As part of its 100th celebrations, Irn Bru sought nominations in Glasgow for individuals that always put others before themselves and deserved recognition.
- The Enterprise Development Officer organised a bake sale and charity dinner which provided a practice-based opportunity to the project beneficiaries to have their skills and earn an income by having their own food stalls and engaging with wider audiences.

Feedback from service users that accessed training and opportunities within this project noted below:

'I feel really confidence (sic) to know about all hygiene things.'

'The course is very helpful to get the job. And you get lots of knowledge from this course.'

'Thank you very much to be give me (sic) an opportunity to learn food and hygienic. Its help me in my family life and in my workplace. Thank you again.'

"I came today anxious and scared and Farah has been a considerate and career manager all in one and feels very positive about life."

"The conversation made me feel more confident, how to make solutions for problem."

'I have learned how to build myself up and how I need to do future applications. I am so motivated to improve after what I've seen. I was just amazed at how much information I've learned and I've grown so much. I want to work in Amina too, I hope I get an interview.'

'In my country I had a job as a pharmacist. I was very assertive, then now in this country my English is not fluent, so I am passive, I want to work to do something, the children are gone and I feel fed up'.

**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2020**

STRATEGIC REPORT

Achievement and performance

Charitable activities

Women, Faith and Mental Health Project

This one and half year project which started in October 2018, employed an Outreach and Research Assistant, along with freelance consultants to work with Muslim women across Glasgow. The project explored women's beliefs in Jinn and black magic through workshops, and how these impact on support seeking behaviour e.g. do women go to faith healers and/or mental health care professionals. The University of West of Scotland (UWS), on the back of this project, asked Amina to hold a stall on Mental Health Day at the university and also set up a room for the soundscape for the exhibition to play so students and staff could gain a better understanding of the experiences of Muslim and BME women. The project evolved to a 2nd phase and is a result of a successful funding proposal to South East Integration Network (SEIN). This phase focussed specifically on older women, younger women and women with disabilities and their carers. Following this in partnership with UWS, we are carrying out a quantitative study on the experiences of Jinn, black magic in relation to mental health (launched on Mental Health Day). This project was to conclude with an art exhibition in Glasgow, however due to Covid-19, has been postponed. Muslim, BME women contributed to the artwork and stories of this exhibition.

Inspire, Connect & Enable (ICE) Project

The ICE project was launched on the 28th of August 2018 through the platform of a community event: Eid Party. After the project launch in the next quarter the ICE project development officer primarily focused on developing partnerships. The activities have been a mix of skill sharing sessions, outdoor trips, and milestone events. These have all been centered on health and wellbeing, increasing knowledge around rights and entitlement, and learning new skills. In the first year the project engaged with a total of 486 women that attended 37 sessions, 68 of the women being unique and regular attendees. During this time, the project also connected with 19 agencies and organisations in delivering workshops and information sessions. Some of the activities that have taken place over the last 12 months are noted below:

- Eco friendly beauty and cleaning products workshop: This workshop was delivered by Gate Church International's carbon saving project. There was discussion on climate change, the impact of using plastic and harsh chemicals on the environment. This was followed by an activity where the group learned ways to make eco-friendly toilet bombs, all-purpose spray and homemade deodorant in an attempt to be more conscious and environmentally friendly that could be implemented in households and families in everyday life. Workshop was very well received.
- DCA tour and etching workshop: This workshop enabled women to access specialist equipment, which is normally not available to the public.
- Middle eastern dance skill share: This skill share was inspired by a Bollywood dance class we had – one lady was a particularly enthusiastic dancer and towards the end of the session was showing a Libyan dance. The project officer encouraged her to deliver a skill sharing session where she could teach the group her skills. Both dance activities were around confidence building and physical exercise in an accessible, women only environment for Muslim women that would not have otherwise participated in such activities.
- Cooking skill share: Two women from the regular ICE group volunteered to do a cooking demonstration to showcase Algerian cuisine for the wider group. The women in the group really enjoyed this session and have since been keen to showcase their own cuisines for future skill sharing session.
- External trips like the trip to St. Andrews and the trip to Scone Palace, offered opportunities to ICE participants to know more about local offerings, and the significance of different landmarks. For example, in response to the trip to St. Andrews some of the feedback mentioned that participants learnt about 'herbs being used for medicinal purposes' and the trip allowed them to 'appreciate nature'. Another outcome was that service users felt more connected to Dundee and their knowledge of free art and cultural offerings for families increased. In feedback to the Scone palace trip, service users highlighted that they learnt more about the local history, while another mentioned that this trip enabled them to 'spend time with friends and new (sic) people'.

**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2020**

STRATEGIC REPORT
Achievement and performance
Charitable activities

Inspire, Connect & Enable (ICE) Project

Some of the outcomes as reported by the participants:

- Women accessing spaces which are not otherwise accessible, service users are grateful for the opportunities offered through this project, particularly where they were able to access spaces which they had not otherwise accessed due to various barriers.
- Women reported an increase in confidence, for example service users initially were not be able to go visit spaces independently, whereas now they feel they are able to do so. One reported that she has lived in Dundee for 15 years, but the project exposed her to exploring parts of Dundee she had never previously accessed.
- Women are less socially isolated when they have had access to services as a group, trips have also enabled them to know more about the local history and learn new things in a fun environment. It has also enabled women to come out of their basic routine and meet new members of the community, in new spaces and feel supported through the network of peers within the group.
- The development officer for the project relocated to England, and recruitment for the role took place in the months of February and March. The new development officer was meant to start in mid-March, however as Covid-19 lockdown measures put all project activity on hold and the start date for the new development officer was deferred into the next financial year.

Amina and Victoria & Albert (V&A) Dundee – trainee tour guide Project

Funded by the Rank Foundation, Amina launched the V&A trainee tour guide project in the Autumn of 2018. Over the next two years the project aims to provide creative skills development opportunities to Muslim, BME women, and access to income earning opportunities by training them to become freelance tour guides. As freelance tour guides, they can deliver BME community language tours of V&A Dundee and be remunerated for it. BME communities in the first instance, due to language barriers, do not access creative spaces. By providing community language tours in languages such as: Urdu, Punjabi, Bengali, Nepalese, Mandarin and Arabic, the trainee tour guide project opens up creative spaces such as V&A to members of the BME communities.

Key highlights from the project noted below:

- Over the last twelve months two cohorts of women have received training on subjects such as conversational English (with specific focus on language used in creative/ descriptive context), confidence building workshops and curatorial training. The numbers of participants have been restricted to seven participants across two cohorts, where the focus has been on quality of engagement and the building of relationships.
- Amina delivery staff faced significant challenge as our partnership associate was off long-term sick for several months over the summer period. Amina's project development officer ensured the service delivery continued seamlessly, during the transition period and the workload was also managed effectively.
- Participants from cohort one and two were supported to promote their tour guide services through a launch event called 'One year on'. This event was co-planned and co-produced by service users and staff and took place in October 2019.
- Recruitment for the third cohort took place in February, with five women expressing an interest in receiving training. The third cohort was scheduled to start in March, however project activities had to be put in hold as lock-down measures came into place in March.

**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2020**

STRATEGIC REPORT

**Achievement and performance
Charitable activities**

Amina and Victoria & Albert (V&A) Dundee – trainee tour guide Project

Some service user feedback:

The training programme had given a participant a “clear idea and understanding” of the freelance tour guide role – something she had not considered as a career pathway before.

“Amina is much more than an organisation to me and it is hard to put into words how much it has helped me. It has helped me discover so many things about Dundee and about myself and has helped me on the journey towards finding a job.”

“my family and friends are so proud of me and I feel so proud of myself to explore, learn and give more and more”

Resilience Project

In August 2019 we were successful in receiving a grant from SSE- Resilient Communities Fund. This grant funded work on building the resilience of Muslim, BME women in Dundee, enabling them to empower themselves with skills, tools, and increased confidence to engage with different emergencies and hate crime effectively. The project aims to address issues around general awareness around emergencies, issues such as energy management, hate crime, mental health crisis in vulnerable Muslim, BME households in Dundee:

- Through facilitating different training sessions amongst Muslim, BME women about different emergencies supported by engagement with first responding organisations, through confidence building workshops in different themes related to the project outcomes such as mental health, fuel poverty, tackling different emergencies including hate crime, and building women’s resilience. on wellness recovery action plan to build their mental health resilience around emergencies.
- Project officer took place in the month of January and the resilience officer managed to conduct two focus groups, a training session for staff on supporting someone in a crisis and drawing boundaries and facilitate a first responder engagement workshop before Scotland went into lockdown in mid-March. The project since has significantly changed its outputs around Covid-19 emergency response post March 2020.

Women’s Friendship Group Glasgow

The Women’s Friendship Group (WFG) is a social network where Muslim, BME women exchange ideas, have discussions, and join in social events with their group. The group provides women with an opportunity to make new friends, improve their spoken English, increase their knowledge and confidence and build peer support. We have around 65 women who are on the group and around 15-25 women attend various sessions we organise for them fortnightly. These sessions include information on Climate change - encouraging women to reduce waste, recycle and reuse, eye health care, cancer awareness, film screening, visit to the Glasgow Museum resource centre, creating a handling kit for the Burrell Collection and more. There are many more women that would like to attend but are not able to as we do not have funding to cover their travel expenses.

Quotes from Women’s Friendship Group

“The Women’s Friendship Group at Amina has made me feel more confident, the workshops have increased my knowledge of different topics that are useful for my health”

“The best part of the friendship is that I enjoy meeting and greeting people, the chit chat and it’s nice to have some new information.”

“This group has given me motivation and a feeling of accomplishment.”

“I am very happy and thankful to Amina centre who organise these useful sessions.”

**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2020**

Partnership Working

A wide range of organisations have worked collaboratively with us this year, some have donated their resources and shown their approved support towards Amina.

The Board would like to take this opportunity to thank all the partner organisations, funders, volunteers, individual donors and corporate bodies for their significant and valued contributions and support to the charity.

STRATEGIC REPORT

Financial review

The net incoming resources, after operational expenses of £412,288, for the period were £9,461

At the end of the financial period reserves were £102,980

The principal funding sources for the charity are currently by way of grant income from the Scottish Government and other charitable Trusts. The charity also relies on voluntary donations and community fundraising to meet their day to day financial commitments. These funds have been utilised to meet the operational expenses of the charity.

The Board recognises that the Centre is a "not for profit" organisation and are cognisant of the position to ensure that the organisation is managed in a manner, which acknowledges the inherent responsibilities, demands and structures, which form the reality of operating in the Scottish economy.

Amina - the Muslim Women's Resource Centre is working towards a reserves policy that allows current work to continue post the funding date for projects where funders may not notify of decision to continue funding until after the end of the financial year. To this end, the intention is to develop reserves for 3 months budgeted expenditure of all potential ongoing costs to the organisation. The reserves will be generated from unrestricted revenue as all restricted funds require to be spent within that funding year, unless particular permission has been given to extend the period of grant.

Future plans

As highlighted last year, the financial context in which our organisation operates is becoming more challenging. Continued growth can no longer be safely assumed. Amina is conscious of the need to diversify its funding sources and of using its existing resources in the most effective manner possible. We have been exploring the idea of a social enterprise as a source of income generation.

Reliance on public funding is still a dominating factor and will continue to remain a significant feature of the organisation's overall income base but we will continue to diversify our streams of funding to maintain control of our organisational development and our overall mission. Our resources will not just take the form of monetary income; volunteers are vital in sustaining some of our core services and delivering our wider mission, we therefore need to invest more time and resources in developing our volunteers.

We will also explore partnerships as a way of offering more to the communities we work with, by sharing resources. For example, we have been in discussions with North Lanarkshire Council and the Rape Crisis Centre in that location about setting up a satellite helpline service which they would resource. Our role would be to train local Muslim women and support them in running the service there one day a week.

We have been focusing more on the evaluation of services and encouraging staff to think about what long-term and short-term 'difference' their activities make to the women we work with and to the wider communities. This has resulted in more useful information emerging regarding evaluation. We will continue to focus on this, as well as quality assurance.

Our service provision will at all times endeavour to be flexible enough to meet the needs of Muslim women, taking into account the wider social, economic and political changes. We will also continue to evolve and adapt our policies and procedures in line with these changes.

**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2020**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The charity is regulated by its Memorandum and Articles of Association, as adopted in 2012 and amended in 2013, 2015 and 2016.

The purpose of the charity is:

To promote any charitable purpose for the benefit of Muslim women and their family members where relevant, in particular the advancement of citizenship and community development, the promotion of religious and racial harmony, the promotion of equality and diversity, the advancement of education, the relief of poverty and distress, the furtherance of health and the provision or assistance in the provision of facilities of recreation or other leisure-time occupation in the interests of social welfare with the object of improving the conditions of life of the aforementioned persons.

In furtherance thereof, but not otherwise, Amina will seek:-

- to enable Muslim women of all ethnic minorities to access sensitive counselling, support and advice which meets their needs, both through provision of service and supported referral mechanisms.
- to establish a helpline to reach Muslim women across Scotland including isolated women from rural communities, to access facilities and services to help meet their needs and provide confidential advice, support and counselling.
- to enable and empower Muslim women to develop self-confidence.
- to develop training and volunteering skills to increase self-confidence, enhance employment opportunities and create further resources for community development.
- to initiate outreach work in order to encourage "housebound" women to participate in local/community based activities.
- to create links, supported referral mechanisms, and network effectively with voluntary organisations, statutory agencies and local authorities in furtherance of the objectives detailed above.
- to undertake community development work within the Muslim community and to support community integration and community cohesion.

Recruitment and appointment of new trustees

The Board consists of up to 12 elected members plus up to 3 additional persons appointed by the Board. Board members are elected at the AGM and entitled to serve for 3 years. Retiring Board members are entitled to stand for election.

A person shall not be eligible for election as a director unless she is a member of the company. An appointed Director need not be a member of the company but must agree to adhere to the Memorandum and Articles and promote the interests of the company.

The quorum for Board meetings shall be four members, at least two of whom shall be elected.

**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2020**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

Organisational structure

Amina - the Muslim Women's Resource Centre has changed its legal form from an unincorporated charity to an incorporated charity effective from 1 October 2012. OSCR consent was received regarding the change of legal form. The company limited by guarantee was incorporated on the 19 September 2012, and undertook the charity's aims from 1 October 2012. All the assets and liabilities of the unincorporated charity as at 30 September 2012 were transferred to the incorporated charity on 1 October 2012.

Governance and Management

The overall control of the Centre lies with the Board who have the power to decide on all matters concerning Amina, subject to the memorandum and articles, and policy made at the AGM. The Co-Chief Executive Officers (Co-CEOs) have had overall responsibility for the operational management of the organisation. Staff directly reported to the Co-CEOs with sessional staff, and volunteers directly reporting to project staff.

The Chairperson is responsible for the management of the Board. Both the Chairperson and the Co-CEOs report directly to the Board, with the Chairperson lining managing the Co-CEOs.

Volunteers form a major asset of Amina. Once trained for the role, they are involved in all aspects of service user support, assist with administration, and have become involved in development work. Amina has a fully developed volunteer policy which identifies recruitment, and support and supervision arrangements for volunteers. As indicated previously, Amina was awarded the 'Volunteer Friendly' Award in September 2018 which is valid until September 2021.

In addition to the above the following operational policies and guidelines are in place. The Pandemic Response Policy & Guidelines and COVID-19 Risk Management Plan was developed in March 2020 and implemented as an immediate response to the COVID-19 crisis.

- Conflict of Interest Policy
- Data Protection and Confidentiality policy
- Complaints & suggestions Procedure
- Maternity and parental rights
- Disciplinary procedure
- Health and Safety policy
- Equal opportunities
- Grievance Procedure
- Protecting Vulnerable people policy
- Access to personal record policy
- Training and Development policy
- Volunteer policy
- Supervision Policy
- Secure handling of Disclosure information
- Recruitment Policy
- Expenses Policy and Approved Scheme of Allowance
- Financial Arrangements Policy
- Whistleblowing Policy
- Amina Brand Guidelines

**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2020**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governance and Management

Amina's work is regularly reviewed internally and externally through recording of progress across input/ output indicators and outcomes as set within project frameworks. Funding is applied for projects that further the organisations strategic action plan. The project recording and reporting frameworks are based on funding criteria. To assess the effectiveness and impact of services being delivered data related to service user/ community profile and need, is regularly gathered, analysed, and assessed, where the learning from these assessments is applied in developing the work further. The programme staff are in regular communication with funders (Scottish Government, Rank Foundation, The National Lottery Community Fund, Scottish Southern Electric) and fund managers (Impact Funding Partners, Corra).

Sustainability and Risk management

The Board have examined the major strategic and operational risks, which the organisation faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

As with all voluntary sector organisations, Amina - the Muslim Women's Resource Centre is vulnerable to changes in public policy affecting statutory funding.

Amina - the Muslim Women's Resource Centre has developed a fundraising strategy designed to diversify the sources of funding, and increase sustainable fundraising streams, for the period beyond 2018. In addition to applications to a range of statutory and charitable trust funds, the plans for community based fundraising and individual donations will bring in increased levels of funding from this stream during the forthcoming financial years. In furtherance of this Amina - the Muslim Women's Resource Centre continues to invest in fundraising training for staff and volunteers.

Amina - the Muslim Women's Resource Centre is aware of the potential risks attached to the provision of advice, counselling and befriending. To counter this, the organisation invests in training for staff and volunteers, has robust supervision and risk management procedures, and in case of a claim, professional indemnity insurance to cover such eventualities.

Amina - the Muslim Women's Resource Centre will carry out effective risk assessment and management in order to identify, evaluate and attempt to control all potential risks. Although it is not possible for us to eliminate risk factors entirely, we will endeavour to reduce these risks to a level that the organisation is comfortable with, be it governance, external, regulatory and compliance, operational or financial factors. We will continue our analysis of all risk factors and will aim to prioritise them, reduce and control them, monitor them and have assurance that the controls put in place are working as planned.

The trustees recognised the sustainability challenge that Amina MWRC is facing, not dissimilar to challenges faced by any voluntary organisation. In response to this challenge, the Trustees have been working closely with the CEO to ensure that sustainability is a priority.

To protect against financial fraud, Amina - the Muslim Women's Resource Centre has financial policies that require two authorised signatures on all accounts, identifies levels of financial liability that can be entered into by staff members, and ensures checks on cash handling.

**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2020**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Post Balance Sheet Events

Impact of the Covid-19 pandemic and ensuing response measures: The pandemic has impacted the operations of the charity significantly as the country went into lockdown in the months of March-May. Staff were sent to work from home and all in-person activities ceased in response to lockdown. The Co-CEOs have been in continuous communication with funders regarding reprioritisation of work and objectives in different ways (including digital delivery), all the while discussing our progress with funders.

We anticipate all alternatively planned activities to be completed on time. Amina has tried to alleviate the impact of the pandemic by assessing risks and establishing mitigation measures associated with the pandemic, including:

- Staff being put on furlough while projects were put on pause in response to Covid-19 measures.
- Savings made through staff not travelling, on heat & light costs, etc.
- A review of the hardship fund policy and how to make it easier for women to access the funds.
- An increase in the hardship fund donations and uptake of the same.

We are following government guidelines on returning to the offices, have conducted staff and organisational risk assessment and have office protocols in place, in preparation for when staff are able to return to work.

We anticipate medium and long-term impact of the Covid-19 pandemic on the operation of the charity due to varying degree of pandemic response measures. Additionally, we anticipate the economic recession will impact the funding landscape and to address that risk we are already looking at financial sustainability of the organisation for applying for longer term funding programmes which will help deliver on the organisational objectives in the next three to five years. Additionally, it is also currently unclear how the economic recession will impact in the medium and long-term funding streams and in line of this we will review fundraising strategy at regular short-term intervals.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
SC432921 (Scotland)

Registered Charity number
SC027690

Registered office
Citywall House
32 Eastwood Avenue
Glasgow
G41 3NS

**Amina - The Muslim Women's Resource
Centre**

**Report of the Trustees
For The Year Ended 31 March 2020**

Trustees

A Khand Vice Chair
F Thomas (resigned 22.8.19)
J A Hassan
A Abdalla (resigned 22.8.19)
S Rashid
R Ahmed (resigned 14.10.19)
A Voulgari Secretary
N Zafar Treasurer
H Khan (resigned 22.8.19)
S A Todd Chair
H Ashraf (resigned 30.1.20)
Z Yousaf (appointed 22.8.19)
M Ahmad (appointed 22.8.19) (resigned 30.1.20)
S Afzal (appointed 22.8.19) (resigned 30.1.20)
N Rahmatullah (appointed 22.8.19) (resigned 31.1.20)
A Akisanya (appointed 16.7.20)
E Henderson (appointed 16.7.20)

Company Secretary

A Voulgari

Auditors

Robb Ferguson
Chartered Accountants & Statutory Auditors
Regent Court
70 West Regent Street
Glasgow
G2 2QZ

Banker

The Co-operative Bank
P.O. Box 250
Delf House
Southway
Skelmersdale
WN8 6WT

AUDITORS

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

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors,
on 14.10.20 and signed on the board's behalf by:

N. Zafar
N Zafar - Trustee

**Amina - The Muslim Women's Resource
Centre**

**Statement of Trustees' Responsibilities
For The Year Ended 31 March 2020**

The trustees (who are also the directors of Amina - The Muslim Women's Resource Centre for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees 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 trustees 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 trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees 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.

Report of the Independent Auditors to the Trustees and Members of
Amina - The Muslim Women's Resource
Centre

Opinion

We have audited the financial statements of Amina - The Muslim Women's Resource Centre (the 'charitable company') for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

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 2020 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, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- 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; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Report of the Independent Auditors to the Trustees and Members of
Amina - The Muslim Women's Resource
Centre

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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:

- adequate and proper accounting records have not been kept 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.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Report of the Independent Auditors to the Trustees and Members of
Amina - The Muslim Women's Resource
Centre

Use of our report

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 Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and the 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 as a body, for our audit work, for this report, or for the opinions we have formed.

Janice Alexander

Janice Alexander (Senior Statutory Auditor)
for and on behalf of Robb Ferguson
Chartered Accountants & Statutory Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
Regent Court
70 West Regent Street
Glasgow
G2 2QZ

Date: 14-10-20

**Amina - The Muslim Women's Resource
Centre**

**Statement of Financial Activities
For The Year Ended 31 March 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	3,605	-	3,605	12,620
Charitable activities	4				
Salaries and running costs		-	408,303	408,303	471,258
Other trading activities	3	<u>9,841</u>	<u>-</u>	<u>9,841</u>	<u>11,419</u>
Total		13,446	408,303	421,749	495,297
EXPENDITURE ON					
Charitable activities	5				
Salaries and running costs		<u>3,985</u>	<u>408,303</u>	<u>412,288</u>	<u>471,288</u>
NET INCOME		9,461	-	9,461	24,009
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>93,519</u>	<u>-</u>	<u>93,519</u>	<u>69,510</u>
TOTAL FUNDS CARRIED FORWARD		<u>102,980</u>	<u>-</u>	<u>102,980</u>	<u>93,519</u>

The notes form part of these financial statements

**Amina - The Muslim Women's Resource
Centre**

**Statement of Financial Position
31 March 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
CURRENT ASSETS					
Debtors	12	1,028	-	1,028	-
Cash at bank and in hand		<u>114,359</u>	<u>57,142</u>	<u>171,501</u>	<u>162,275</u>
		115,387	57,142	172,529	162,275
CREDITORS					
Amounts falling due within one year	13	(12,407)	(57,142)	(69,549)	(68,756)
NET CURRENT ASSETS		<u>102,980</u>	<u>-</u>	<u>102,980</u>	<u>93,519</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>102,980</u>	<u>-</u>	<u>102,980</u>	<u>93,519</u>
NET ASSETS		<u>102,980</u>	<u>-</u>	<u>102,980</u>	<u>93,519</u>
FUNDS	15				
Unrestricted funds				<u>102,980</u>	<u>93,519</u>
TOTAL FUNDS				<u>102,980</u>	<u>93,519</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 14-10-20 and were signed on its behalf by:

N. Zafar
N Zafar - Trustee

The notes form part of these financial statements

**Amina - The Muslim Women's Resource
Centre**

**Notes to the Financial Statements
For The Year Ended 31 March 2020**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

The charity receives grants in respect of various projects. Income from grants is recognised at fair value when the charity has entitlement after any performance and time related conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Expenditure

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

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

Fund accounting

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

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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. DONATIONS AND LEGACIES

	2020	2019
	£	£
Donations	<u>3,605</u>	<u>12,620</u>

**Amina - The Muslim Women's Resource
Centre**

**Notes to the Financial Statements - continued
For The Year Ended 31 March 2020**

3. OTHER TRADING ACTIVITIES

	2020	2019
	£	£
Fundraising events	4,813	2,748
Social lotteries	-	4,896
General fee income	<u>5,028</u>	<u>3,775</u>
	<u>9,841</u>	<u>11,419</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	2020	2019
	£	£
Grants	<u>408,303</u>	<u>471,258</u>

Grants received, included in the above, are as follows:

	2020	2019
	£	£
Scottish Government – PECF Fund – Helpline	116,531	109,091
Scottish Government VAWG Fund	67,719	68,381
Scottish Government ALEC Fund	70,000	70,000
Edinburgh City Council Helpline	-	1,530
Dundee City Council	-	32,703
People's & Communities Fund	43,200	82,150
Community jobs Scotland Helpline	1,680	6,314
Rank Foundation – Time to Shine	-	7,203
DVA Small Grants	-	3,358
Royal Bank of Scotland	32,000	10,500
Rank Foundation	22,587	14,854
Stafford Trust Grant	-	2,500
Community Jobs Scotland – Edinburgh Hub	-	5,207
Community Jobs Scotland – Employability & Enterprise Project	4,386	12,058
Community Jobs Scotland – Inspire, Connect & Enable	4,215	-
Rank SE	-	6,000
National Lottery Community Fund	31,527	24,477
Awards for All	6,308	3,642
Dundee Trust	-	1,495
Voice your choice Edinburgh	-	995
Foundation Scotland	-	7,800
SSEN	1,500	-
SEIN	6,650	-
Hope and Pilkinton for Employability	-	1,000
	<u>408,303</u>	<u>471,258</u>

**Amina - The Muslim Women's Resource
Centre**

**Notes to the Financial Statements - continued
For The Year Ended 31 March 2020**

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6) £	Support costs (see note 7) £	Totals £
Salaries and running costs	<u>410,254</u>	<u>2,034</u>	<u>412,288</u>

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2020 £	2019 £
Staff costs	298,927	346,847
Property expenses	30,333	27,277
Insurance	1,321	1,293
Telephone and IT	10,489	11,368
Stationery and equipment	3,868	5,996
Promotion and advertising	5,348	9,997
Sundries	654	648
Volunteer expenses	2,500	3,968
Training and consultancy	22,512	15,207
Staff travelling expenses	6,631	8,643
Affiliation fees	622	757
Recruitment	405	1,258
Events and service user costs	<u>26,644</u>	<u>36,031</u>
	<u>410,254</u>	<u>469,290</u>

7. SUPPORT COSTS

	Governance costs £
Salaries and running costs	<u>2,034</u>

Support costs, included in the above, are as follows:

	2020 Salaries and running costs £	2019 Total activities £
Auditors' remuneration	<u>2,034</u>	<u>1,998</u>

**Amina - The Muslim Women's Resource
Centre**

Notes to the Financial Statements - continued
For The Year Ended 31 March 2020

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2020	2019
	£	£
Auditors' remuneration	<u>2,034</u>	<u>1,998</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were 15 trustees' present during the year.

No trustees' received remuneration in the year ending 31 March 2020 (2019: £nil).

Trustees' expenses

Trustees' expenses paid during the year:

	2020	2019
	£	£
Total	<u>107</u>	<u>853</u>

10. STAFF COSTS

	2020	2019
	£	£
Wages and salaries	<u>298,927</u>	<u>346,847</u>
	<u>298,927</u>	<u>346,847</u>

Amounts payable to key management personnel in the year was £76,186 (2019: £65,730).

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

	2020	2019
	<u>24</u>	<u>27</u>
Project staff		

No employees received emoluments in excess of £60,000.

**Amina - The Muslim Women's Resource
Centre**

**Notes to the Financial Statements - continued
For The Year Ended 31 March 2020**

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	12,620	-	12,620
Charitable activities			
Salaries and running costs	-	471,258	471,258
Other trading activities	<u>11,419</u>	<u>-</u>	<u>11,419</u>
Total	24,039	471,258	495,297
 EXPENDITURE ON			
Charitable activities			
Salaries and running costs	30	471,258	471,288
	<u> </u>	<u> </u>	<u> </u>
NET INCOME	24,009	-	24,009
 RECONCILIATION OF FUNDS			
Total funds brought forward	69,510	-	69,510
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS CARRIED FORWARD	<u>93,519</u>	<u>-</u>	<u>93,519</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade debtors	<u>1,028</u>	<u>-</u>

**Amina - The Muslim Women's Resource
Centre**

**Notes to the Financial Statements - continued
For The Year Ended 31 March 2020**

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	5,535	10,726
Social security and other taxes	3,997	31
Accrued expenses	2,875	2,839
Deferred grants	<u>57,142</u>	<u>55,160</u>
	<u>69,549</u>	<u>68,756</u>

14. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2020	2019
	£	£
Within one year	<u>1,747</u>	<u>1,747</u>

15. MOVEMENT IN FUNDS

	At 1.4.19	Net movement in funds	Transfers between funds	At 31.3.20
	£	£	£	£
Unrestricted funds				
General fund	50,623	9,461	20,896	80,980
Designated - Earmarked Funds	<u>42,896</u>	<u>-</u>	<u>(20,896)</u>	<u>22,000</u>
	<u>93,519</u>	<u>9,461</u>	<u>-</u>	<u>102,980</u>
TOTAL FUNDS	<u>93,519</u>	<u>9,461</u>	<u>-</u>	<u>102,980</u>

**Amina - The Muslim Women's Resource
Centre**

**Notes to the Financial Statements - continued
For The Year Ended 31 March 2020**

15. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	13,446	(3,985)	9,461
Restricted funds			
Violence Against Women Project	67,721	(67,721)	-
Helpline & Development Project	118,208	(118,208)	-
Capacity Building Project	22,586	(22,586)	-
Edinburgh Hub	69,999	(69,999)	-
Inspire Connect & enable project	35,744	(35,744)	-
Mental Health	12,958	(12,958)	-
Employability & Enterprise Project	79,587	(79,587)	-
SSEN Resilience Project	1,500	(1,500)	-
	<u>408,303</u>	<u>(408,303)</u>	<u>-</u>
TOTAL FUNDS	<u>421,749</u>	<u>(412,288)</u>	<u>9,461</u>

Comparatives for movement in funds

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
Unrestricted funds				
General fund	31,510	24,009	(4,896)	50,623
Designated - Earmarked Funds	<u>38,000</u>	<u>-</u>	<u>4,896</u>	<u>42,896</u>
	<u>69,510</u>	<u>24,009</u>	<u>-</u>	<u>93,519</u>
TOTAL FUNDS	<u>69,510</u>	<u>24,009</u>	<u>-</u>	<u>93,519</u>

**Amina - The Muslim Women's Resource
Centre**

**Notes to the Financial Statements - continued
For The Year Ended 31 March 2020**

15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	24,039	(30)	24,009
Restricted funds			
Violence Against Women Project	68,381	(68,381)	-
Helpline & Development Project	116,935	(116,935)	-
Employability & Enterprise Project	118,499	(118,499)	-
Refugee Support Project - Dundee	36,062	(36,062)	-
Edinburgh Hub	75,207	(75,207)	-
Rank Foundation	28,059	(28,059)	-
Inspire Connect & enable project	24,473	(24,473)	-
Mental Health	<u>3,642</u>	<u>(3,642)</u>	<u>-</u>
	<u>471,258</u>	<u>(471,258)</u>	<u>-</u>
TOTAL FUNDS	<u>495,297</u>	<u>(471,288)</u>	<u>24,009</u>

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2020.